Missouri
Department
of Transportation

Kevin Keith, Interim Director

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ADDENDUM 001
Request For Proposal
High Performance Supervision Services
RFP 6-100518LK

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 claraifications, questions and answers 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 Senior General Services Specialist
Contractor/Offeror Signature (Signature of person authorized to sign)	Department of Transportation Leann Kottwitz (Authorizing Signature)
Date Signed:	Date Signed:05/03/2010

Question #1:
Is there any historical data available on fees charged for this type of training before?
Response:
Annual Cost
Introduction to Supervision - $66,900.00
High Performance Supervision - $44,600.00
Management Development Institute - $48,530.00

Question #2:
What is the location for the classes?

Response:
Cities throughout Missouri: St. Joseph, Macon, Hannibal, Kansas City, Jefferson City, St. Louis, Joplin, Springfield, Willow Springs, Sikeston, Lake Ozark

Question #3:
Will the class participants have computer access during training?

Response:
No

Question #4:
How many hours of training per year are current supervisors required to participate in?

Response:
40

Question #5:
Is the training that will result from the *High Performance Supervision Services* RFP a required program?

Response:
Yes

Question #6:
Who are the current vendor(s) supplying supervisory and/or management training to MoDOT?

Response:
Missouri Leadership Group
Springfield, Missouri

Question #7:
Is there any vendor registration or pre-qualification required in order to be considered for this RFP (aside from the Exhibit C requirements)?

Response:
See section 4 and trainers must have a Master's Degree.

Question #8:
Are participants coming from statewide locations to attend this training?

Response:
Training will take place in the following cities in Missouri: St. Joseph, Macon, Hannibal, Kansas City, Jefferson City, St. Louis, Joplin, Springfield, Willow Springs, Sikeston, and Lake Ozark

Question #9:
The RFP indicates that substantial elements of performance for the RFP will take place in Jefferson City. If other locations will be used, where are they and how much of the training will be done there? (information needed to project travel costs)

Response:
Training will take place in the following cities in Missouri: St. Joseph, Macon, Hannibal, Kansas City, Jefferson City, St. Louis, Joplin, Springfield, Willow Springs, Sikeston, and Lake Ozark

Question #10:
Section 4 item B-3 indicates the offeror "may" utilize attachment B. Is the Exhibit B format optional, as long as the information is included in the proposal?

Response:
Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subconsultant, if any, and complete contact information for that subconsultant. The Offeror may utilize Attachment B "Personnel Expertise Summary" for summarizing the personnel information and should submit detailed resumes for proposed key personnel.

Question #11:
Section 2-B (page 7) indicates the "Proposal course plans are limited to 10 pages". Is there a page limit on the entire proposal? If so, what is it and does it include the proposal course plan pages?

Response:
Proposal course plans are limited to <u>ten (10) single spaced pages</u>. The entire proposal must include the scope of work, pricing pages, experience pages, personnel pages and reference listing. Proposals should use a font size of no less than eleven (11).

Question #12:
Who will be evaluating the proposals? What evaluation process will be followed (we have reviewed the evaluation criteria section)?

Response:
The evaluation team was picked prior to the issuance of the RFP, the team will be made up of technical personnel.

The process to evaluate the proposals received is outlined in the RFP, each evaluation category has points or percentages assigned.

Question #13:
What factors will be used to determine responsiveness?

Response:
Responsiveness is determined by meeting the required elements of the RFP.

Question #14:
Is it correct that the submission requirements are:
- 1 original proposal
- 5 copies of the proposal
- 1 copy of the complete (21 page) RFP document with pages 3, 17, 18, 19, and 21 completed and signed?

Response:
Correct

Question #15:
Should the price page and any pricing information be kept separate from the proposal?

Response:
NO, everything should be submitted together.

Question #16:
There is a very important question we have about timing. As I understand this RFP, and the other two associated requests for management and supervisory training, it seems that the awarding of this project would be July 1, 2010 and then DOT is expecting a Course Completion date of July 15, 2010. Does that mean the contract would be awarded and then less than two weeks later the program should be developed and delivered? Please let me know if I am reading this incorrectly. Our participation in this RFP is contingent upon the answer.

Response:
Completed Outlines, Courses, Materials provided and dates scheduled for 16 weeks of training for the fiscal year. Training will begin in August/September and all class materials and scheduling will need to be confirmed.