

1. List proposed locations (name and address) (in-person or virtual) for holding programs. If program(s) travels to multiple locations list those proposed destinations.
2. Explain philosophy, goals, and objectives of company services. Include strategy for accomplishing the proposed scope of services.
3. Describe programs and methods of instruction. Attach lesson plans and methods of instructions for proposed all age groups and abilities. If more than one type of program is proposed, include method of instruction descriptions and lesson plans for each type of program.
4. Describe your firm's current policy for the management of disruptive behavior.
5. Describe how your company will provide reasonable accommodations for individuals with special needs as outlined in the Americans with Disabilities Act paragraph in the Special Provisions.

TECHNICAL QUESTIONNAIRE

6. Provide any documentation that details your firm's current safety plan.

7. Provide an emergency preparedness plan for all programs. Examples of emergency preparedness plans can be found at <https://www.ready.gov/>.

8. Describe how your firm shall provide your current employees or volunteers, who shall be involved with County programs, with the most recent CPR and First Aid certifications.

9. Describe how your company will provide your current employees or volunteers who shall be involved with County programs with the National Criminal Background checks.

10. Describe how your company will provide your current employees or volunteers who shall be involved with County programs with the Child Protective Services Central Registry check. This is a separate required check than the national criminal background checks.

TECHNICAL QUESTIONNAIRE

11. Identify instructional personnel (paid or volunteer), including resumes, skill levels, certifications, and the programs they will teach.

12. Provide evidence of successful prior experience.

13. Provide three business references, other than Fairfax County, with company name, address, contact person, and contact's telephone number:

1.	Company Name	
	Address	
	Contact Person	
	Telephone Number	

2.	Company Name	
	Address	
	Contact Person	
	Telephone Number	

3.	Company Name	
	Address	
	Contact Person	
	Telephone Number	

14. The Program Outline Form must be completed for all programs being offered and submitted with the Technical Proposal. See next page:
15. Provide a description of equipment/supplies required. Indicate what equipment/supplies are to be provided by your company and what equipment/supplies are to be provided by the County.
16. Provide a description of equipment/supplies to be provided by the participant.
17. Provide any other information that you would like to include in your Technical Proposal.

TECHNICAL QUESTIONNAIRE

PROGRAM OUTLINE FORM

(NOTE: This form must be included in the Technical Proposal)

[illegible]

TECHNICAL QUESTIONNAIRE

PROGRAM OUTLINE FORM

(NOTE: This form must be included in the Technical Proposal)

[illegible]