

HAI PROFESSIONAL DEVELOPMENT PROGRAM
REQUEST FOR PROPOSALS:
HAI HELI-EXPO 2024 Professional Development Courses
Anaheim, CA, USA – February 26-29, 2024

Helicopter Association International (HAI), a not-for-profit 501(c)(6) trade association, seeks qualified persons or vendors to design and conduct aviation-related professional development and education courses to be held in conjunction with HAI HELI-EXPO 2024, as outlined in the specification's of this Request for Proposals (RFP).

Each professional education course offered at HAI HELI-EXPO is chosen for its ability to strengthen the essential skills of vertical lift professionals in one of the listed areas:

- Safety Management
- Pilot Skill
- Human Factors
- Maintenance Management
- Operations Management
- Career Development
- International Operations
- Unmanned Operations
- Personnel development
- Insurance
- Tax Operations

Selected courses are also distinctive in their ability to address issues of importance clearly and thoughtfully to those working in the vertical aviation industry and to provide current, comprehensive information that helicopter professionals can use as a basis for effective decision-making in a rapidly changing work environment.

I. PRESENT NEED FOR VENDOR SERVICES

HAI is currently developing the Professional Education Program for HAI HELI-EXPO 2024 and seeks proposals for courses from qualified persons or vendors to include in the curriculum. To provide a high-quality program for industry professionals, HAI continuously strives to enhance, expand, and adjust course offerings. To that end, HAI is accepting proposals for courses on new subject matter, as well as competitive proposals for previously offered courses.

As a member service organization, HAI aims to select courses on subject matter of interest to our members and HAI HELI-EXPO 2024 attendees. All proposed course content should, at a minimum, be directly applicable to the international helicopter community and geared toward helicopter pilots, mechanics, instructors, students, managers, or others involved in the vertical lift industry. HAI also seeks to serve its membership by providing affordable professional development and educational opportunities that are realistic options for most members. We

appreciate both your expertise and support as we develop the Professional Education courses for HAI HELI-EXPO 2024.

II. REQUIREMENTS FOR VENDOR SERVICES

A. Contracting Parties

Vendors selected to design and conduct courses shall enter a contract solely with HAI, to be negotiated at the time of contract award.

B. Course Content

Vendors shall be responsible for the creation, development, and procurement of new and original content for courses on new subject matter and/or for courses on topics that have been previously offered at HAI HELI-EXPO. Contracted vendors must submit any changes to course content from those outlined in the contract to HAI for final approval no later than sixty (60) days prior to the start of the course.

C. Instructor and Guest Speakers

Vendors shall be responsible for providing skilled instructor(s) experienced in instructional technique and knowledgeable of the subject matter required. Contracted vendors are to provide a final list of instructors to HAI no later than thirty (30) days following the execution of a contract. A list of guest speakers (when applicable) shall be provided to HAI by vendor no later than forty-five (45) days prior to the start of the course. HAI reserves the right to reject, without cause, any instructor or speaker on the vendor's list no later than thirty (30) days prior to the start of the course. Vendor shall make every effort to find a qualified replacement if required. **Please note that to include instructor/speaker names in preliminary marketing materials, they must be provided at the time of contract acceptance.**

D. Course Dates and Location

Courses are tentatively scheduled to be held from February 23 – February 26, 2024, at the Anaheim Convention Center in Anaheim, CA.

E. Class Hours

Class hours will be 8:00 a.m. to 5:00 p.m. daily, with a one-hour lunch break. Short breaks may also be taken as necessary at the discretion of the instructor.

F. Course Materials and Lesson Plans

One set of course materials and lesson plans shall be submitted to HAI by contracted vendors for review no later than thirty (30) days prior to the start of the course. Vendors shall obtain HAI's written approval on all course materials prior to publication or distribution. Printing and shipment of materials to the course location is the sole responsibility of the vendor. If inspection authorization approval is needed, materials will be requested for submission.

III. RESOURCES HAI WILL PROVIDE AND VENDOR REQUIREMENTS

A. Classroom Facilities

HAI shall provide contracted vendors with suitable classroom facilities at the Anaheim Convention Center. Vendors will not be responsible for the cost of such facilities. **Vendors must specify any special classroom layout requirements in the vendor needs questionnaire.**

B. Audiovisual Equipment

Reasonable costs for the audiovisual equipment necessary to conduct the courses shall be paid for and arranged by HAI. Standard audiovisual equipment include projector, screen, lapel microphones and hookups for presentation medium such as laptop or tablet. **Contracted vendors must specify any additional requirements to HAI upon execution of a contract and in the vendor needs questionnaire.**

C. Refreshment Breaks

HAI shall plan to provide mid-morning and afternoon drink service and light refreshments for class participants during course breaks. All food and beverage service for each course shall be ordered and paid for by HAI.

D. Class Roster and Sign-In Sheet

HAI shall make available to the course instructor(s) a class roster no later than thirty (30) days prior to the start of the course. Updates will be provided as needed. A final class roster and student sign-in sheet shall be provided by HAI to the instructor on site. Vendors are prohibited from using student contact information provided by HAI for any purpose unrelated to the contracted course(s), including but not limited to the promotion of any other product, program, or service.

E. Certificates of Attendance

HAI shall provide certificates for each course attendee. Contracted vendors shall provide HAI with the course instructor's electronic signature for use on certificates no later than thirty (30)

days prior to the start of the course. Certificates shall be distributed by HAI to the instructor(s) on site.

