

**Chabot-Las Positas Community College District
Request for Qualifications (RFQ) to Provide
Title IV-E Qualified Training Services for Humboldt County**

PROPOSAL OUTLINE

- 1) Outline of Qualifications Statement:** Organize responses following the outline provided.
 - a. Entity Overview** in 1-2 paragraphs
 - What is your experience supporting court dependent children, youth and families?
 - What is your relevant training experience?
 - b. Remote Training Capacity** in 1-2 paragraphs
 - What is your experience with distance learning technology?
 - How do you ensure engagement of participants when providing training remotely?
 - c. Resumes**
 - Please include resumes for relevant trainers
 - d. Optional: Letters of Recommendation** regarding similar training services

- 2) Proposed Training Plan:** Provide training titles, possible trainer name(s), proposed audience, proposed training time (hours), and training objectives for each training you would like to provide. You may provide this using existing materials as long as all information listed is provided.

- 3) Budget:** Please provide fees for each training proposed. If the number of training hours are flexible then provide an hourly rate.

- 4) Include Signed Letter of Intent-** Provided in **Attachment C.**