

# QUOTE



WISCONSIN CENTER for  
EDUCATION PRODUCTS & SERVICES

1213 N. Sherman Ave., #322  
Madison, WI 53704

Date	Quote #
04/27/2022	W-007093
Please reference the listed quote number when submitting payment/purchase order.	

Name/Address	
<b>Prepared For</b> Ana Luisa Dominguez Harlem Unit School District 122 8605 N 2nd St MacHesney Park, IL, 61115-2003	<b>Bill To</b> Ana Luisa Dominguez Harlem Unit School District 122

Description	Quantity	Unit Price	Extended Price
<b>WIDA SIS CARE Coaching Domain 2 (In Person)</b> <i>Topic: CARE Coaching Domain 2 Differentiation with an IEP lens</i> <i>Date: June TBD</i> <i>Cost: \$6500 -discounted for small group \$4500 total</i>	1	\$4,500.00	\$4,500.00
<b>Grand Total</b>			\$4,500.00

Phone #	Email
877-272-5593	account@wcepspl.org



## **In-Person Events - Terms and Conditions**

*This quote expires three (3) months from the date of issue.*

Thank you for your interest in hosting an In-person event with WCEPS. The following information outlines the terms and conditions for your event.

### **Event Details**

Reference your quote for specific details about your request. Contact us if you need to make any changes to quote, including alternate dates at [account@wcepspl.org](mailto:account@wcepspl.org).

### **Confirming your date**

Your reservation will be tentatively held until six weeks prior to the requested date. To confirm your date, a purchase order must be received by WCEPS on or before the six-week deadline outlined on your quote. Your event will not be confirmed until a purchase order is received. Once the date is confirmed, WCEPS will provide next steps to finalize the details.

If a purchase order is not received by the six-week deadline WCEPS reserves the right to open the requested date up to others.

### **Event Costs**

- Cost of the event includes facilitator time, travel, meals, and lodging (Airfare not included for Alaska, Hawaii, and International)
- Recommended number of participants - 10-30
- If the total number of attendees exceeds 50, you will be invoiced \$100 per additional attendee
- For two-day offerings: If non-consecutive days are needed, an additional \$1,500 will be added to the quote for each additional trip needed

### **Responsibilities of host**

As the host, you are responsible for the following:

- Promoting event to staff
- Distributing event materials via print and/or email to all participants
- Providing necessary A/V equipment and Wi-Fi
- Providing a training location
- Distributing the survey to all participants prior to the end of the event

### **Responsibilities of provider**

As the provider/facilitator, we are responsible for the following:

- Completing a pre-event call with host to finalize details and verify topics to be discussed
- Providing participant materials electronically at least two weeks prior to scheduled date
- Ensuring relevant topics are covered
- Conducting a post-event debrief with the host
- Upon request from host, send survey results
- Sending invoice after event completion

### **Rescheduling or cancellation**

The following applies if either happens after a purchase order has been received by WCEPS and the event has been officially confirmed.

#### **Rescheduling**

If the event must be rescheduled for the following reasons, no additional fees will be charged to the school. WCEPS will work with host to reschedule to a new date.

- Inclement weather
- Level 2 or 3 travel advisory for international events

If the event is rescheduled by the host for reasons other than those listed above, the school is responsible for any additional travel-related fees outside of the fees incurred for original date. These additional fees will be included on the invoice along with the event fee.

#### **Cancellation**

- If the host cancels the event, the host is responsible for the full fee and any travel-related expenses already incurred by the facilitator.
- If the event is canceled by WCEPS, a new date will be offered to host with no additional charges.

#### **COVID-19 Travel Disclaimer**

Due to continuing COVID-related travel concerns, WCEPS may cancel or postpone an in-person event. If WCEPS decides to cancel/postpone, WCEPS will offer either a full refund or a change in dates.

**Questions?** For questions about purchase orders, terms, or invoices, contact: [account@wcepspl.org](mailto:account@wcepspl.org), 877-272-5593