**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 the execution of these training programs, 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 will participate in the training process, as outlined in the Scope of Work. Provide a comprehensive history of past work in the field, training, education, and 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.

**2.4.1.4 Completing the Scope of Work**

Provide separate responses detailing how you will address both the virtual and in-person components of the Scope of Work.

**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 trainees remain actively involved throughout the discussion.

**2.4.3 Testing**

**2.4.3.1 Test Administration**

Describe your approach to administering the test. Provide prior examples of test materials, detailing how you would draft, implement, and evaluate the test as described in the Scope of Work.

**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 for scheduling 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 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.

**2.4.9.2 Training Facility**

Specify the facility you plan to use for training, if applicable and known.

**2.4.9.3 Travel Intentions**

Indicate whether you plan to travel. If so, provide an estimate or plan of action detailing the frequency of travel.

**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.

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