

Call For Trainer and Facilitator Proposals (CFTFP) for 1.5 Day Master Series Leadership Development Seminar and Follow-up Technical Assistance, #CFTFP2023.2024-0004  
Frequently Asked Questions (FAQs) 05/14/24

- 1. Appendix A: Scope of Work reads "Provide value-added services by keeping the program moving and assisting trainers as needed." What is the role of the facilitator? Is the facilitator managing the day's events or is there a requirement to teach or train at any point during the Master Series Event?**

The Master Series facilitator will lead and keep the 1.5 days of training on track while emphasizing the goals and objectives. The facilitator will provide program management and logistics while promoting engaging and smooth-flowing discussions. The facilitator will act as the moderator for the Master Series Event.

Respondents should reference **Appendix A: Scope of Work of the Request for Proposal (RFP)** for guidance. Provided below is the direct link to the RFP.

<https://elcbigbend.org/about-elc/procurement/>

- 2. Can a person serve as both a facilitator and a trainer?**

Yes. A person can serve as both a facilitator and a trainer, however, separate proposals for each role will need to be submitted for consideration.

- 3. Appendix A: Scope of Work reads " Each of the 50 seminar participants will be eligible for up to two hours of technical training for each trainer and their seminar topic." Please clarify if this means, as trainers, we are obligated to meet individually with each of the 50 participants, for up to 2 hours, or will one 2-hour meeting be offered to all 50 participants?**

The technical assistance follow-up can be delivered individually or as a group. If the group model is selected, each group should be small enough and allow each participant time for questions and concerns to be addressed. Technical assistance can be conducted virtually or in person.

- 4. If a Respondent is interested in providing training for 2 different training topics is a separate proposal for each training topic required?**

Yes. A separate proposal for each training topic is required.