**Request for Quote *for a***

**sustainability Taster workshop+ Living Smart full Course**

(template for Host – edit where needed, typically where \*\*)

A qualified facilitator(s) is being sought a Taster Workshop followed by full \*6-7\*-week course in \*dates\* in \*location\*. Are you interested in quoting these?
The Host is \*Host\*, via \*person/officer’s name\*. See details below on responsibilities for these two deliverables.

**Living Smart Taster Workshop: Details for quoting**
The Living Smarter taster is a stand-alone 2-hour workshop planned for \*date, day, time\*. It is designed to give the residents attending a taste for the content and interactive, hands-on style of the full Living Smart course and in so doing some new insights into achieving a sustainable lifestyle. The content needs to cover an ice-breaker introduction to sustainability, followed by 3-4 topic activities in-part selected by participants from an offering of activities from all 10 sustainability topics within the full Living Smart course. The taster concludes with invitation to participate in the full course.

The taster is capped at $\*\*\* maximum.  There will be no participant fee.

\*The facilitator needs to provide refreshments\* (to complement tea/coffee facilities).

Opening up will be undertaken by \*whom\*.

A brief evaluation survey needs to be undertaken to identify satisfaction, a new learning and interest in a LS course.

Other responsibilities on enrolments and shared marketing as per full course.

**7-week Living Smart Course: Details for quoting**
The \*Host\* is proposing a \*7\*-week Living Smart course be delivered on a \*dates & time\* at \*Venue & address\* plus 1-2 field trips during the latter part of the course. It is the venue is \*description eg well equipped for easy setup, has 6-8 tables in the room or nearby, mini-kitchen\*. The facilitator(s) will ideally be residing locally and/or engaged in local community activities.

The full course is capped at $\*6,000 ($5,455 ex-GST)\* maximum.
A participant fee (select and delete remainder)

Will be charged of $\*15/10\* and collected by the facilitator as additional income

Won’t be charged but bookings still required

Won’t be charged for local residents. People residing outside of the \*city\* will be put on a waitlist and charged $\*15/10\*.

**Facilitator’s responsibility**

* Negotiate details of contract with Host
* Organise and manage enrolment process, including online payments and cash at the door
* Marketing – assist with promotion through a flyer/poster, draft content for a media release, social media postings through local grass roots networks, run 1 stall (if enrolments low) and generally collaborate with council host on marketing as needed
* Undertake site induction with \*whom\* to handle opening and securing the building at the end of session
* Deliver Living Smart Course - including relevant guest speakers, field trips, mid-week emails, rewards for participants and a refreshments from week 2 (typically through roster with participants)
* Provide additional resources online or on-loan such as the Participant Guide if needed
* Prepare a Course Report that includes: (\*add or amend\*)
	+ Course satisfaction
	+ Course attendance and
	+ Impact on wider community
	+ Actions undertaken and intended
	+ Any post-course intentions, need for assistance (eg room to meet)

**Host responsibility**

* Venue with data projector, tea/coffee facilities each week plus supper on the first night
* Assist with opening venue and setup each week
* Marketing – Develop and promote with facilitator, including printing and distribution of flyers, inhouse council social media and email networks, finalise media release
* Provide relevant policies and local information

**If you are interested in facilitating the course, submit your Quote to \*email\*** by **COB \*closing date\*** in the form of: (add or amend)

* a brief letter explaining interest in delivering Living Smart,
* quote for each delivery with a costing breakdown for the full course based on responsibilities listed (pre-course set-up, localised content preparation, delivery, evaluation) above
* an up-to-date CV

You will be notified within 5 working days if your application is successful.