**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. Provide your proposed approach to meeting the requirements in the scope of services, including:
* Your method for assessing individual and DCYF training needs;
* Your process for leading each of the outlined activities showing your approach to collaboration with DCYF staff;
* How you will research and develop all curricula;
* How you will ensure content is reflective of current best practices and/or evidence-informed, with a primary emphasis on adult learning modalities, and at what frequency;
* How this content will be included in pre-service, in-service, and caregiver-ongoing training, for both new and experienced staff and for non-State employees, including proposed tools for registration and attendance, tracking and maintaining training data and curriculum, and providing an LMS for non-State employees; and
* Provide your Work Plan with projected timeframes.

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1. What is your experience with developing and implementing curricula, delivering training programs and planning and facilitating conferences? Describe your knowledge of child welfare and how it will influence curricula for both staff and caregivers.

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1. Describe your capacity to develop and deliver new and updated curriculum with particular attention to skill building opportunities and experiential components.

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1. Describe your Project Management methodology and how it will be applied to meet the requirements in this RFP.

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1. Describe your proposed staffing plan, including an organizational chart, resumes for key staff, and job descriptions for any vacant positions.

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1. Describe in detail the evaluation system/structure that you propose to use. Include in your description the overall evaluation design, methods utilized, and measures proposed that will be implemented, as well as your quality assurance and quality improvement process. Explain how you will evaluate the effectiveness and impact of training provided.

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