

Consulting services to develop training standards and transit agency training plans QA1
Requisition 1913
3/22/2016

Q: Could you please confirm the submission instructions: is this an electronic submission, to be emailed to mdot-rfp-response@michigan.gov?

A: Yes, electronically.

Q: Are there any special submission requirements in terms of document format or file size?

A: At least 12 font and the document must not be bigger than 5MB.

Q: Could you please confirm what is required and included in the 3 page maximum page limit? Does everything listed under Section II Proposal Content need to fit within the 3 page limit?

A: Proposed Work Plan

- *Overall Approach*
- *Products and Deliverables*
- *Initial assessment of project challenges and opportunities*
- *Unique innovations proposed*

These items do not need to be included in the three pages:

- *Project Team, with job, titles, relevant experience, qualifications and any certifications or licenses they possess.*
- *Project Schedule, including milestones*
- *A description of firm's experience with the unique nature of this project. Include descriptions of prior or present projects which would tend to substantiate ability to perform this project, and include contact information for the referenced projects.*
- *Budget, including travel costs.*

Q: What is the "Innovations" component listed in the requirements matrix on page 1 of the RFP?

A: New ideas or products that will be used to find solutions that meet requirements and needs.

Q: What is the "qualifications of team" component listed in the requirements matrix; is this requirement satisfied by including the content for "Project Team, with job, titles, relevant experience, qualifications and any certifications or licenses they possess"? If it is separate, is it included in the 3 page limit?

A: It is satisfied with job, titles, relevant experience, qualifications and any certification or licenses they possess.

Q: What are the anticipated award and start dates for the project?

A: Proposals are due March 28. I anticipate having a contract by early May. The start date would be as soon as the contract is signed by both parties and executed by MDOT.