

**Attachment A  
2018 YOUTH COURT  
SUMMIT PROPOSAL FORM**

**TECHNICAL PROPOSAL**

Proposer's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Proposer's Designated Representative \_\_\_\_\_

Title of Representative \_\_\_\_\_

Address of Representative \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Provide the following for each key personnel:

- Resume – should describe the individual's background and subject matter expertise and ability in conducting the proposed activity. (Please attach resume)

**PROPOSED METHOD TO COMPLETE THE WORK**

Explain your method and/or tasks on completing the project. What methods will be used to facilitate the summit?

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Provide an overall plan with time estimates from the start to the completion of the summit. This plan should be in WORD or EXCEL format. (Please attach plan)

Explain the methods that will be used to present the course materials to the participants, including marketing and publicity for the event. (Power Point, handouts, etc.)

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If applicable, describe Proposer's method in preparation of a final summary of the summit, such as, but not limited to, evaluations, lessons learned, and proposed enhancements.

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Provide a sample of a Proposer's Evaluation form used for similar type projects. (Please attach a copy of an evaluation form)

Provide the selection process for workshop presenters and guest speakers.

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**COST PROPOSAL**

Please include the list of deliverables located in the table in the RFP. (Pages 10, 11, and 12)

As a separate document, submit a detailed line item budget showing total cost of the services for each Deliverable. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.” The budget should include estimate program costs including summit lodging and activities, as well as other anticipated costs that will be incurred in the coordination of the Youth Court Summit.

