THE FORBES FUNDS

Comparing Proposals
Nonprofit Example of RFP for Government Mandated Employee HIPPA Training

What Is Your Next Step?

Proposal Elements	Consultant A	Consultant B	Consultant C
Complete work by 12/31	Yes	Within 2 months of signed agreement	November 15th
3 workshops on HIPPA changes for between 10 and 15 participants each	2 workshops of 20 participants each	Yes	Yes
Training at times that accommodate a 24x7 staffing structure	Did not specifically state	Yes	Training to take place from 8 to 10 AM Tuesday, Wednesday and Thursday
Presentation to the board and senior staff before the start of training	Yes	Yes	Suggest meeting with board members one-on-one
Holds HIPPA Certification	Yes	Did not state	Yes
Has trained HIPPA content before	Training but did not state HIPPA training	Yes	Yes
Provide each participant with their own copy of training materials	Yes	Yes	Will provide you with master copy; you make enough copies for participants
Provide at least three references and contact information	Provided three references for general consulting work with contact names and telephone numbers	Provided three names for HIPPA training with contact info	Provide three names for HIPPA related consulting with contact information
Other elements included in the proposals that were not identified in your RFP:		Suggests one of the three classes be a "train the trainer" class so that supervisors can cover new employees later on. Provided a selected list of clients for the past 2 years.	Offers to include in the cost of the training a follow up session in 6 months for any new employees

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