



Questions & Answers (Q&Q)

RFQ for COVID-19 Short-Term Training

(RFQ Issued on June 29, 2020)

The following questions were received during the Q&A period of June 29 through July 3, 2020. The responses are noted below. Thank you for your interest and participation in the solicitation for COVID-19 Specific Short-Term Training. The Q&A period has ended. Therefore, no more questions will be accepted.

Question #1: What if prospective training provider only offers 7 of 9 areas of instruction and one of them we offer, not in our current catalog?

Response: *WFSCB will consider all areas of instruction provided by the training provider regardless of the number and its inclusion in the current catalog. However, we expect a notation in the response to denote the one area(s) that is not included in the catalog.*

Question #2: Continuous Open Enrollment. We must have a class of ten before we can deliver a training. Likewise, some companies (for proprietary reasons) do not want "outside" attendees due to discussions during the class.

Response: *WFSCB remains flexible as to how many individuals are enrolled in a class. However, we will try our best to meet the required minimum number of enrollees per class.*

Question #3: Subcontracting. TEEX intent is to be awarded as an approved vendor to WFSCB and deal directly with WFSCB, not set up sub-contracting. We are already in a position to be a grantee and if that is the case, than there is no need to bring in WFSCB.

Response: *The entities that are selected to be awarded a contract as a training provider, will have to enter into a contract with WFSCB. The purpose of the section in the RFQ, on page 4, entitled "Subcontracting", is included and applies **ONLY** to those instances when the training provider (Contractor) may wish to partner with another entity. If this is the case, a subcontract must be executed per Section 1.5 of the RFQ.*

Question #4: Insurance. TEEX is self insured, what additional documentation will you need for the RFQ response other than our standard documentation from our Office of Risk and Compliance?

Response: *The only information we will need is the standard documentation of TEEX's self insured status..*

Question #5: Number of copies. Regarding ORIGINAL - with time of the essence and holiday weekend approaching, interested to determine if electronic copy via email will suffice to meet deadline knowing originals along with flash drive coming via FedEx/UPS.?

Response: *Yes, this is allowable. However, the advanced electronic copy send via email must be received by WFSCB prior to or by the response due date/time of July 10, 2020, 4:00 p.m. (CST). Also, please*

mail the original document (and flash drive) to the PO Box address at: PO Box 2568, Corpus Christi, TX 78403.

Question #6: Some of the attachments in the RFQ have text boxes where information is requested and can be included by typing the information into those boxes. However, if we have a catalog or a ready printed pamphlet or booklet with updated information regarding, for example, course descriptions, cost, list of prior trainings, would this be acceptable in lieu of entering the information in the text boxes?

Response: *Yes, this would be acceptable. However, we require that in the RFQ attachments, that you make notations as to where we can locate the referenced information/materials that you have included in your response. For example, on Attachment C, "Cost Information", you can type in the text box provided on the form, where the information is located.*

Question #7: Would it be allowable to email our version of the RFQ next Friday and place a hard copy in the mail then?

Response: *See response to Question #5.*

Question #8: Can WFSCB please confirm that the offer shall provide a total price that includes providing each of the training topics listed on page 3 of the RFQ.

Response: *WFSCB is requesting that the respondent provide a total cost for either each class to be provided (based on the topics outlined on page 3) or per individual enrolled. If cost is provided per class, respondent must provide a class size, minimum number. If materials are needed, please include this cost as part of your total training cost per class or individual.*

Question #9: Please clarify the expected number of participants for each of the training topics listed on page 3 of the RFQ.

Response: *Currently, there is no expected number of participants for each of the training topics listed on page 3. However, the respondent may recommend a minimum (required) and maximum number per class.*

Question #10: Can WFSCB please confirm the anticipated contract type(e.g., firm fixed price)?

Response: *The contract type is cost reimbursement. If cost is per class, cost will be paid upon the completion of each class. If cost is per participant, then cost will be paid for each participant enrolled. If you don't have an established definition of what determines enrollment, then the term shall be based on current training provider standards..*

Question #11: Would WFSCB please reconsider the hard copy submission given the COVID pandemic and allow for an electronic submission only instead of hard copy and electronic?

Response: *We required the hard copy and electronic copy. For the advance copy, see response to Question #5.*

Question #12: Can WFSCB share the anticipated budget for this project?

Response: *The total project amount will not exceed \$100,000.*

Question #13: The RFQ makes mention that the services solicited are "direct services and training to employers and businesses to adhere to compliance with COVID-19 safety requirements" (p. 1). It further states ".....or that have been furloughed and scheduled to come back to work" (p. 1)

Is this request for services to provide training to businesses in the local community or to the public in general? To be more specific, is it for only those unemployed or furloughed and/or to businesses who need to upgrade their labor force?

Response: The Request for Quotes (and information) is to solicit training providers who can provide allowable training services as specified in the RFQ on page 3, under Section 1.4 "Services Solicited". The training provider(s) awarded a contract under this grant, will provide the services to eligible employees currently employed at a business and employees that have been furloughed by the employer and scheduled to come back to work..

