

RFP #19-015 School Bus Driver Professional Development Seminar Development and Delivery

Program Matters

1. Page 1, #4, second line indicates that random on-site visits are outlined below, but no outline is given below. Can you provide the outline for the random on-site visits please? Are there evaluation criteria for the on-site visits?

There is no formal outline or checklist. This is a reference to page 10 of the RFP: "The vendor shall conduct 12 random on-site monitoring visits of Master Instructors teaching the PDS curriculum by a Master Instructor in order to **ensure satisfactory platform skills and compliance, without material deviation, to the State approved curriculum.** Vendor will notify NYSED of all major deficiencies after they are observed for corrective measures to be established. Copies of the reports shall be included in the final report to NYSED."

2. Page 6 of RFP #19-015, second full paragraph, line 2, says that "ideally instructors should have the opportunity to team teach with different instructors..." However, in lines 3, 4 and 5, states "Master Instructors shall be offered the opportunity to rotate teaching locations and to teach with different colleagues from one year to the next. In order to accomplish this, some travel may be necessary". Is the intent to mandate instructor be allowed to choose to rotate co-instructors and locations?

No, it is not mandated but requests can be considered and honored if operationally and financially feasible. MI can request to present with other MIs from their area and the vendor will take the request into consideration but is not required to honor the request.

3. If this is mandated, are there any limits to the travel portion of this statement? For example, are we mandated to allow an instructor from Jamestown to teach at a PDS to be held on Long Island? This drives a potential dramatic increase in travel cost which cannot be anticipated in a bid without assuming the worse-case scenarios for instructor expense.

This is not mandated as stated above.

4. Historically, weaker skilled or newer Master Instructors were paired with stronger skilled/ more experienced instructors – this allowance takes away the vendor's ability to maximize the training effectiveness of each PDS, will the vendor have any ability or authority schedule for effectiveness?

The vendor will have the ability to pair instructors for effectiveness.

5. Is the vendor required to use all Master Instructors regardless of past performance or commitment issues?

The vendor is not required to use all MI but will work with NYSED on MI who have performance or commitment issues.

6. Page 10 of RFP #19-015, first bullet at top of page, states that the vendor will be required to provide materials and equipment necessary to produce photo identification cards. How will the vendor be required to distribute the photo identification cards and how often annually?

The vendor will annually send the SBDI/MI cards to the Master instructors presenting the Professional Development Seminars for the SBDI who have signed up to attend the seminar. At the conclusion of the seminar the Master Instructor will distribute SBDI/MI cards to those who have successfully completed the seminar. If the SBDI is not present the card will be mailed back to the vendor to include in the next PDS the SBDI attends.

7. Are new SBDIs to be sent a new photo identification card throughout the year as they become certified?

Yes, the vendor will mail new SBDIs their card after they successfully complete their SBDI Certification course.

8. Page 11, third bullet, line 3 and 4 states that "Each observed session will receive the rate of \$225 per day per MI for the five years of the contract". Is "observed session" the same as the random on-site visits?

Yes

9. This language implies that more than one MI allowed or possibly required for the observed sessions, are they required or allowed, or is this assumption incorrect?

Only one MI is required to perform the random on site visit.

M/WBE Matters

10. Page 3 of the RFP #19-015 third section, states that subcontracting to M/WBE must equal 30% of the proposed bid. Page 5 in addition strongly encourages the participation of Service-Disabled Veteran-Owned businesses. Is the total subcontracted limited therefore to 36% of the bid? Is there a cap for subcontracting overall which would include other non M/WBE or SDVOB contractors?

The subcontracting limit is 30%. Proposals that exceed the limit will not be considered for an award.

All bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying areas in their budget where an M/WBE can be utilized. M/WBE participation is not limited to subcontracting and includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. The M/WBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov. Bidders are also encouraged to utilize SDVOB as subcontractors and/or supplies at a suggested rate of 6%.