

Missouri Department of Transportation  
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## ADDENDUM 001 Request for Proposal Leading From Where You Are – Crew Leader's Training RFP 6-131001LK1

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposal **has not** changed by this Addendum. Accordingly, the following clarifications, and or additional information, are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Leann Kottwitz, CPPB General Services Senior Specialist
Contractor/Offeror Signature    (Signature of person authorized to sign)	Department of Transportation  <i>Leann Kottwitz</i>  (Authorizing Signature)
Date Signed:	Date Signed: 09/16/2013

### Question:

Crew Leaders' Training: My question is similar to number one (1). Must the 15 topics be covered in one class (see page 6 of the RFP) or are these different classes? Like topics can be grouped together in modules and delivered together, but covering all topics at once seems like too much information at one time with too little time for practice, skill development and drill down. Am I reading the RFPs correctly?

### Response:

MoDOT's desired topics must be covered in the curriculum, but the curriculum design is the vendor's choice. There is an error in the RFP; this class will be held on three (3) consecutive working days (the afternoon of the first day, full day on the second day, and morning of the third day to allow for travel time).

**Question:**

Crew Leaders' Training: Are you open to splitting up the 15 topics into a series of classes (separate modules) for crew leaders instead of one class with 15 topics?

**Response:**

MoDOT's desired topics must be covered in the curriculum, but the curriculum design is the vendor's choice.

**Question:**

Is it okay for Offerors to recommend changes in the deliver of the courses, even if the recommendation is different from the RFP Scope of Work?

**Response:**

MoDOT's desired topics must be covered in the curriculum, but the curriculum design is the vendor's choice.

**Question:**

The RFP indicates a 45-business-day RFP cycle from "date of issue" to "contract award". It indicates a decision will be made by October 25, 2013, and all services are to be delivered by November 15, 2013. Is there an error in the project end date, or does MoDOT expect a selected vendor to tailor curriculum to the agency, and complete the delivery of targeted crew leader training in 15 business days?

**Response:**

There is an error. The completion date will be within one year from the contract date. We will work with the vendor to set this date.

**Question:**

The RFP Scope of Work specifies "This training should be fairly generic, with a focus on communication, interpersonal skills, and leadership". It also specifies "MoDOT expects the full training course to include the following topics: [followed by 15 specific content areas]"; please clarify if MoDOT will be considering proposals that adhere to the first quoted section or will require a curriculum that mirrors the fairly specific bulleted list.

**Response:**

We do want a focus on communication, interpersonal skills and leadership, while the specific content should encompass those 15 topic areas listed in the RFP. The training curriculum should be easy to understand, and we are willing to work with the vendor on the curriculum should they have suggestions to improve.

**Question:**

The identified course expectations include "Situational management and leadership styles for the front-line supervisor"...is this or any part of the requested curriculum, copyright protected, trademarked material, or proprietary? If yes, please explain MoDOT's expectations for a firm to provide these components. If no, please explain how MoDOT developed the training topics and course duration (2 consecutive half days - an afternoon followed by a morning) being requested in the RFP?

**Response:**

No, no part of the requested curriculum is copyright protected, trademarked material or proprietary. The 15 topics listed in the RFP are the desired areas to be covered within this training, including situational leadership and leadership styles (specifically focusing on front-line supervisors, as a crew leader position at MoDOT is a front-line leadership role). We expect the training to take place on 3 consecutive days, starting at noon on Day 1, full day on Day 2, and ending around noon on Day 3 (to allow the morning of Day 1 and the afternoon of Day 3 for employee travel).

**Question:**

The "Background" section of this RFP reads consistent to an RFP issued by MoDOT in 2010 (RFP # 6-100518LK2 - Introduction to Supervision Services), and the specified training topics focus on the same themes; how have MoDOT's needs for this audience changed since 2010?

**Response:**

As an organization, we have gone through a significant restructure and are in the process of revamping training processes. We have implemented new, targeted maintenance management training, and we do not want to create overlap for crew leaders who participate in both the maintenance training and this crew leader-specific course. Both are important to our organizational success.

**Question:**

Has MoDOT collaborated with any current or former MoDOT vendors to develop this RFP's training curriculum and scope of work?

**Response:**

No

**Question:**

What were the lengths of the training sessions that resulted from the "Introduction to Supervision" RFP in 2010, 2011, and 2012? How many staff attended? And what were the fees for the classes?

**Response:**

Senior Personnel was at an hourly rate of \$187.50/ Materials and Supplies averaged \$2000 for a 40 hour training and travel expenses. This was for six separate weeks of training with 26 attendees. A flat per hour additional, related services cost were \$187.00 per hour. These prices were the same throughout the renewal periods.