Question #14: Per RFQ (p. 1), "training content must be specific and provide instruction in the following areas"

- How businesses will manage compliance under the new environment of COVID-19;
- How to provide business with training to enable the business to re-open their doors;
- How to provide safe working environment;
- Safety Protocol Training;
- Human Resources/Personnel Policy(ies) compliant with COVID-19;
- Re-hiring and/or re-training of their workforce in compliance with COVID-19;
- Business continuity planning to enable a business to remain open in compliance with COVID-19;
- Training on COVID-19 Guideline Compliance for job seekers, employed individuals and businesses;
- Required Occupational Safety and Health Administration related to COVID-19 compliance and mandatory training required.

Do we need to provide training for every single requirement above or as many as possible based on our service industry?

Response: No, the respondent is not required to provide training for every single requirement listed above. The respondent may choose to provide only the areas of instruction based on their service industry or current ability to offer the requested services. Also refer see the response to Question #1.

Question #15: Is there a maximum allowable amount per award?

Response: No.

Question #16: Is there a targeted goal of participants to serve?

Response: No.

Question #17: The anticipated project contract start date is July 16, 2020. What is the contract end date?

Response: The contract end date is September 30,2020. However, contracts may be renewed beyond the end date (September 30, 2020), for a period not to exceed June 30, 2021.

Question #18: The RFQ requests that original copy of the proposal along with the flash drive be delivered to 520 N. Staples no later than 4:00 p.m. on July 10. **Will someone be in the office to accept the hard copy?**

Response: Because of recent developments related to business closures as a result of the health pandemic , the office will not be open to receive packages. We request that the respondents use the U.S. Postal Service to mail their responses to the .PO. Box address at: P.O. Box 2568, Corpus Christi, TX 78403. We will require an advanced electronic copy be sent prior to or by the deadline of July 10, 2020, 4:00 p.m. (CST). The advanced electronic copy will be used to record and document the date/time of receipt of responses.

- Question #19:** Will participants be required to prescreen at the WFSCB and deemed eligible? If so, will WFSCB accept referrals for consideration from our organization as well?
Response: *Yes, the WFSCB Career Centers will be responsible for the eligibility of employers/businesses. Other community partners may refer interested businesses/employers to the WFSCB Career Centers for services.*
- Question #20:** With regards to the reference form, what types of reference are acceptable?
Response: *References may include organizations/firms that have received services or are familiar with the delivery of your services.*
- Question #21:** With regards to the cost form, our cost varies from program to program depending on what courses the participant pursues. It will be challenging to say "training fee per person" when it varies from course to course. **How should we best set a dollar amount on attachment C?**
Response: *Refer to responses to Questions #6, #8, and #10 .*
- Question #22:** What is the minimum amount training days/hours for the length of a course? Can some of the training courses be a minimum of a half day or a full day?
Response: *There is no set time for the courses. The duration of the training course is up to the training provider as per the prescribed training curriculum. However, employers/businesses may consider in their decision to participate , the time their employees are away from their jobs while participating in the program.. Therefore, a shorter duration of the training courses may be preferred.*
- Question #23:** What is the earliest date training can start and how long is the contract if selected? Can the contract be extended? If so for how long?
Response: *See response to Question #17.*
- Question #24:** It is stated that the procurement is open and subject to the availability of funds. What does the statement mean? Does this mean that the opportunity to respond can be extended beyond July 10, 2020 due date and the response is open to apply?
Response: *Unless the procurement is re-issued, the opportunity to apply will not be extended beyond July 10, 2020. The statement means that the procurement is open during the time period noted on the RFQ and subject to the availability of funds for the grant funding period.*
- Question #25:** Can all the courses be virtual or on-line?
Response: *Yes, courses offered may be virtual or on-line.*
- Question #26:** Can some of the training courses be at Workforce Solutions sites? Does a vendor need to have a facility in the Workforce Solutions area?
Response: *Because of the health pandemic crisis, the career centers are only providing virtual services. Therefore, the centers are not currently available to provide access to computers. Additionally, a vendor does not necessarily need to have a facility in the Workforce Solutions area. However, the vendor must have the ability to render training to eligible businesses.*
- Question #27:** Does the Workforce Solutions handle the registration of the participants for the trainings?
Response: *Yes. However, the registration process may require some assistance from the training provider to ensure the participant has completed all the required paperwork.*
- Question #28:** Can some of the trainings include or be specific for child care centers (business owners, employees, and job seekers in child care centers) that are part of your CCS program?

Response: Yes, some of training may include or be specific to child care centers, provided the employer is an eligible employer/business to receive training services. The business will be required to identify the employees seeking training during the business application process. And although job seekers may be eligible to receive services under this grant, WFSCB has elected to target only eligible businesses/employers.

Question #29: Is this RFQ part of a grant? If so, are there any other service requirements anticipated if selected as a vendor and service is rendered that is not listed in the RFQ?

Response: Yes, the RFQ is part of a grant. If selected as a vendor (training provider), all services must comply with the RFQ.

Question #30: What is the overall budget for this program?

Response: See response to Question #12.

Question #31: For online (eLearning) training, is there a Learning Management System in place? If not, would you like that included in the quote and what would be the approximate number of users?

Response: No, there is no Learning Management System currently in place. In your quote, please provide what you think is necessary in meeting the requirements of the RFQ. On the number of users, we currently do not have a number.

Important: An addendum has been included as part of the RFQ for COVID-19 Specific Short-Term Training. See attached addendum.



Addendum

RFQ for Specific Short-Term Training

The following is an addendum to the RFQ for Specific Short-Term Training:

WFSCB has the right to select one or more training providers to provide services under this procurement.