

## Train the Trainer for Workforce Development and Morale

RFQ OPD-2024-05

## ADDENDUM 1 including Questions and Answers

The RFQ and Cost Proposal is hereby amended as follows:

**1.3 Minimum Qualifications**

Bidders must meet the following qualifications:

- Proposals will be accepted only from New York State Certified Minority- and Women-Owned Businesses (MWBES), Service-Disabled Veteran-Owned Businesses (SDVOBs), or Small Business Enterprises (defined as per State Finance Law 163(6)). RFQ OPD-2024-05 5 of 34 Train the Trainer for Workforce Development and Morale.
- Bidders must have a minimum of three years of professional experience in providing Diversity, Equity, and Inclusion (DEI) training.

**Is clarified as:****1.3 Minimum Qualifications**

Bidders must meet the following qualifications:

- Proposals will be accepted only from New York State Certified Minority- and Women-Owned Businesses (MWBES), [New York State](#) Service-Disabled Veteran-Owned Businesses (SDVOBs), or a [New York State](#) Small Business Enterprises (defined as per State Finance Law 163(6)).
- Bidders must have a minimum of three years of professional experience in providing Diversity, Equity, and Inclusion (DEI) training.

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**2.5 Deliverables, Curriculum**

Within sixty days of the contract kickoff meeting, the Contractor will provide their customized curriculum materials to the DSO leadership. OPWDD will review the curriculum to ensure that it is consistently geared towards employees who work with individuals with IDD. OPWDD will notify the Contractor within twenty business days whether or not the comprehensive training program requires any changes prior to commencement. During the time of the contract period, curriculum may evolve and change through a process of collaboration between OPWDD and the Contractor. Each time changes are made, OPWDD will be given twenty business days to review, approve, and request further changes as needed. The Contractor will commence the in-person trainings within sixty days of the contract start meeting once OPWDD has approved the curriculum.

**Will be replaced with:**

Within sixty days of the contract kickoff meeting, the Contractor will provide their customized curriculum materials to the DSO leadership. OPWDD will review the curriculum to ensure that it is consistently geared towards employees who work with individuals with I/DD. OPWDD will notify the Contractor within twenty business days whether or not the comprehensive training program requires any changes prior to commencement. During the time of the contract period, curriculum may evolve and change through a process of collaboration between OPWDD and the Contractor. Each time changes are made, OPWDD will be given twenty business days to review, approve, and request further changes as needed. The Contractor will commence the in-person trainings within sixty days ~~of the contract start meeting once~~ after OPWDD has approved the curriculum.

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**Section 8.4 Packaging of Proposal**  
**Please note the following updates.**

**2. Technical Proposal / Bidder Name / ~~Self-Direction System Solution~~ Train the Trainer**

- 1 USB flash drive (Tech / Bidder / ~~Self-Direction System Solution~~ Train the Trainer)
- 1 USB flash drive containing proposal redactions as described in Section 8.3 of this RFQ.
- ATTACHMENT 18 - Technical Proposal Response Form

**Cost Proposal / Bidder Name / ~~Self-Direction System Solution~~ Train the Trainer**

- 1 USB flash drive (Cost / Bidder / ~~Self-Direction System Solution~~ Train the Trainer)
- ATTACHMENT 2 - Cost Proposal

All three separately sealed envelopes may be combined into one mailing package. It must be clearly indicated on the outside of the mailing package that a proposal is enclosed. The proposal response must include the Bidder's street address. Proposals with a post office box must include a street address. Complete proposals must have a label on the outside of the package that states the following:

**PROPOSAL ENCLOSED (bold, large print, all capital letters)**

**Title of RFQ: ~~Self-Direction System Solution~~ Train the Trainer**

**Bidder's Name and Address:**

**Proposal Submission Date:**

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**12 PAYMENTS**

**12.1. Deliverable-Based Payments**

Invoices must only be submitted upon OPWDD's approval of the revised work plan and deliverables.

**Payments will be based on the following deliverables:**

2 day in-person Train the Trainer sessions

Coaching Sessions

Consultant Sessions

Final approval Custom TTT curriculum including but not limited to: Training guide / resource manual, Student manual, and Supplemental training resources.

