

Proposal for Services

PREPARED FOR Browning School District #9 – Rebecca Rappold

PROPOSAL # P-20866

DATE December 4, 2023

The following document is a proposal and is not a guarantee of service availability, nor does it confirm the scheduling of any of the services listed. Please reach out to the PBLWorks Services team if you have any additional questions, and we are happy to follow up by email or by phone. *The prices listed on the Services Proposal are valid for 60 days and are subject to change after the proposal expires.*

Ready for the next steps? If you would like to move forward with scheduling services, your next steps are as follows:

1. Request the specific services and dates you would like to schedule by replying by email to addie@pblworks.org. *Please note that services and dates are not guaranteed until a Service Agreement is signed. PBLWorks requires at least 6-8 weeks for contracting and procurement.*
2. Complete the [Contact Information Form](#) for service contracting. *This form confirms your authorized signer and the billing, shipping, and administrative contacts for your organization, required for PBLWorks to generate a contract.*
3. Sent via DocuSign, the Services Agreement is signed by your authorized signer. *Once signed, your services are scheduled and dates are officially secured on our calendar.*

Does your school or district have additional requirements for contracting? Please let us know as soon as possible, so we can work with your team to finalize needs.

If you have other questions or concerns about scheduling, service details, or pricing, feel free to be in touch. We look forward to working with you to bring Project Based Learning to the teachers and students you serve!

PRICING FOR SERVICES

Service	Service Price USD	Quantity	Total Price USD
PBL 101 - Online - Non- Consecutive	\$13,800.00 per workshop	1 workshop	\$13,800.00
TOTAL			USD \$13,800.00

These prices are valid for services within the date ranges listed above. Prices are inclusive of facilitator fees, travel and accommodations as they apply, and administrative and other costs.

Please note that for services outside of the United States, additional fees may apply. All international taxes, fees, and charges caused by wire transfer/ACH/check payment shall be borne by the school or district. All payments made to PBLWorks shall be drawn on U.S. funds.

This is a non-binding quote for service offerings requested of PBLWorks. Service scheduling is not confirmed until a signed Services Agreement has been received by PBLWorks. Peak demand for service delivery is June, July, and August. Clients are advised to confirm services 60+ days in advance of the desired service delivery date.

This offer is valid for 60 days following the proposal date.

ATTACHMENTS

- Attachment 1, **PBLWorks Services Catalog**, serves as a reference to describe services listed in this proposal.
- Attachment 2, **Technical Requirements - Online Services**, serves as a reference to ensure that your organization meets the minimum technology requirements for participants attending online services.

Technical Requirements for All Services

Review and share the following tech requirements with participants ahead of the session. Note that *each participant* will need their own device.

- **Computer for Each Participant:** Desktop, laptop, Chromebook, or Surface PRO 4 or newer are ideal. (An iOS or Android tablet will not be sufficient as a primary device.)
 - Speakers (either external or internal) or headphones/earbuds
 - Webcam (either external or internal)
- **Internet Connection**
 - An internet connection – broadband wired or wireless
 - Speed of 3Mbps/3Mbps upload/download (Not sure? [Check here.](#))
- **Operating System**
Mac OS 10.10 or newer, Windows 10 or newer, and Chrome OS
- **Web Browser**
Chrome, Firefox, Safari, and Microsoft Edge are recommended.
- **Software**
 - Google Docs via a Google-enabled account (Not using Google Docs at your school or district? Contact services@pblworks.org for support.)
- **Optional: Printer.** Helpful to print some items during the workshop.

Additional Requirements for Online Workshops

- ❑ Each participant needs the **Zoom Video Conferencing program** ([Download for free](#))
- ❑ Please join the online workshop from your own space (such as your classroom or home). Participants should NOT all be in the same room while the National Faculty facilitator joins/facilitates from Zoom. It's important for every individual to be visible on Zoom; to interact with their own Nearpod; and to be able to join different breakout groups (Learning Circle, Project Team, Random Pairs or Trios, Feedback Teams) throughout the workshop.

UPDATED ON MAY 24, 2021