

**B.E.S.T. Mathematics, Computer Science and Personal Financial Literacy:**

**Content Developers Meeting**

**February 2024**

**Request for Proposals**



**About B.E.S.T. Mathematics, Computer Science and Personal Financial Literacy: Content Developers Meeting, February 2024:**

The Florida Department of Education’s B.E.S.T. Mathematics, Computer Science and Personal Financial Literacy : Content Developers Meeting is a week-long event to develop and write the content used for the 2024 Summer B.E.S.T. Mathematics, Computer Science and Personal Financial Literacy Professional Learning series to be held in June and July. Participants work in seven groups and as a whole group.

**The B.E.S.T. Mathematics, Computer Science and Personal Financial Literacy : Content Developers Meeting is a state agency sponsored event; therefore, it must adhere to state statutes regarding all aspects of the event.** All contracts are required to go through a Florida Department of Education (FDOE) procurement process and legal review. This is a lengthy process that may take several weeks to complete.

Grant funds used for this event’s services for meeting space, AV services and sleeping rooms are held with a designated fiscal agent that is tax-exempt. When approved by FDOE, the agreement will be assigned to a fiscal agent that will submit the meeting space, AV services and sleeping room agreement for signature. No food and beverage may be purchased with these grant funds.

If sponsorship funds are secured for food and beverage, a food and beverage service agreement will be with the Florida Education Foundation (FEF), the direct support organization for the FDOE. The food and beverage agreement will be signed by the FEF executive director.

**Event Contact:**

Noelle Bonard, Event Planner  
Email: [bonard@eventsforlearning.com](mailto:bonard@eventsforlearning.com)  
Cell: 850-591-7508

**Estimated Attendance:**

- Attendees ..... 75
- Staff ..... 10
- TOTAL.....85**

**Preferred dates in order of preference:**

1. February 12-16, 2024
2. February 5-9, 2024
3. January 22-26, 2024

**Meeting pattern:**

Monday – full day  
Tuesday – full day  
Wednesday – full day  
Thursday – full day  
Friday – half day ending at noon

## **Request for Proposals**

### **Meeting space needed:**

1 General session room for 85 set in rounds

6 breakout rooms for 15 (the GS room can double as a breakout)

### **Sleeping rooms:**

50 rooms (250 nights) with a check in on Sunday and out on Friday. A few participants may need to check out on Saturday due to their travel distance. Rate as close to government rate as possible and cannot exceed \$175/night.

### **Facility Requirements:**

- DEP Green Lodge certification required by Governor's Executive Order #07-126.
- Free parking for all participants.
- Free wireless Internet for participants in meeting space and sleeping rooms.

### **Food & Beverage Needs:**

Attendees are on their own for all meals.

### **Food and Beverage Payment Method:**

The Florida Department of Education (FDOE) is not allowed by law to pay for food or entertainment. The Florida Education Foundation (FEF) is a fiscal agent for the event's food and beverage if needed and will pay the event's expenses out of any fees collected for the event.

### **Tax Exempt:**

The Florida Education Foundation and the selected fiscal agent are both tax exempt entities and will provide selected venue with tax exemption certificate.

### **Group History:**

This event was held in Gainesville at the UF Hilton in 2021 and utilized the same size sleeping room block and meeting space. In 2022, it was held in Tallahassee utilizing meeting space at the Turnbull Center with participants making their own housing arrangements. In 2023, it was held at the Four Points by Sheraton Tallahassee Downtown and utilized the same size sleeping room block and meeting space.