

Questions and Answers for the RFS for Curriculum Development for Job Skills Training Programs

1. Does NYS & CSEA also plan to request providers who are able to deliver these courses once they are developed?

ANSWER: The NYS & CSEA Partnership for Education and Training (Partnership) currently has consultants under contract to provide training delivery. These contracts will expire in June 2014. At that time, we may issue a Request for Services for training delivery.

2. There are parts of this that I would be interested in, however I no longer bid as a prime. Please let me know if it is possible to handle some of the requirements.

ANSWER: Bidders who submit proposals must meet all of the requirements that are specified in the RFS under *Description of Services Sought*. If a consultant is selected but must subcontract in order to provide services, the Partnership reserves the right to review the credentials of the proposed subcontractor and accept or reject the subcontractor.

3. Is there a list of prime contractors that I may submit my capability statement to that might apply for this proposal?

ANSWER: No.

4. Will all courses listed on pp. 26-28 require development? We understand those in boldfaced type represent new courses, but will existing/legacy courses (those likely print-based) also require development to webinar or videoconference formats? Or are you ONLY seeking development of courses in boldfaced type? If so, do you wish for ALL courses to convert to webinar and/or videoconferencing formats? Which courses do you envision in webinar formats? Which do you envision in videoconferencing formats? Will new courses be developed for EACH of print, webinar, and videoconferencing outputs or only 1 or 2 of those 3?

ANSWER: Those in bold print are new courses needing development. Some of the existing courses listed (those not in bold type) may require revisions. New courses may be added in the future and will require development. Some courses will be adapted to webinars or video conferencing; specific courses for this purpose have not been selected at this time. The delivery format (classroom, webinar, video conference) for new course development will be determined in the future.

5. We understand from p. 14 of the RFP that all proposals must be authored in Microsoft Word with 1-inch margins and at a point size of 10 or larger. However, we're confused by the statement "Proposals are limited to four typewritten, double-sided pages for each category in Part B, Section 2, ..." Should the ENTIRETY of EACH proposal be 4 double-sided, single-spaced pages, or should Part B, Section 2 (on p. 7, "Description of Curriculum Development Expertise Required") itself be 4 pages, with the rest of the proposal buffering it? If the latter, what other limitations are you seeking relative to the length of each proposal?

ANSWER: A proposal for each course category bid should be limited to 4 typewritten, single-spaced, double-sided pages.

6. What review role does NYS/CSEA intend to play in curriculum development, e.g., do you plan to review material at all stages (conceptualization/manuscript/pages/etc.)?

ANSWER: The Partnership will review materials at all stages of course development.

7. Do we need to provide 4 references PER CATEGORY that we bid, or only 4 references overall who can speak to curriculum development expertise?

ANSWER: Bidders should provide 4 references overall who can speak to the bidder's overall curriculum development expertise.

8. References - can the references speak to our general skills in curriculum development, but not related to the specific categories? (e.g., I have a reference who can speak to my skills developing a curriculum for fiscal management; can I use them for them for the Interpersonal Communication category?)

ANSWER: Bidders should provide 4 references overall who can speak to the bidder's overall curriculum development expertise.

9. Resumes - do you need copies of the resumes for each cost category bid even if it's the same staff for each proposal?

ANSWER: Yes.

10. Do you want one copy of our resumes and references in hard copy (one copy or one copy for each category bid) or only on CD?

ANSWER: Five hard copies of resumes and references are needed and should be attached to the proposals for each category bid. These should also be provided on CD.

11. Do you have the forms in an editable format such as Microsoft Word or Excel?

ANSWER: Some forms are available as MS Word documents and can be found at the following link: <http://goer.ny.gov/Forms/index.cfm>.

12. For the proposal we submit one ADM-28 no matter how many categories we bid, but we have to make 5 copies of this, one for each of the 5 hard copies, right?

ANSWER: Yes.

13. For each category we bid we submit a separate ADM-30 and 4 page narrative, again with 5 copies. Does the ADM-30 have to be separate from the rest of the proposal?

ANSWER: Yes, for each category bid, a separate ADM-30 and 4-page narrative should be submitted with 5 copies. The ADM-30 does not have to be separate from the rest of the proposal.

14. ADM-311 - do you need that for each cost category even if it's the same staff for each proposal?

ANSWER: No.

15. Can we submit two curriculum samples that show how we organize our curricula? Or do we have to submit a different sample for each category related to that category? How many copies do you need of the curricula? Is one of each enough or do we have to make 5 copies of each? Do you need both a hard copy and electronic copy of the curricula? Will you return this to us at the end? How extensive a sample do you need - selected pages or a complete set?

ANSWER: Two different curriculum samples should be submitted. These do not have to be provided for each course category bid. One copy of each curriculum sample should be submitted. The two different samples should be provided in hard copy and on CD. Samples will not be returned.

16. You requested two samples of curricula we have developed. Do you want the program outline, Trainer's Manual, Participant Guide, or all of the above for each program? Do you want hard copies of the required curricula or only copies on the CD?

ANSWER: Yes, please submit the program outline, trainer's manual, and participant guide for each curriculum sample. The two samples should be provided in hard copy and on CD.

17. As two samples of previously developed curriculum are required, please advise if 5 copies of each sample are to be submitted. The ones I plan to submit are for 2-3 day writing seminars.

ANSWER: One copy of each curriculum sample should be submitted.

18. You say that you may accept up to 5 bidders in each category. How much work do you expect to have for this project?

ANSWER: The Partnership expects to develop or revise numerous courses per year.

19. Are you looking for details on curriculum revision on all of the programs listed? Or do you just want to know the contractors' capability in general?

ANSWER: No. Bidders who submit proposals must meet all of the requirements that are specified in the RFS under *Description of Services Sought*.

20. Will the Partnership award a category to one or multiple vendors?

ANSWER: Up to five vendors will be selected per course category.

21. If to multiple vendors, will each vendor for a category then be asked to bid on specific programs to be developed?

ANSWER: No. Curriculum development assignments will be rotated evenly among vendors in a course category.

22. For the technology enabled training (webinars, video conferencing, etc.) will NYS & CSEA provide the software and the equipment?

ANSWER: No, the Partnership will not provide software or equipment as part of curriculum development.

23. Some of the courses within the categories are highlighted indicating they will need to be redesigned. I am confused by that. Are the other courses already designed and just need a skilled facilitator? This information will be critical in determining the pricing on our response.

ANSWER: Those in bold print are new courses needing development. Some of the existing courses listed (those not in bold print) may require revisions. New courses will be added in the future and will require development.

24. The next question is, once again, related to pricing. As we are bidding on categories vs. courses, it will be difficult to do pricing. Are you perhaps looking for hourly rates for the consultants? We usually do pricing by the course and if it's a new design, the cost would be higher than if it is something we have delivered before and just need to tweak.

ANSWER: A daily rate (based on an 8 hour day) per course category should be provided. Partial days will be pro-rated based on an 8 hour day.