**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

**2.4.1 – Experience**

2.4.1.1 Prior Training Programs

Provide details of current or past training programs your organization has designed, implemented, and/or operated that are relevant or similar to those outlined in this RFP, particularly within a government environment. Your response should thoroughly explain how these training programs were conducted, including specifics on reports, statistics, content, and other relevant performance metrics.

**2.4.1.2 Background and Expertise**

Describe your background and experience in relation to IC 8-1-26 and excavation practices in Indiana. This section should include company-wide experience as well as details on staff members who would participate in the training process, as outlined in the Scope of Work. Your response should provide a comprehensive history of past work in the field, training, education, and any other relevant activities related to IC 8-1-26 and excavation practices in Indiana.

**2.4.1.3 Application of Experience**

Explain how your background and experience, as described above, will enable you to effectively lead the Live Case Study Review and other aspects of the Scope of Work detailed in this RFP.

**2.4.2 – Software**

**2.4.2.1 Training Software**

Describe the software that will be used to present, conduct, and support the training program as specified in the Scope of Work.

**2.4.2.2 PowerPoint Presentation Delivery**

Explain how you will deliver the PowerPoint presentation in a dynamic, professional, and engaging manner, ensuring that trainees remain actively involved throughout the discussion.

**2.4.3 Testing**

2.4.3.1 Test Administration

Describe your approach to administering the test outlined in the Scope of Work, including prior examples of test materials. Provide details on how you would draft, implement, and evaluate the test.

**2.4.4 Live Case Study**

2.4.4.1 Completion Plan

Present a comprehensive plan for completing the Live Case Study Review as described in the Scope of Work.

**2.4.5 Scheduling**

2.4.5.1 Contacting Companies

Outline the methods you will use to contact each company to schedule training sessions, including the frequency of attempts.

2.4.5.2 Availability

Provide details on your available times and days for scheduling training sessions.

**2.4.6 Collection of Excavator’s Training Fee and IURC Payment**

2.4.6.1 Fee Collection and Remittance

Describe how you will collect the excavator fee and how you will remit it to the IURC.

2.4.6.2 Itemized Records

Specify the method or format you will use to provide itemized records upon remittance to the IURC.

**2.4.7 Training Progress Reports**

2.4.7.1 Reporting Software and Draft

Detail the software that will be used to draft the Training Progress Reports and provide a sample draft of the report.

**2.4.8 Committee Attendance**

2.4.8.1 Attendance Confirmation

Confirm your commitment to fulfilling the Committee Attendance duties outlined in the Scope of Work. Provide details on the frequency of your attendance at UPPAC meetings and describe the content of your oral training updates.

**2.4.9 Succession Planning**

2.4.9.1 Succession Planning Designation

Provide your succession planning designation, as outlined in the Scope of Work.

**2.4.10 Cost**

2.4.10.1 Prior Training Services Cost

Provide documentation detailing the cost of prior training services, including a breakdown of expenses.

2.4.10.2 Scope of Work Cost Breakdown

Present a detailed breakdown of the cost required to perform the duties specified in the Scope of Work.