

Missouri Department of Transportation
Patrick McKenna, Director

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ADDENDUM 002
BASIC SUPERVISORY TRAINING SERVICES
RFP # 6-16115LK

Offerors should acknowledge receipt of Addendum 002 (TWO) by **signing** and **including it** with the original proposal. The due date for receipt of proposals is has **not** changed by this Addendum. The following changes shall be included as mandatory requirements for this solicitation. 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 Senior General Services Specialist
Contractor/Offeror Signature _____ (Signature of person authorized to sign)	Department of Transportation Leann Kottwitz <i>Leann Kottwitz</i>
Date Signed:	Date Signed: November 10, 2016

Question:

Will any customization be needed or are these off-the-shelf for MHTC/MoDOT?
Customization will likely be required based on target audience (MoDOT Maintenance Crew Leaders).

Response:

Contrary to what the RFP title may indicate, MoDOT Maintenance Crew Leaders do not have supervisory authority, though they do lead crews in daily work activities. This training must be targeted at them specifically and presented in a way that encourages and enables them to lead from where they are, in a leadership role without supervisory authority.

Question:

Who is in charge of administration; registration, scheduling, reporting?

Response:

MoDOT's HRED Manager

Question:

How far in advance will the schedule of courses and the sign-up of participations be communicated to Awardee?

Response:

Training dates will be communicated as soon as possible (we work with vendors to set 2017 dates), and the participant list will be provided at least 10 business days in advance of training session.

Question:

To whom will materials be delivered?

Response:

This will depend on whether the materials are vendor-provided or MoDOT/MHTC-provided.

Question:

What are class cancellation policies?

Response:

There are no applicable class cancellation policies.

Question:

What is the period of performance start and end date?

Response:

From notice of award through November 30, 2017 with (4) four one year renewal options.

Question:

Will training be conducted on-site?

Response:

Yes, (MoDOT facilities).

Question:

Will MHTC/MoDOT provide classrooms space, desk, power, projector, and viewing screen for on-site instruction?

Response:

Yes.

Question:

May we include examples/samples of course materials, elevations, certifications if it is included in the 10-page limit of the proposal?

Response:

Yes

Question:

Are you planning on certification? If yes, is awardee in charge of distributing certifications to participants? If yes, can they be emailed?

Response:

Yes. Paper certificates are preferred.

Question:

You mention that you want 3 electronic copies. Do you mean that you would like for us to put the proposal on 3 separate thumb drives?

Response:

Yes

Question:

Where will be able to find amendments to the rfp posting?

Response:

http://www.modot.org/business/contractor_resources/gc_bidding/CO/COcommodities.htm

Question:

We have our WBE pending and we already have our DBE certification in Kentucky and New York. Can we include this information in the proposal. I notice that you did not include DBE on your forms pertaining to diversity.

Response:

Yes

Question:

Do we need the MOU documentation to accompany the proposal or only should we be rewarded the work?

Response:

If you should be awarded the work you will need to provide this.

Question:

Length of course: Are all of the modules to be delivered in one afternoon and the following morning or will can we determine the number of days needed as long as we schedule by one afternoon and a following morning?

Response:

MoDOT requires the training to be provided for 1-5 full courses with approximately 26 attendees each, with additional full courses as an option. The course itself will be five consecutive working days.

MoDOT, at its option, may periodically request one or more specific modules to be taught as a half-day or full-day class, independent of the entire course. These classes may have up to 26 attendees each.