



LPE Associates, LLC
The Science of Coordination

Capabilities Statement

Logistical Support for Adult Education Reform

Office of Career, Technical and Adult Education, US Department of Education

LPE teamed with MDB, Inc and Safal Partners to provide logistical support and subject matter expertise to the U.S. Department of Education (ED) Office of Career, Technical, and Adult Education (OCTAE). The team assists ED in identifying and procuring subject matter experts who provide technical assistance and support across a range of subject areas, facilitate and participate in meetings, and assist in preparing policy-related materials. We also provide pre-meeting, on-site, and post-meeting services for local meetings, workgroup meetings, and annual state director meetings; developed meeting theme, logo, and tagline; prepared and distributed invitation letters and other meeting materials; produced graphics for meeting materials; coordinated and reimbursed speaker travel, per diem, and lodging arrangements; secured meeting rooms and audiovisual equipment; and made food and beverage arrangements. On-site registration, assisted speakers, distributed meeting materials, real time audience participation; administrative support and post-meeting evaluation report.

Support for each meeting was provided in full compliance with Department of Education, OMB, and other applicable Federal policies.

The meetings, conferences and webinars managed by LPE in support of this contract included the following:

- Advisory Group for OCTAE's 2018 State Director's Meeting, February 26, 2018; Format: Webinar
- WIOA Stakeholder Engagement Meeting, March 14, 2018, Location: Washington, DC



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- 2018 National Meeting for Adult Education State Directors, May 8-10, 2018, Location: Arlington, VA
- 2018 New State Director's Training, November 14-16, 2018, Location: Washington, DC
- Ability to Benefit Convening, March 14, 2019, Location: Washington, DC
- 2019 National Meeting for Adult Education State Directors, April 30-May 2, 2019, Location: Washington, DC
- 2019 New State Director's Training, Location: Washington, DC