



Kansas Association for the
Education of Young Children

**Request for Proposal
Annual Conference Registration Vendor**

The Kansas Association for the Education of Young Children (KSAEYC) is a non-profit association whose members represent a diverse range of services for children. KSAEYC is affiliated with the National Association for the Education of Young Children (NAEYC) which provides educational resources for adults committed to improving the quality and availability of services for children from birth through age eight.....the critical years of development.

KSAEYC is accepting proposals from established organizations to provide registration services for an annual conference to be held virtually on October 8-9, 2021. In order to meet the needs of this conference, the vendor must be able to:

- Provide an online system for registration, including separate pricing for members and an online payment option, for approximately 300 attendees
- Send an email confirmation and receipt of payment to each registrant
- Answer questions about registration either electronically or by phone during the period of time conference registration is active
- Maintain effective communication with the KSAEYC Administrator, President and/or Conference Chair regarding registration and conference details
- Maintain a roster of registered attendees and track attendance at the event
- Generate certificates of attendance which include all information required by KDHE Child Care Licensing
- Provide an online conference platform (such as Zoom) and support on the day of the conference.

Interested parties may submit proposals containing information about the organization, a narrative regarding how contract requirements will be met and a budget. Proposals may be submitted electronically to email.kansas.aeyc@gmail.com. Proposals will be accepted until **August 1, 2021**. Vendor announcement will be made no later than August 13, 2021. Registration should be ready to launch September 1, 2021.