



**LPE Associates, LLC**  
The Science of Coordination

### **Capabilities Statement**

**The National Evaluation and Technical Assistance Center  
for the Education of Children and Youth Who are  
Neglected, Delinquent or At Risk  
Office of Elementary and Secondary Education, Student  
Achievement and School Accountability Programs, U.S. Department  
of Education**

In support of the prime contractor, The American Institutes for Research (AIR), LPE Associates LLC (LPE) provided meeting and conference planning support services to the Department of Education, National Evaluation and Technical Assistance Center for the Education of Children and Youth Who are Neglected, Delinquent or At Risk (NDTAC). LPE's services to NDTAC included budget formulation and execution, site selection and contracting, on-line registration and meeting web sites, travel and per diem support, exhibit services, logistics support, meeting material preparation, audiovisual support management, honoraria, technical writing in support of meetings and conferences, onsite management, and post-conference reporting and survey support. LPE managed a large national conference in Washington DC, as well as regional conferences in Atlanta and New Orleans. Each conference was comprised of representatives from the Department of Education, State-level Departments of Education, municipal and local educators, as well as subject matter guest speakers.

The New Orleans conference was unique in that LPE provided logistics support to youth guest speakers who represented the "at risk" community, as well as young adults who had recently graduated from schools with programs developed under the auspices of the NDTAC. The New Orleans conference also included sponsored food functions that were coordinated and implemented by LPE staff.



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In the planning and implementation of large NDTAC conference, LPE staff became concerned with regard to the technical competence and reliability of an in-house audiovisual services provider. In response, LPE renegotiated the hotel master contract and identified/contracted with an external audiovisual services firm that delivered all required support as requested and below the cost originally projected by the in-house provider.