**Will be replaced with:**

**12 PAYMENTS**

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**Payments will be based on the following deliverables:**

~~2-day in-person Train the Trainer sessions~~

~~Coaching Sessions~~

~~Consultant Sessions~~

~~Final approval Custom TTT curriculum including but not limited to: Training guide / resource manual, Student manual, and Supplemental training resources.~~

Invoices must only be submitted upon OPWDD's approval of the revised work plan and deliverables. **Payments will be based on the deliverables outlined in Attachment 2 – Cost Proposal**

**Attachment 2 Cost proposal** is to be replaced by the Updated Attachment 2 Cost Proposal.

**By signing below, the Bidder attests to receiving and responding to the addendum number indicated above. All other provisions of the RFQ will remain in full force and effect.**

**BIDDER:** \_\_\_\_\_

**REPRESENTATIVE SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

July 18, 2024

**Questions and Answers**

RFQ OPD-2024-05

Train the Trainer for Workforce Development and Morale

	<b>Questions</b>	<b>Answers</b>
1	What is the total budget allocated to this project?	There is no predetermined budget allocated to this project. The budget will be determined based on the bids OPWDD receives and what vendor is determined to have the best value overall.
2	What is the size of your organization (including salaried and hourly employees) and/or the size of the population being served?	The Office for People With Developmental Disabilities (OPWDD), Division of State Operations (DSO), employs over 12,000 people who serve nearly 18,000 unique individuals with intellectual and/or developmental disabilities (IDD). Approximately 5,500 individuals are served in 877 residential programs. Of those served within the DSO service system, 3,000 people are served in over 70 day programs, while another 3,000 are served by 66 clinics. Additional people are served in other smaller program entities/types, such as Family Care, which provides services to 708 individuals in 405 Family Care homes.
3	What is your anticipated decision date?	The anticipated notification of tentative award is August 8, 2024, per section 1.6. Calendar of Events in the RFQ.
4	What is the project timeline?	The sequence of training events will be identified based on need as determined by identified leadership staff. OPWDD anticipates the initial phase of the contract to be devoted to curriculum development and review. This initial phase should not go beyond the first six months of the contract period. Following approval from OPWDD, the contractor will work closely with OPWDD to schedule training sessions at agreed-upon locations and times. OPWDD estimates the training sessions should be spread out evenly throughout the contract term.
5	How can we access any addenda that are issued?	Any addendums that are issued will be posted on the NYS Contract Reporter and the OPWDD Procurement Opportunities page under this procurement.
6	Will appointed officials/board members be participating in this process at any point?	Yes, the OPWDD Division of State Operations DEI Committee and Deputy and Associate Commissioners will be very involved.
7	Section 2.5 Training Requirements states: The prospective bidder should be prepared to deliver an anticipated minimum of forty on-site, full days of training services (approx. twenty 2-day in-person training sessions). There will be a minimum of ten training sessions. OPWDD reserves the right to schedule additional training sessions at the same cost. OPWDD anticipates twenty 2-day training sessions throughout the contract term. A full on-site training day is considered 6.0 hours of in-person contact. Can you explain if the anticipated minimum is 40 days or 20 (ten sessions). This was a little confusing.	Since the final approved Curriculum is included in the training cost, a minimum provision of 10 training sessions are guaranteed. However, OPWDD is expecting 20 training sessions throughout the contract term. Each training session will be 2 days in person, which will be 40 days in person total (2 x 20 = 40).

