

**\$aveUSA Program
Request for Qualifications for Training Consultants
Responses to Submitted Questions
Part of the Federal Social Innovation Fund
Updated November 22, 2010**

Q1. Will there be a limited number of qualified training consultants selected to serve Implementation Partners for the \$aveUSA program across the country?

A1. The Mayor's Fund will review proposals to ensure capacity to offer the \$aveUSA Account training as outlined in the RFQ's Scope of Work. Statements of Qualifications will be rated on a scale of 100 points as mentioned on page 7 of the RFQ. Implementation Partners can choose to select from this pre-qualified pool, conduct their own training or work with another partner.

Q2. Who will be drafting the training curriculum and what will it cover? What are the ownership rights associated with the materials?

A2. The Mayor's Fund will be drafting the \$aveUSA training curriculum to be used by all Training Consultants. The curriculum teaches trainees about the benefits of asset building, provides marketing protocols for the \$aveUSA program, establishes staffing roles, and provides a guide to the on-the-ground operations at VITA sites, e.g., account opening procedures. The Mayor's Fund is the copyright owner of all aspects, elements and components of the training curriculum and all related training materials. \$aveUSA training materials cannot be used outside of the delivery of this program.

Selected training consultants will be expected to customize the curriculum to reflect the policies and procedures of the respective Implementation Partners.

Q3. Are there any contractual limits concerning the number of implementation partners any one qualified training consultant may work with under \$aveUSA?

A3. Training Consultants may work with any number of Implementation Partners. Generally, training Consultants will be expected to work with all their trainee organizations in the same capacity and have equal levels of involvement; the Mayor's Fund may approve exceptions on a case-by-case basis.

Q4. Are there required attachments for this proposal?

A4. There are no required attachments associated with this RFQ. However, the Mayor's Fund expects that applicants will provide any relevant examples of previous training work, lessons learned, in-class exercises, curriculum, etc. Applicants should also provide two references who can speak to the institution's work with innovative asset building programs focusing on low-income populations.

Q5. Can an Implementation Partner serve as the training consultant for another Implementation Partner?

A5. Implementation Partners can serve as their own trainers but cannot train other Implementation Partners.

Q6. What is the timeframe for Implementation Partners to select their training consultants? Once selected, how will Implementation Partners and training consultants work together to prepare for the training sessions?

A6. The Mayor's Fund expects to provide Implementation Partners with a list of the pool of training consultants in early December. Implementation Partners will then be given the opportunity to conduct discussions with any training consultant. Training consultants will be expected to understand key program aspects, including: program goals, VITA site operations, account opening procedures, marketing strategy, etc. All selected training consultants are expected to attend the train-the-trainer session in mid-December. The Mayor's Fund, Implementation Partners and selected training consultants will all work together to finalize training materials in time for the expected January training sessions.