**RFP 26-85175**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

Please supply ***all*** requested information ***in the yellow-shaded areas*** and indicate any attachments that have been included. Document all attachments and which section and question they pertain to.

**2.4.1 Continuing Education for Level I, Level II, and Level III Certified Assessor-Appraisers**

1. How will the respondent work with the DLGF to staff, select, prepare, and teach continuing education classes? This includes submission and approval of all course work prior to the class instruction.

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1. How will the respondent make virtual classes available to students? What virtual meeting software does the respondent plan to use?

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1. How will the respondent prepare and supply course materials to class participants?

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1. Please describe the respondent’s capacity to offer students the opportunity to attend live virtual courses. This includes signing-in on the day of the course, enabling student participation, and acknowledging completion of the course for purposes of receiving continuing education hours.

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1. How will the respondent prepare, mail, and process registration materials?

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1. How will the respondent accept registration reservations by mail, facsimile, or e-mail?

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1. How will the respondent develop materials to be posted on the DLGF website?

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1. How will the respondent handle technical difficulties with the virtual meeting software or an instructor emergency that requires the cancellation of a class?

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1. How will the respondent maintain attendee class lists and provide the lists to the DLGF in an electronic format?

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1. In what formats, including lecture format, can the respondent provide teaching?

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* + 1. **Course and Instructor Requirements (Level III Assessor-Appraiser Certification, only)**

1. As required by IC 6-1.1-35.5-4.5(a)(2), is the respondent a nationally recognized assessing organization, post-secondary educational institution, or other educational delivery organization? If so, please provide supporting documentation.

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1. Does the respondent currently have course instructors that are approved to teach the IAAO or equivalent courses listed in 50 IAC 15-3-7? If so, please provide documentation of certification for each applicable course instructor.

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1. Does the respondent have a license agreement or the ability to obtain a license agreement no later than the date of the executive of the contract with the IAAO to provide the courses described above in question #2?

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1. If the respondent does not have instructors as per #2 above, will the respondent have the required course instructors no later than the date of execution of the contract?

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1. What experience does the respondent have teaching the required courses?

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1. What experience does the respondent have in testing and testing administration?

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1. Please provide a listing of the facilities the respondent will use to teach the required courses in the northern, central, and southern regions of Indiana. Please describe what makes these facilities suitable for the needs of the program (i.e., amenities, location, ease of access, technology, etc.).

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1. Please provide a sample for each region’s course schedule, along with a sample schedule for a typical day in class.

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1. Please describe the respondent’s capacity to offer students the opportunity to attend live virtual classes. This includes signing-in on the day of the course, enabling student participation, and acknowledging completion of the course for purposes of receiving continuing education hours.

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1. What experience does the respondent have in assessment education?

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**2.4.3 Registration Requirements**

1. Describe the system(s) of registration the respondent will be using to enroll students in courses.

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1. Describe how the system(s) can perform the following class maintenance functions:
   1. Identifying the course by name, ID number, date, time, & location.

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* 1. Creating a course student list with corresponding e-mail addresses to send the confirmation e-mail to registrants.

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* 1. Creating sign-in sheets.

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* 1. Maintaining a list of class providers, locations, and instructors.

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**2.4.4 Billing and Invoicing**

1. Describe the level of detail or descriptive information for charges or fees can be expected on any invoices. Will the invoice be broken down by categories or itemized for each expense?

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1. Describe whether the respondent can provide invoices to the DLGF electronically.

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1. For expenses related to in-person classes, will billing be based on the estimated enrollment or the number of registered students?

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1. Describe how and when the respondent anticipates providing invoices to the DLGF. Will invoices be submitted for each quarter an invoice for all expenses incurred in that quarter, no later than thirty (30) days after the end of that quarter?

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**2.4.5** **General Administration and Support**

1. Explain how the respondent proposes to correspond with potential registrants about course offerings.

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1. Explain how the respondent will provide assistance with course registration.

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1. Explain how the respondent will provide and deliver materials.

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1. Explain the online registration that will be used to register students.

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1. Explain how the respondent will provide technical support of virtual meeting software.

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1. Define the data that the respondent will require for student registration and explain how the respondent will ensure the security of that data as well as maintain the integrity of the student registration data.

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1. Explain any and all fees that will be imposed for providing these administrative services.

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