8	<p>Section 12.1 states: Payments will be based on the following deliverables:  2 day in-person Train the Trainer sessions  Coaching Sessions  Consultant Sessions  Final approval Custom TTT curriculum including but not limited to:  Training guide / resource manual, Student manual, and Supplemental training resources.  However, Attachment 2 Cost Proposal states that the Final Approval of Custom TTT curriculum is to be included in the cost. Our question is can we bill for curriculum as stated in 12.1? Or is it included in the cost as stated in Attachment 2?</p>	<p>Addendum 1 includes updates resolving this issue. Please include the curriculum in the cost as stated in Attachment 2.</p>
9	<p>Attachment 2 Cost Proposal states: *All Travel Costs will be determined based on the Federal GSA, and paid following OSC Guidelines.  However, there is no line in the budget document for Travel. Since travel rates will vary depending on the location of the training, we would like to know if there is a separate allowance/budget line for travel? If not, are you asking us to include it in our training and consulting rates?</p>	<p>This will be determined after the vendor is selected and should not be included in the training and consulting rates. The budget for travel costs will be determined based on the location of the vendor based on and the State of New York Office of the State Comptroller Travel Manual. Invoices for payment will be made following Office of the State Comptroller (OSC) Guidelines. Please refer to Updated Attachment 2.</p>
10	<p>I have worked with multiple leadership/staff who work with people who have disabilities. Is that what you are referring to in the RFQ under section 2.5 on page 11 under training requirements? Seeking clarity that it is not directly training people who have disabilities.</p>	<p>The training is geared towards OPWDD staff, some of which could be individuals with developmental disabilities. The trainings may also be provided to people with IDD who could benefit from it. A contractor with direct experience working with people with IDD would be a benefit.</p>
11	<p>On page 12 under the heading training requirements, there is talk about coaching sessions. How many total days of coaching is expected to be facilitated?</p>	<p>There are an anticipated 40 coaching sessions for this contract. Each coaching session will be for 2 hours and up to 2 coaching sessions will be provided after each (2-day) training. Alternatively, the Contractor can attend a training provided by a trained OPWDD trainer in order review and provide feedback. This option will be considered 1 coaching session; this type of coaching is likely to be requested intermittently.</p>
12	<p>On page 12 the section discusses coaching sessions. Please share the exact number that would be required of coaching sessions.</p>	<p>Please see the answer to question 11.</p>
13	<p>Please provide more clarity on the difference between consultant sessions and coaching sessions. Are the coaching sessions for OPWDD trainers who the Contractor trains and the consultant sessions for staff who go through the OPWDD training sessions? Or are they both for trainers that the Contractor trains?</p>	<p>Coaching sessions are for the OPWDD trainers, and the consulting sessions are for OPWDD leadership.</p>
14	<p>I understand the RFQ is asking for the Contractor to train OPWDD staff to become trainers. Will the Contractor also be attending sessions that the OPWDD trainers lead to assess their skills? If so, how many?</p>	<p>Please see the answer to question 11.</p>
15	<p>Can you clarify the timeline in which the 40 training sessions, and coaching and consultant sessions will occur? How frequent will the sessions occur, how to account for travel to different sites?</p>	<p>The timeline for the 20 (20 training sessions with each being 2 days) training sessions is expected to be completed over two to three years, based on OPWDD availability and contractor availability.  Please see answer to question 9 for travel reimbursement.</p>
16	<p>Who decides which OPWDD staff will be in the train-the-trainer sessions?</p>	<p>OPWDD will decide which OPWDD staff will be in the train-the-trainer sessions.</p>

