

# REQUEST FOR QUALIFICATIONS TECHNICAL ASSISTANCE & CAPACITY BUILDING

**SOURCING EVENT ID:** 0000007983  
**DATE ISSUED:** March 22, 2023  
**DEADLINE FOR SUBMISSION:** April 17, 2023

## ATTACHMENT 2 – WRITTEN PROPOSAL TEMPLATE

### Instruction to Proposers

Proposer shall use this document as a template on which to provide their Written Proposal responses. For each RFQ Service Area a Proposer applies in, **a separate Attachment 2 (Written Proposal Template) must be submitted**. For example, a Proposer applying in Positive Youth Development and Support for Families with Disabilities would submit two Attachment 2 documents, one for each Service Area. Each response will be scored independently. Responses can be repeated between RFQ Service Areas as appropriate. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive and/or receive zero points. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like.

In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section. Indicate clearly where supplemental documents are being provided.

Submission of a proposal will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

**Question 1: Agency Capability**-What makes your organization uniquely capable of implementing the services sought after by this Service Area of the RFQ? Provide a brief description of the agency and address your ability to provide in-person and virtual: workshops, cohort trainings, assessments, peer learning opportunities and/or in-person and virtual conferences. (20 Points, 500 Words Maximum)

**Proposer Response**

**Question 2: Programmatic Technical Assistance and Capacity Building Expertise-**Please describe your experience providing technical assistance and capacity building related to the Service Area in the TA.CB RFQ. Please provide a short description of the types of technical assistance, capacity building and/or professional development services you could provide. (50 Points, 3,000 Words Maximum)

**Proposer Response**

**Question 3: Service Delivery-**Based on the Service Area you selected, discuss how you are able to deliver these services in the following modalities: virtual and in-person workshops, cohorts trainings, coaching, peer learning opportunities and/or conferences (in-person and virtual). (30 Points, 2,000 Words Maximum)

**Proposer Response**