**Instructions**: Provide detailed responses in the text boxes to the questions below. If additional attachments are required as specified below, submit the attachments in the order they are requested below. There is no page limit for this Appendix D – Technical Response to Questions or any associated attachments.

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| **Vendor Name** |  |

1. **Question One (Q1) –** Describe your ability to perform the entire scope of work outlined in this RFA, including your ability to work collaboratively with other agencies, businesses, and organizations to provide the services described in this RFA.

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1. **Question Two (Q2) –** Describe your experience in delivering HOPWA and/or equivalent services to the covered populations and how your mission statement aligns with the goals of this RFA.

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1. **Question Three (Q3) –** Describe your knowledge of the service array for the geographic areas covered by this RFA, and of the needs of the covered population and the services outlined in the RFA. Describe your understanding of HOPWA laws, rules and regulations.

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1. **Question Four (Q4) –** Describe your *capacity* to perform the entire scope of work outlined in this RFA. Provide your organization’s staffing plan and continuous process improvement plan. Please include:
	1. An Organizational Chart including the number of full time equivalent staff (FTE) to be paid for under this agreement.
	2. Qualifications of the staff who will manage this project.
	3. Curriculum Vitae/Resumes and/or credentials of key staff, for filled positions.
	4. Job descriptions for vacant positions.
	5. Any specialized staff training completed relevant to providing services in this RFA**.**

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