**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 E – Technical Response to Questions or any associated attachments.

|  |  |
| --- | --- |
| **Vendor Name** |  |

1. **Describe your ability to perform the entire scope of work outlined in in this solicitation in Section 2, Subsection 2.1 Scope of Services, including any specialized classes, trainings and/or seminars attended.  Additionally, please describe any experience you possess in providing these specialized services, including, but not limited to, experience with the target population and/or performing peer recovery supports.**

|  |
| --- |
|  |

1. **Provide a staffing plan that demonstrates your capacity to provide the scope of services. Please include in your response:**
* **Staffing plan detailing any hiring plans, salaries, and associated costs.**
* **Organizational chart.**
* **Any specialized staff training completed relevant to providing services in this RFA.**
* **Identification of appropriate caseloads, supervisory limits, aligning with the capacity and number of referrals.**

|  |
| --- |
|  |

1. **Describe how your mission statement aligns with the goals of this RFA. Describe how your agency will measure and identify necessary outcomes to ensure the services being provided meet the needs of clients. Furthermore, describe how your agency will make any changes to improve or maintain quality for the clients being served by this program while reflecting the model of the service.**

|  |
| --- |
|  |