1. What is the expected format for responses?

Overall maximum 10 pages (12 font, single spaced)
(Not including appendices - Proposal should stand on its own merit within 10 pages)

1. Understanding of Scope/Deliverables
   - Your understanding of what is being asked of you
2. Methodology
   - Your approach to the work
   - Your approach to engagement
3. Understanding of context and approach
   - Understanding the nuance of IAP2 and training
   - How you will navigate the complexity and opportunity
4. Team/Skills
   - Why you are the best person/people for the job
   - Ability/willingness to partner with others
5. Budget
   - Value for money proposition
   - Expressed as line items to enable comparative analysis
6. Timelines
   - How you see the process rolling out
   - Your ability to meet the timelines required
7. Conflicts of Interest
   - Are there any conflicts that we need to be aware of?
   - How will these be managed?
8. Appendix - Past examples and/or CV (Max 10 pages)
   - Past examples and/or CV's - Evidence of past work and experience
   - Other content to support your RFP

2. What information will people have access to?
   - PDF’s of participant manual and trainer materials
   - Information on the AU and International training licensing programs
   - IAP2 Corporate Identity & Graphic Standard Guidelines
   - Teams will be required to sign a Non Disclosure Agreement

3. What timezone is the cut off of the RFP?
   - 5:00pm December 13th Pacific Standard Time (North America)
4. What is the expectation for the consultant in terms of involvement in the trainer licensing process?

- The learning pathway and program outline will need to include documentation of the underpinning theory, design and development thinking behind the pathway and program materials to guide trainers.

- Part of the RFP asks for the program outline - which has been further clarified to include:
  - an overview of how the all materials provide a coherent and whole learning program;
  - delivery pathways for a participant and module linkages
  - program aims, outcomes and methodology
  - instructions for trainers in overall program delivery

- The licensing process and content will be developed separately to this contract by IAP2 but the consultant should allow, as part of this contract, between 1-2 days (not concurrently) to present to the trainers as part of the licensing process, via an online platform, that will be recorded and used for other licensing sessions.

5. What level of design is required for the finished product?

- Whilst a separate budget was set aside for the graphic design work, it has been decided that the most streamlined approach is to include an eighth deliverable to the RFP

“Deliverable #8: Ensure all materials are ready for go live including meeting the IAP2 Corporate Identity & Graphic Standard Guidelines and deliver tertiary-level professional presentation standards, including the development of a ‘family’ of models/images for program content:

- Access will be given to existing IAP2 graphic elements such as images, objects, diagrams etc
- There is no requirement to use an existing graphic designer, as long as the selected provided delivers to the IAP2 Corporate Identity & Graphic Standard Guidelines and deliver tertiary-level professional presentation standards
- An additional $10,000USD has been added to the project budget for this deliverable”
6. Other questions and responses can be viewed through the recording (approx 60min)