

**RFQ #: 13-005**

**The Incredible Years® Group Leader/Facilitator Questions & Answers**

Date	Question	Answer	Date
6/21/13	I would very much appreciate information as to how to proceed with the GOTO Meeting for the interview.	Instructions are included as a separate PDF document.	6/24/13
6/21/13	I will be flying out of the state on July 2, I am hoping this will not disqualify me from the interview process.	The schedule for July 2 will be very similar to the one of June 26. If you could provide us more information on your flight time, we <u>may</u> be able to accommodate your time.	6/24/13
6/23/13	I very much appreciate the opportunity to conduct a role play with the help of GOTO Meeting. I look forward to more information about the process of making that connection. I have a hand out and was hoping that you would be willing to make copies of it for the RFQ raters. This will serve as preparation for their roles as Parents of Newborns. Could you tell me if they will be holding dolls as part of their roles?	<p>The roles have already been determined as follows:</p> <p><b>Set Up:</b> Session 1 of series. Assume introductions have already been done, so you “know” the parents and this “role play” is just another activity on your agenda.</p> <p><b>Interviewee:</b> Incredible Years Group Leader</p> <p><b>RFQ Rating Team:</b> Parents of Newborns (parents of newborns are all different. You can expect the role each RFQ rater takes on as representative of Palm Beach County (e.g. single parent, married, 2<sup>nd</sup> time parent, etc.). The RFQ Rater will wear a name tag with their name and “role” for you to see. They will each have their “newborn” with them (dolls). <b><i>Note: The goal of this exercise is for the RFQ team to observe the facilitation skills and experience you wrote about in your response to the RFQ. Therefore, the parents will not be challenging in behavior. Again, CSC wishes all to have a successful experience.</i></b></p> <p><b>For Face-to-Face Facilitation-Room set up:</b> The room will be set up as close to the Incredible Year’s developers requirements (“parents” in a semi-circle facing the group leader, no table in front of parents, and a mat on the floor for “parents who might want to be on the floor with their baby.</p>	6/24/13

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<b>6/24/13</b>	How long will the role play take? Is there any way I could be seen earlier in the day?	The role play will take approximately 10-15 minutes. Due to the number of interviews scheduled there will not be an opportunity to switch interview time slots unless a proposer cancels their interview. Should this occur you will be notified.	<b>6/24/13</b>
<b>6/24/13</b>	<b>How do I contact CSC regarding this RFQ?</b>	<p><b>3.1 LIMITATIONS ON CONTACTING CSC PERSONNEL</b>            This Request for Qualifications is issued by the Children’s Services Council of Palm Beach County. The contact person listed below is the sole point of contact for this RFQ:            Adrienne Heritage, Administrative Assistant IV  <a href="mailto:Adrienne.Heritage@cscpb.org">Adrienne.Heritage@cscpb.org</a>  <u><b>All contact shall be by email only</b></u></p> <p><b>3.2 PROPOSER DISQUALIFICATION</b>  <u>Proposers are prohibited from contacting CSC personnel or board members regarding this solicitation other than the person identified above.</u> Any occurrence of a violation may result in the disqualification of the proposer.</p>	<b>6/24/13</b>
<b>6/24/13</b>	Can we bring the questions or any other materials with us?	You can bring any materials that support your facilitation (e.g. your own notes, the questions you want to make sure to ask the parents in your group, etc.) as long as the materials are not handouts for the parents.	<b>6/25/13</b>
<b>6/24/13</b>	Will the role play parents have real babies?	They will have dolls.	<b>6/25/13</b>
<b>6/24/13</b>	Do we start our facilitation with the questions or do we do introductions first?	Assume introductions have already been done, so you “know” the parents and this “role play” is just another activity on your agenda.	<b>6/25/13</b>
<b>6/24/13</b>	On email of June 21 you mentioned that the interview was scheduled for July 2 but the next paragraph mentions that "The RFQ team will only be able to rate your interview based on what they see July 3." Which is it?	This was a typographical error. Thank you for bringing this to our attention. We apologize for any confusion. The email should have read July 2 not July 3. Part 2 Interviews are all scheduled for July 2. <u>The RFQ team will only be able to rate your interview based on what they see/hear on July 2.</u>	<b>6/25/13</b>