

ADDENDUM 002 BEHAVIOR BASED SAFETY TRAINING Request for Proposal # 6-160331RJ

Firms should acknowledge receipt of Addendum 002 (TWO) by **signing** and **including it** with the original proposal. The due date for receipt of proposals is **unchanged** by this Addendum. The following questions were asked and responses are provided. If any terms or conditions in the RFP changed, they have been noted and 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 Rebecca Jackson, CPPO, CPPB Procurement Manager
Firm Signature (Signature of person authorized to sign)	Department of Transportation <i>Rebecca Jackson</i> (Authorizing Signature)
Date Signed:	Date Signed: March 15, 2016

Question 1: Will there be a set class size?

Answer 1: The Offeror shall propose the class size and locations based on what is manageable and effective for successful training.

Question 2: Is there an anticipated number of hours allotted for each group training?

Answer 2: The Offeror shall propose training hours based on what is manageable and effective for successful training.

Question 3: Is there an anticipated number of FTE that will need to go through within the contract year?

Answer 3: The Offeror shall propose a training schedule based on what is manageable and effective for successful training. This schedule shall be in accordance with the phased implementation approach described in the RFP. Proposals offering training at all regional locations simultaneously may be considered non-responsive.

Question 4: Is there opportunity of using an assessment tool before selecting team members?

Answer 4: All FTE's will be part of a team and part of the success of BBS being implemented and utilized. Offeror's proposal may include an assessment component. Offeror will coordinate team placement and selection with the regional representative prior to team placement and notification.

Question 5: Will training be conducted at MODOT facilities or will that be the Contractors responsibility?

Answer 5: MoDOT facilities may be utilized for this training when available. The following table illustrates training locations and student capacity. Computer access is available at each of these locations. If off-site training locations are necessary based upon the proposal, costs for said locations shall be the responsibility of the Offeror and outlined in the proposal.

REGION	TRAINING LOCATION AND (STUDENT CAPACITY)
NW	NW District Office (100), Maryville RE Office (15), Chillicothe RE Office (15) and St. Joseph RE Office (20)
NE	Hannibal Office – Mississippi Room (72), Missouri Room (12), Salt River Room (40), Work Life Center (12)
KC	KC District Office Conference Room 136 (100), District Garage Conference Room (25), KC Computer Training Room at District Office (14)
CD	CD District Office – Muri Room (84), Parris Room (28), St. James Project Office (22), Osage Beach Project Office (23), Columbia Project Office (15)
SL	Traffic Management Center Classroom 207 (25) and Classroom 209 (55), Hampton Office (20)
SW	SW District Office Conference Rooms ½ (30 to 45), Conference Room 3 (25), Conference Room 4 (12), Regional Office Conference Room (10)
SE	SE District Office in Sikeston (25), Willow Springs (22), Jackson Project Office (20), Park Hills (20), Malden (25), Poplar Bluff Project Office (25)
CENTRAL OFFICE	Multiple Conference Rooms at each location – (capacity range) - 105 W. Capitol (8-100), 601 W. Main (20-40), 830 MoDOT Drive (8-50)

Question 6: Will hard copies of training material handouts be required? Or can be provided electronically?

Answer 6: The number and type of training materials will be based upon an Offeror's proposal. MoDOT prefers a minimum of one hard copy per training location.

Question 7: Will MODOT allow use of apps or on-line social media for communication of notification of training?

Answer 7: Possibly, but not all MoDOT employees participating in this training program have access to devices supporting apps or on-line social media. Typical notification is by MoDOT email, weekly news briefs and interoffice correspondence.

Question 8: Is all training required to be live or is webinar/on-line acceptable?

Answer 8: Training offered in response to this RFP will have participants at all levels of the organization. While MoDOT anticipates a combination of training methods may be offered, the methods must address different learning styles and ensure knowledge transfer to all participants.

Question 9: Will pre or post training testing / evaluation be required to confirm learning / knowledge retention?

Answer 9: This is based on the Offeror's proposal. There is an accountability component outlined in Sections two and three of the RFP.

Question 10: Can we obtain a copy of MODOT's current safety program?

Answer 10: The latest version of our Comprehensive Safety Program policies are attached as Exhibit 4 with this Addendum. This is the most recent version of each policy but understand they may not be up to date.

Question 11: Has MODOT established any preliminary goals and expected outcomes? If so, what are they?

Answer 11: Goals and outcomes shall be identified in the Offeror's proposal and in accordance with Section 2.B.6. of the original RFP.

Question 12: Will we see any other competitor's questions and responses to this RFP?

Answer 12: Answers to all questions received to date are provided in this addendum.

Question 13: Will we be allowed to have follow up to these questions if further clarity is needed?

Answer 13: Additional questions may be answered using the addendum process if adequate time is available to complete the process and allow respondents an opportunity to integrate the information into the RFP response. This is at the discretion of MoDOT. Questions received late in the process generally do not get answered.

Question 14: The "Proposal Submittal Certification By Offeror" in item #2 provides that Section 6, Pricing Page be reflective of the "services at the fees quoted, under the terms of this RFP" and furthermore in Section 1, C of the General Description and Background, be performed "as often as requested by MHTC for the entire duration of the Contract Period" which is one year. Suggest modification of RFP to provide an *estimated price by the Offeror in response on the Pricing Page.*

Answer 14: Offeror should outline and detail the services offered to complete the scope of work in a given district and it must include a firm fixed price within each district. Offerors may attach additional information detailing the services included in the firm fixed price for each district should additional training sessions or materials be requested. The pricing offered should clearly define the level of service, number of students, etc., so the cost to MoDOT is understood should they request multiple sessions.

Question 15: Please clarify that the targeted teams to receive the actual training can be summarized and grouped accordingly as listed below, and that the total number of employees to be trained is an estimated 5,100 full-time employees.

- ☐ Peer Teams
- ☐ Regional Teams
- ☐ Leadership/manager Teams
- ☐ General Staff

Answer 15: Because this is an RFP we do not want to limit an Offerors proposal and Offeror's may have a different solution in relation to groupings. Implementation will be a

phased approach based upon program success and there is no guarantee of the total number of participants.

Question 16: Is there a total number of estimated training classes to be offered under this RFP?

Answer 16: This will be based upon an Offeror's proposed solution.

Question 17: Is it expected that the actual behavior based safety training course and materials to be utilized be developed exclusively by the Offeror, or are there aspects of BBS which have been incorporated into the existing MoDOT safety effort or program which are to be reviewed and vetted for inclusion in training?

Answer 17: To date MoDOT has not implemented a BBS nor developed any training materials.

Question 18: Is all training anticipated to occur in a classroom setting?

Answer 18: See Answer 8 above.

Question 19: Section 3, B, (3), (A) provides that "MHTC shall not make any payment to the successful Offeror in advance of the services rendered". Does that imply that invoicing based on milestone or other periodic arrangement mutually agreed upon by Offeror and MHTC, shall not be considered and provided within the Resulting Agreement?

Answer 19: Payment is made within 30 days after receipt of an accurate invoice. If Offeror anticipates periodic payments at various milestones, this should be outlined in their proposal and based upon services provided and accepted. All payments shall be in accordance with Section 3.B.3.A, in arrears of services provided.