



Appendix D – Technical Response to Questions

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.

Vendor Name	
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1. Describe your organization’s experience with the following:
 - a. Providing a planning and logistical support for conferences and in-person training events;
 - b. Convening, coordinating, and facilitating professional and advisory groups;
 - c. Developing and producing educational materials targeted to professionals, private-sector workers, and the public;
 - d. Engaging culturally and/or linguistically diverse group(s), including your organization’s ability to engage diverse perspectives in the development of training content and program materials.

2. Describe your organization’s qualifications and experience with training and technical assistance for home visiting or other prevention services programs, including your organization’s:
 - a. Capacity to develop new and leverage existing training resources.
 - b. Develop comprehensive training needs assessment and training plan.
 - c. Ensure training content is relevant and reflective of current best practices and evidence-informed with primary emphasis on adult learning modalities, including content suitable for individuals with limited English proficiency.
 - d. Evaluating the effectiveness and impact of trainings provided.



3. Describe your experience and capacity for recruiting, engaging, and retaining a diverse group of program advisors, representatives of the communities being served, to support advisory groups and CQI work.
 - a. Describe your proposed compensation plan for parent/caregiver/family advisors.
 - b. Describe your proposed staffing plan that demonstrates your capability to provide services. Include: Your agency's organizational chart. Resumes for key staff who will have responsibility for managing the programmatic, administrative and financial requirements in the delivery of these services. Proposed staffing plan and job descriptions for any vacant positions.