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July 12, 2022

RFP ADDENDUM # 1

RE: Request for Proposals – VTTC Employee Development Training Services 2022

The Request for Proposals (RFP) for the above-mentioned services has been modified to allow additional time for responses:

Extension of Due Dates:

The RFP Due Date has been extended until Tuesday, July 26, 2022 prior to 2:00 p.m.

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. Page 8 of the Employee development RFP outlines the Financial Documentation required. For this same RFP in 2018, I believe that requirement was waived for sole proprietors with no employees. I work for myself and have never had an indirect rate. Nor have I ever needed an audit. The great majority of the AASHTO form is not applicable to me. Can you clarify what documentation, if any, is needed for that section for sole proprietors?

A: After consultation with AOT Audit, it has been determined that financial information will not be required for this RFP. Financial Information includes the AF-38, the AASHTO ICQ and the break-outs of your hourly classification rates.

2. If I use a firm, fixed price structure can my rate classification table be simplified? This is what I used in 2018. Does the format still work?

Classification	Cost
Curriculum Development	\$/hour
Coaching	\$/hour
Full-Day Training at the VTTC	\$
Full-Day Training north of the VTTC	\$
Full-Day Training less than 65 miles from Brattleboro	\$
Full-Day Strengths Training	Add 1 hour for prep work
Half-Day Training (all locations)	66.7% of the Full-day rate

A: Please utilize the Cost Proposal provided as Attachment R. You may use Curriculum Developer as a labor classification and put the hourly rate. You may use Coach as a classification and put your hourly rate. Please utilize the lump sum pricing as displayed on Attachment R, provide an amount for training at Central Vermont and another amount for training at all other facilities.

3. Any specifics you can share on what kind of the training you are looking for? Such as Project Management, Communication Management, Team Building, Time Management.

A: Samples of course offerings are listed within the Scope of Work. If you would like to submit additional course offerings, please do so in your proposal.

4. Do you know how many participants in each class?

A: Participant size varies depending on the content; however, we like to have between 10 to 30 participants depending on the content and interest.

5. Do you want a chosen vendor to host this as in-person training or remote?

A: Please refer to the Scope of Work. Currently we are hosting in-person, virtual, and hybrid options, therefore please provide pricing for both options. If you only provide virtual then put N/A in the section for in-person training. Requirements may evolve and/or change due to participant needs.

6. When and how training schedule will be developed?

A: Schedule is based upon customer need. If you need some degree of advanced notification requirement, please provide that in your RFP.

7. What will be the duration of each class?

A: Some courses are full day courses and others are partial day, it will depend on the training and will be identified in the Work Order Request.

8. Who exactly is the target audience? Can you share job classifications or titles? Understand the roles of the target audiences will help us understand the level of contextualization needed.

A: Training may be requested at multiple levels from beginner, intermediate and advanced. The target audience varies from entry level positions to senior managers and directors. Our classes frequently include a combination of multiple competency levels and hierarchy within the organization.

9. Are you looking for in-person, synchronous virtual, or asynchronous virtual? Or a combination?

A: Please refer to the Scope of Work, page 14 of 90.

10. Does the agency have a learning management system? If so, could you share the platform you use? If not, is the agency open to the contractor hosting e-learning options on their platform?

A: The Agency utilizes Cornerstone on Demand as their Learning Management System to deliver eLearning content and as the system of record for training. The Agency utilizes Microsoft Teams for the delivery of virtual/hybrid training. We are open to contractors utilizing a different platform for virtual/hybrid content delivery with prior approval and without any additional cost.

11. Would the contractor be responsible for delivery of the content or just a train-the-trainer to agency training staff?

A: As mentioned in the Scope of Work, all materials prepared by and/or obtained by the contractor for use in the VTrans trainings shall be the property of VTrans. Generally, the contractor provides the training for the content, however VTrans reserves the right to utilize the content in-house.

12. Other than the competencies listed in the RFP (effective communication, supervisory skills, computer skills, work effectiveness, and leadership) could you provide more context on the types of professional development you are looking for? Or is that something that you are hoping the contractor works with the agency to make recommendations on?

A: Please refer to the Scope of Work. If you have additional classes you would like to propose, please include them in your proposal.

13. I saw that you have roughly 1,500 employees. Would any of the proposed training be mandatory? If not, what would you anticipate as the number of participants/learners over the course of a year?

A: Currently, there are no mandatory trainings within this Scope of Work, however that is subject to change at the discretion of our Agency's leadership. We have had great success providing mandated trainings to our employees.

14. I currently have a contract with the State of Massachusetts. I've been creating eLearning courses for the Department of Children and Families (DCF) for more than five years. Typical projects include DCF providing me with source content, or I create the source content, and then I create an eLearning course or video that they then host on their LMS or YouTube channel. Other projects include creating course content for an Instructor-Led (ITL) course. However, my company does not facilitate training. We create all the content, learning materials, facilitator guides, participant guides, and assorted learning aids such as infographics and posters, but you would need someone else to facilitate and ITL course we create. I see that eLearning is listed as one of the services the RFP is requesting. Should I proceed in applying if I only offer course development and not facilitation?

A: We would love to see what your service offer is. We could potentially partner you with a facilitator (in-house or external) to facilitate and/or deliver the training.

15. My company is very small and consists of myself, my wife (and business partner), and various 1099 contractors we work with when needed. We have been 100% virtual since inception. Our clients are all over the world, and we have been in business for more than a decade. The contractors we work with are also nationwide. With that said, I have never been required to have workers' compensation insurance. Even when I was a single freelance contractor, I was not required to get workers' compensation insurance. I see that the RFP states that my company, as well as any freelancers (1099) I use, would need that. I've researched at the VT Secretary of State to verify that my business is not required to have it as we don't have any employees. I have an insurance policy for my business equipment (such as computers and monitors), but that is all I'm required to have. Would not be required to, nor having workers' compensation insurance preclude from applying?

A: In Attachment C, it indicates that workers compensation must be carried in accordance with the laws of the State of Vermont. If you are not required to carry workers compensation, they you may submit a statement indicating that you are a sole proprietor without employees and are not required to carry Workers Compensation Insurance. It is the responsibility of the Contractor to ensure that they are in compliance with Vermont law.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contracts Specialist III

cc: Contract Manager
Project File