

Consulting services to develop training standards and transit agency training plans
QA1
2/10/2016

General RFP Questions

1. Attachment B states that one original proposal and three copies of the proposal are to be submitted. By what date must the printed copies of the proposal be postmarked?

Answer: **Proposals must be received by noon on Tuesday, February 16, 2016**

2. Is the cover letter, table of contents, and table of organization included in the three page limit for proposals?

Answer: **No**

3. The RFP (page 5) states that Attachment B is the Federal Clauses Professional and A&E Less Than \$100,000. But, the actual Attachment B is titled "Proposal Acceptance."

- a. Should bidders submit the "Proposal Acceptance" and a separate agreement to Federal Clauses Professional and A&E Less Than \$100,000 document?
- b. If there is a specific form for the Federal Clauses Professional and A&E Less Than \$100,000 verification, can you provide the instructions and/or password for accessing the form(s)?

Answer: **The incorrect attachment was posted with the RFP. Attachment B should be the federal clauses. The consultant should complete the clauses. The Proposal Acceptance will be removed from the bid documents. And the correct attachment will be included.**

4. Is a separate budget with travel cost details required in addition to the Consultant Bid sheet-milestone, and if so, is it to be included in the three page limit?

Answer: **It is not necessary to submit with the bid. The selected consultant will need to provide this information to be included with the contract.**

5. According to Section III of the RFP, payment will be made on a milestone basis, at the completion and acceptance of each deliverable, by the MDOT Project Manager. Payment will not be made until OPT issues a written Notification of Final Acceptance. What provisions can be made for paying interim invoices for Milestone Deliverable-Task 3 that spans one year of labor and travel costs?

Answer: **Project manager will work with selected consultant to split deliverable into smaller milestones so payments can be made.**

Specific RFP Scope Questions

1. Has data already been collected and would be available to the consultant concerning the types and formats (on-site, web-based, etc.) of training currently being conducted by each of the transit systems? If such information is available, is it possible to have access to it prior to bid submission?

Answer: **To my knowledge there is not any data collected or available at this time.**

2. How many days is the Annual Conference in August and in what city is it held?

Answer: **Two days, August 23 and 24. Consultant may only need to attend one day.**

3. Can you confirm,

- a. The resource guide and pilot program plan are due July 2016, and pilot program implementation would occur shortly thereafter.
- b. Overall presentation and training to all subrecipients on these two documents will occur at the August 2016 conference.
- c. Pilot program implementation will occur approximately July 2016-July 2017.
- d. Training for all other agencies on the final guidance will then be conducted within 3 months, or by October 2017, or would it be expected at the August 2017 conference?

Answer: **This is the proposed schedule.**

4. Do we understand correctly that in August the guidance and tool will be unveiled for use by all subrecipients, but the consultant will only be responsible for assisting the 5 pilot programs?

Answer: **Yes**

5. Do Section 5310 and 5311 subrecipients attend the Annual Conference in August? If so, would there be one session for all systems, or separate sessions for 5310, 5311, and 5307?

Answer: **There would be one session for all agencies. Some Section 5310 subrecipients do attend the conference.**

6. Who will be responsible for choosing/recommending the five pilot locations?

Answer: **MDOT with input from the transit industry will select the pilot locations.**

7. Has MDOT OPT conducted any type of training via webinar in previous years? If yes, what were some of the challenges/weaknesses to this approach?

Answer: **OPT has not conducted any trainings via webinar. Other areas at MDOT have conducted webinars. OPT would need to work with other areas in the Department to provide the training. Since OPT has not done these in the past, I am not aware of the challenges/weaknesses to this approach.**

8. Should consultants budget for printing the resource guide and training guidance or will they be presented/distributed via email or housed on MDOT's or another website? If printing is required, how many copies of each deliverable are required?

Answer: **Consultants would not be responsible for printing the resource or training guides. We would like the information available electronically. Information will be made available on our website or through email correspondence.**