F. Course Evaluation Survey

Course and instructor evaluation surveys will be available at the end of each course. Instructors are required to recommend that every student complete the survey. The results of the evaluations are used to determine if a course is offered again or if the instructor is invited to submit a proposal for the next HELI-EXPO. A copy of completed course evaluation surveys will be provided by HAI to vendors on request.

G. Course Registration

HAI staff shall manage all course registrations including the collection of registration forms, processing of registration payments, and maintenance of student registration database and financial records. Online, mail, and phone/fax registration methods will be offered by HAI. An HAI representative shall be on site to process any on-site registrations.

H. Show Floor Registration

Registration in a Professional Development Course **does include** registration to the show floor. Students who purchase one course will get a complimentary 1-day pass to the show floor, students who purchase two or more courses will receive complimentary a 3-day pass to the shore floor.

I. Intellectual Property

At its sole discretion, HAI may provide its intellectual property, including but not limited to approved and licensed HAI and HAI HELI-EXPO logos, to contracted vendors for use only on course materials and course advertisements. If HAI elects to provide a logo for such use, HAI retains all ownership and rights to such logo and all other HAI intellectual property. HAI reserves the right to review any materials where the logo is used, and vendors must obtain HAI's written approval prior to production or distribution of such materials. Vendor use of HAI logos or intellectual property shall terminate when directed by HAI or upon termination of contract with HAI, whichever occurs first.

J. Course Publicity

HAI shall advertise the course to more than 20,000 industry professionals through a combination of special mailings, e-blasts, various member publications, on HAI's website and social media accounts, at industry trade shows, in ROTOR magazine, and in the ROTOR Daily e-newsletter. Vendor shall also advertise the course through any appropriate means distributed

by vendor and shall refer to the course as being conducted by HAI. Vendor shall submit copy, prior to publication, to HAI for approval.

HAI shall print and distribute information on education courses on all HAI HELI-EXPO 2024 Professional Education communications, on the HAI HELI-EXPO website and social media accounts, www.heliexpo.com and on the HAI website, www.rotor.org.

K. Course Sponsorships

HAI shall seek sponsorship of contracted education courses. Vendors interested in sponsoring their course or who would like to recommend a potential sponsor should contact HAI sales at sales@rotor.org. Course sponsorships will not be included in any contract issued pursuant to this RFP; rather course sponsorships, to the extent any are obtained, will be contracted for separately. Whether or not a vendor is interested in sponsoring a course will not be considered in selecting award(s) under this RFP.

IV. PROPOSAL REQUIREMENTS

Vendors who wish to submit a proposal for an education course(s) to be considered for HAI's Professional Education Program at HAI HELI-EXPO 2024 should submit the following items via HAI's online submission form [Click Here](#) no later than Friday, May 26, 2023:

Vendor Information

- Company overview and summary of qualifications
- Point of contact for proposal
- Point of contact for contract

Course Information

- Title
- Description
- Goals and objectives
- Instruction/presentation method
- Syllabus by topic
- Curriculum: training units with concepts/subject matter covered
- Target audience
- Prerequisites (if applicable)
- Maximum class size (if applicable)
- Course acceptance by FAA/other agency for credit toward certificate/licensure (if applicable)
- Audiovisual and other equipment requirements
- Length of course in hours (exclusive of time allotted for lunch and other breaks)
- Limitations on course dates

Instructor and Guest Speaker Information

Instructors

- Name and title
- Short Bio
- Contact information

Guest Speakers

- Name and title
- Short bio
- Photo
- Contact information

Course pricing information

Please provide a detailed breakdown of estimated costs for each proposed course.

Please consider these items in your overall course fee estimate:

- Travel
- Lodging
- Production of course materials

Reference materials

- Resumes for all principal personnel who will be involved in developing course materials for each proposed course
- Names and contact information for three to five organizations vendor has provided comparable contracts or services to in the last 24 months.

V. SUBMISSION, SELECTION, AND AWARD PROCESS

A. Proposal Submittal

Vendors will prepare proposals in compliance with all the instructions outlined in the RFP. A vendor official with legally binding authority must sign the proposal. Partial or incomplete proposals may be rejected.

Online submission form [Click Here](#)

B. Vendor Selection and Contract Award

HAI will conduct the selection and contract awards in the following manner:

- This document will be distributed to all interested vendors and posted here: [PDC PROPOSAL \(rotor.org\)](http://PDC PROPOSAL (rotor.org))
- Proposals will be received and evaluated
- Vendors will be contacted with a response

C. Basis of Award

HAI anticipates evaluating RFP responses using the following criteria:

- Timely and complete response to RFP
- Vendor qualifications
- Course information and the quality of course content
- Perceived course value and relevance to potential students
- Instructor(s) and guest speaker(s) (if applicable) experience and qualifications
- Prior year(s) evaluation(s) and registrations
- Pricing
- Experience and qualifications of principal personnel who will be involved in development of course materials
- Vendor references

HAI shall evaluate each proposed course(s) as a comprehensive package, considering all criteria.

D. Schedule for Selection Process

RFP distributed	Friday, April 28, 2023
Deadline for proposal submissions	Friday, May 26, 2023
Anticipated selection of vendors/response/contract negotiations	Friday, June 30, 2023

E. HAI's Right to Reject

HAI reserves the right to reject any and all proposals, or portions of any proposal, at its sole discretion without cause.

If you have any questions, please contact:

Greg Brown

Director of Training and Education

Phone: (703) 302-8479

Email: Education@rotor.org