

RFP for UCC and Multiple Family Dwelling Inspector Courses Frequently Asked Questions

1. Under Category of Interest/Audience Level on page 10 of the RFP what is meant by “level of audience?”

In some cases when a course is offered, the Department will include a description of the intended audience so that applicants can make a more informed decision about whether the course would be appropriate for them. Level of audience could include “entry level inspector,” “inspectors responsible for plan review,” “inspectors who are familiar with commercial electrical inspections” or other descriptions of the knowledge that the instructor expects the audience to have.

2. Under Session Content on page 10 of the RFP, what should be included in the outline?

List the major discussion topics and the amount of time that is dedicated to each topic.

3. Under Session Content on page 10 of the RFP it states that the seminar must fill 5 hours of content for a one-day seminar. Is it possible to partner with another instructor and provide two 2.5 hour topics?

Yes in fact the Department is interested in this as a means of providing training on needed topics that might not be lengthy enough for a 5 hour presentation.

4. Can I substitute instructors?

Only the instructors that are listed in the proposal that was submitted in response to the RFP can be used. Any instructor not included in the proposal would require a special approval in writing from Rutgers and the Department of Community Affairs.

5. Is it necessary to develop a test for the course?

No there is no need to develop a test. Whether a test is submitted or not, is not weighted in the evaluation process. Some instructors have elected to provide a test as a means of gauging the effectiveness of their presentation but that is the instructor’s choice. If there is a test it should be submitted.

6. Under “Methods and Format” what is meant by teaching style?

Teaching style is how the material will be presented. There is a preference for more “hands-on” types of training. Other styles could include group exercises, audience participation, power point presentation, open forum discussion, lecture etc.