

## ATTACHMENT 13 TECHNICAL PROPOSAL TEMPLATE

### Questionnaire

**Instructions:** Please provide a detailed response to the items below. Any incomplete technical proposal lacking a detailed response may be deemed non-responsive. **Please attach a separate sheet with your responses and reference the organization and numbering of all questions (e.g. Question 1 Response..., Question 2 Response...)**

1. Describe in detail the program design and how this program will be administered.
2. Provide detailed examples of how you would resolve potential administrative and operational issues/problems that may arise.
3. How will you ensure continuous and proactive communication and feedback between your organization and the Court?
4. Describe your prior experience and expertise in providing Children's Waiting Room or similar services to the target populations specified in the RFP. Your response should include the number of clients served, demographics of the clientele served, partnerships and/or collaborations with other community organizations and/or Courts.
5. What certifications, licenses, or partnerships does your organization maintain?
6. Identify the project manager and key staff who would be assigned to this project and outline their roles, qualifications and recent related trainings completed.
7. How do you plan to accommodate various age groups in a single shared space?
8. How will you ensure the State compliance for the staff-to-child ratio? What happens when key staff members call out from work?
9. What types of activities do you recommend for children's waiting rooms, and how do you tailor them to different age groups?
10. What is your approach to creating an environment that is both engaging or children and calming for parents/guardians?
11. Provide 2-3 examples of similar projects completed within the past five years (include client names, project scope, and photos if available).