17	Will individuals with developmental disabilities be in the train-the-trainer sessions?	Please see the answer to question 10.
18	What prior DEIJ training has OPWDD staff, who will be in the train-the-trainer sessions, had?	DEIJ training will vary depending on each OPWDD staff member.
19	Are Targeted Small Businesses in other states eligible for this opportunity?	In the RFQ please see section 1.3 that states Bidders must meet the following minimum qualifications: <ul style="list-style-type: none"> <li>Proposals will be accepted <u>only from New York State Certified Minority- and Women-Owned Businesses (MWBs), New York State Service-Disabled Veteran-Owned Businesses (SDVOBs), or New York State Small Business Enterprises (defined as per State Finance Law 163(6)).</u></li> <li>Bidders must have a minimum of three years of professional experience in providing Diversity, Equity, and Inclusion (DEI) training.</li> </ul>
20	Section 2.1 - Will workbooks and any other content related material to be printed for all classes?	Yes, OPWDD will have the responsibility to print out the necessary material before each class.
21	Section 2.4 - Will any other materials be made available by OPWDD such as A/V equipment, flip charts, markers?	Other materials are not guaranteed for each training, but the contractor can make request in advance with OPWDD to see what is accessible for when the training is scheduled.
22	Section 2.5 Training requirements – Will prospective bidders be considered if they have demonstrable history and experience of conducting experiential DEI training models to staff of all levels but <u>NO</u> experience of conducting these DEI training models <u>to staff who has worked with individuals with IDD?</u>	Yes, as long as they meet the requirements set in the RFQ.
23	Section 2.5 states: “Within sixty days of the contract kickoff meeting, the Contractor will provide their customized curriculum materials to the DSO leadership. OPWDD will review the curriculum to ensure that it is consistently geared towards employees who work with individuals with IDD. OPWDD will notify the Contractor within twenty business days whether or not the comprehensive training program requires any changes prior to commencement. During the time of the contract period, curriculum may evolve and change through a process of collaboration between OPWDD and the Contractor. Each time changes are made, OPWDD will be given twenty business days to review, approve, and request further changes as needed. The Contractor will commence the in-person trainings within sixty days of the contract start meeting once OPWDD has approved the curriculum. “  Can you please clarify the difference between the contract kickoff meeting and the contract start meeting mentioned in the first and last lines respectively?	“Contract kickoff” is the initial meeting after the Contract is approved between OPWDD and Contractor leadership to establish contacts and begin Contract services. Addendum 1 includes updates resolving this issue.
24	Section 2.5 states: “Coaching Sessions - Following each initial two-day in-person training session, the Contractor will provide up to two additional two-hour coaching sessions for each class of new trainers. The coaching sessions will be developed to ensure that the trainers are prepared to deliver the materials and increase trainers’ confidence and their ability to facilitate difficult discussions. These are not a direct audit of the trainings, but are sessions designed to provide an opportunity for feedback and debrief the trainings	Yes, travel expenses are invoiced separately. Please see the answer to question 9.

	<p>provided by the DSO trainers to improve their training methods and responsiveness. The coaching sessions should be virtual. They will help ensure that the quality of the direct training to all staff is achieved.</p> <p>If the contractor attends a training provided by a trained OPWDD trainer, this will be considered 1 coaching session; this type of coaching is likely to be requested intermittently. “</p> <p>The cost of attendance at a half-day, in person training, is not equivalent to the cost of a two-hour virtual coaching session This is because attendance at a training session may include travel and hotel accommodations. Can these two costs be included separately in the quote?</p>	
25	<p>Consultant Sessions - This section states that “Contractor may hold one 60-to-90-minute meeting following each of the Training Sessions” and also that “The contractor should include enough capacity, frequency, and duration of these meetings for higher level discussions between the contractor’s lead trainers and designated OPWDD staff. 1. Can our bid include enough flexibility to decide, in consultation with OPWDD, whether additional coaching sessions for the entire group or for a select group of trainers who might function as coaches beyond this contract period can occur? 2. Also, if curriculum development is not a separate cost item within the proposal, where should we place costs for these additional sessions, in addition to the consultation meetings that will occur on curriculum with the OPWDD staff following the submission of our initial curriculum, and possibly subsequent ones?</p>	<p>1. Any coaching sessions beyond this Contract period are outside the scope of work of this Contract. They would need to be addressed at that point in time.</p> <p>2. “the Contractor may hold one 60-to-90-minute meeting following each of the Training Sessions”. Therefore, the Contractor is not limited to one meeting per training session. OPWDD may opt to use its proposed schedule of Consultant Sessions to focus on curriculum rather than feedback or quality of training issues.</p>
26	<p>Attachment #2 on the Library Attachments asks the prospective bidders to attest to either the fact that they have not worked for any NYS agency within the last two years or, if they have, to get a New York State Ethics Approval Letter. In speaking with the NYS Ethics Commission attorney, she stated that the 2-year restriction applies when you are trying to do business with an agency that you have previously worked for, and not relevant when the agency that you are seeking to contract with/for is a completely different agency. The attorney stated that the law attempts to ensure that a state employee is not going back into the agency where they obtained their knowledge of the subject matter and attempting to profit from that experience. The attorney further stated that, while this is the Commission’s policy, particular state agencies may have their own, more restrictive policy and that we needed to check with OPWDD’s ethics office. Can you clarify if the more restrictive policy is the one adhered to by OPWDD?</p>	<p>There is not a more restrictive policy at OPWDD. OPWDD is making sure someone who has been a New York State employee is not going back into the agency where they obtained their knowledge of the subject matter and attempting to profit from that experience within the first 2-years after state service. This refers to direct state employment, not contracting.</p>