



May 17, 2023

ADDENDUM No. 3 (FINAL ADDENDUM)

**Title: Leadership Training and Development Program
RFP Number: 20-T035**

Purpose: To provide answers to proposer's questions.

Questions Deadline - closed - May 16, 2023 5:00pm CDT

Proposals Deadline - June 2, 2023

Answers are in red

1. Is WBENC (Women's Business Enterprise National Council) certification a qualified DBE for the FWTA? *You can only use DBE certified firms, no other certification can substituted.*
2. It is stated on page 43 of the RFP that the DBE goal for this solicitation is 0%. Please confirm that there is or is not a DBE requirement for this solicitation. *There is no DBE goal for this particular solicitation.*
3. The RFP states that the proposed timeline should include in-person or virtual sessions. Is there a requirement to have certain training classes on-site based on the different levels – Supervisors, Managers/Directors, and Senior Executives? *No set requirement. It would depend on training topics, what would be best taught in person or virtual. Supervisors should probably be on-site.*
4. The section for "Contractor's Qualifications" indicates a maximum of 5 pages, not including resumes. Is there a requirement or limit to the number of pages for the following:
 - a. Section 2. Prior and related experience *No*
 - b. Section 3. Proposed timeline and methodology to complete services *No*
5. Confirming length of contract is one year – what is the expected start date of the project? *Yes. This fall – October 2023.*
6. Which team members will need to be on-site and for how many days a week? Is this throughout the length of the one-year project? *This would be based on the vendors recommendation.*

7. Should the proposed fees be broken about by deliverables on page 14 and then separate fees for additional services as listed on page 15? **Yes, that will be fine**
8. 3.2, page 5 of your RFP states “For uniformity, all respondents are required to submit information in the order and format requested in this RFP. Please confirm the proposal format submitting vendors should follow is in the order of the list of requirements in Section 5 of the RFP (Scope of Work) followed by the required forms in Section 9. **Yes, Correct.**
9. Regarding section 6.6 of the RFP - would it be acceptable for a vendor to forego providing exceptions to your legal terms at this time and propose a negotiation of legal terms upon being awarded this RFP? **Yes**
10. If a submitting vendor selects option 3 for the form on page 51, please advise if they still need to sign the form on pg. 52. **Yes F1-F12 Compliance forms will still need to be signed.**
11. Given the DBE subcontractor goal for this RFP is noted as 0% on page 1 of the RFP, please confirm it is acceptable to mark the Good Faith Effort Documentation as “not applicable” for this response. **You are not required to submit DBE paperwork for this solicitation, including Good Faith Efforts**
12. Page 13 of the RFP references a bid sheet for pricing. Please confirm the “bid sheet” is the F13 - Base Price Proposal form on page 67 of the RFP. **yes**
13. Does Trinity Metro have a current leadership training and development program in place you are potentially looking to replace through this RFP or would this be a new program offering to your organization? **New program**
14. Are the services described in this RFP aligned to a specific initiative or short-term program within Trinity Metro? If so, can you please describe what that initiative or program entails? **Leadership training at all levels is the initiative.**
15. Pg.5 of the RFP says “Firms may apply for any combination of categories, including all categories, if desired.” Please specify the categories being referenced here. **Supervisor training, management training or Executive Leaders training or any combination.**
16. Please elaborate on what is meant by “licensed employees” as stated on page 12, Section 4.1 under Evaluation Criteria? **N/A**
17. May an Excel or PDF file be submitted if an additional or alternative price proposal is used? **Yes**
18. Are employees available for training sessions as long as 6 hours per day? Is there a preference for shorter sessions, such as one or two hours? **That is up for vendor recommendations.**

19. Are 100% "live" MS Teams or Zoom sessions ever required (with a live facilitator) or can all sessions be recorded for use on varying shifts and with all levels of employees? **That would depend on the training and recommendations from the vendor.**
20. What will be the best way to access individual employees outside of direct training time in order to follow up via coaching or pre/post-assessments in a timely manner? **Teams**
21. What support can Trinity Metro offer on-site to help with program issues such as registration, MS Teams/Zoom difficulties on the part of employees, scheduling, employee questions, or other clerical/administrative issues? For example, will an on-site CSR or HRD Assistant be available to field general questions about Trinity Metro's requirements? **Yes, you would have on-site support**
22. Pricing – Can we propose a deliverable based price rather than an hourly rate? **Yes**
23. Do you currently have an LMS system in place and if so, what is it? **SumTotal**
24. The RFP states that the disadvantaged business enterprise (DBE) goal is zero (0). