



**Request for Proposals for Professional Training Services
To Provide Training Services
Issued by Association of Academic Surgical Administrators**

Overview

The Association of Academic Surgical Administrators (AASA) seeks proposals to provide training opportunities to AASA members. This request for proposals (RFP) is issued by the Education Chair on behalf of AASA Board of Directors and Membership.

Background: The AASA mission is to cultivate a thriving community of successful academic surgical leaders by inspiring members to contribute, learn and network. AASA members represent 104 Academic Medical Centers with a current membership of over 250. Member roles include but are not limited to surgical department vice chair of administration and finance, section administrator, hospital leadership, ambulatory leadership, and leader in research/education. Based upon member feedback and strategic planning priorities the AASA Board of Directors have charged the Education Chair to identify and implement additional training opportunities to both further our mission and meet member needs.

Time Line: RFP process begins March 1, 2018. Deadline for receipt of proposals is March 22, 2018. Questions will be accepted March 1st through March 12th. Any questions after March 12th will not be addressed. All questions will be addressed by March 14, 2018. The Education Committee will submit recommendation for selection to the Board of Directors for voting on at their March 28, 2018 meeting. Notification of vendor selection is anticipated by Monday, April 2, 2018. Please do not contact us. We will communicate award of the contract. Contract and effective date of award will depend upon the individual proposal selected. Goal is for the initial training opportunity to occur before the AASA Annual Meeting, October 21-23, 2018.

Submission: Each proposal should be submitted in the form of a letter and be accompanied by information about the organization's interest in providing the professional services. It should include how the submitter will achieve the goals of the AASA in providing member training. Submissions should include investment per person as well as both proposed content of training and mode for delivery. Trainer bios should be attached.

Scope of Services

Need: The purpose of this RFP is to solicit proposals from quality training providers who have the capacity to develop and deliver training programs designed to further the professional development of AASA members. The programs can include various delivery methods (i.e. e-learning and/or face-to-face) and can be prepared as single or multiple touch points (single certification class or span of multiple events overtime). They can include technical and soft skills. The vendor is not required to be within healthcare but all training must be applicable to the academic surgical administrator.



Training Topics Requested

- Certification Courses: Six Sigma, Coaching
- Assessment related training (i.e. Myers-Briggs Assessment, Winslow Profile, Emotional Intelligence Assessment)
- Leadership: building relationships, coaching/mentoring, communication, creative conflict, leading an organization, leading people, correcting performance problems, critical thinking, developing others, feedback/providing constructive feedback, managing change, managing performance, team building, trust/building under pressures
- Facilitation: developing results, effective meetings, facilitation skills, negotiation skills, creative conflict and conflict management/resolution,
- Process Management: achieving results, project management, Lean Six Sigma

Training Formats Accepted: Proposals with elements of in-person instruction will be more strongly considered than those without. An ideal training format includes both classroom and e-learning components.

- Classroom – Offered in up to a 7.5 hour traditional training format or multiple days, in specific locations around the country. Currently AASA has two in-person planned education sessions. The East/Southern regional retreat is in planning stages anticipated for late summer in New York City. AASA Annual meeting is planned in Boston October 21-23. Ideally the classroom training would be paired prior to or immediately following one of these already scheduled events.
- Synchronous - geographically dispersed registrations accessing a unique link to a specific training event. Instructor will lead training through either conference call phone access or computer audio. Presentations will include access to instructional material during live training with download capability as well as the option to have sessions recorded for later review through system archives. Registrants must have access via audio or real time chat box functions to interact with the instructor and fellow students.
- Asynchronous - on-demand training registrants can access at any time via a unique link. The proposal should describe training format as facilitated or self-paced and include information outlining how assignments and potential group and instructor interaction will be facilitated.
- E-learning – the use of electronic means to disperse training using electronic technologies such as computer and Internet-based courseware, local and wide area networks.
- Blended learning - combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach.

Please submit proposals to office@aasa1.org. Questions? Contact office@aasa1.org or 978-364-5175.