

**1. Is there a set format or forms for the submission of response proposals?**

Answer: OHSP recommends a word document or PDF that is concise and answers the proposed questions. There is no need for elaborate presentations.

**2. It appears that a grant would be awarded to the winning organization to fund the training. Would an organization based in another state be eligible to receive a grant from the Michigan OHSP?**

Answer: This grant will not be awarded through an OHSP grant, but instead as a contract/contractor. (The Contractor that is selected to fulfill the training can be from out of state.)

**3. In regards to "Essential Duties and Responsibilities," bullet #1, if the curriculum and student materials have already been developed and said development will not be charged to the grant project, is the review and approval of the materials by the OHSP still necessary?**

Answer: In this case, no OHSP would not need to review the materials.

**4. In regards to "Qualifications," bullet #1, can you identify the accreditation required to satisfy the experience in teaching "accredited" courses?**

Answer: Provide the resume/qualifications of the proposed instructor(s) for the classes.

**5. Can the training costs be proposed and budgeted on an all-inclusive firm/fixed price basis per class offering? Will a firm/fixed price per course cost still satisfy the requirements that "all costs shall be actual?"**

Answer: Yes, the proposed budget can be all inclusive. Provide a detailed description of what is included in that fixed price.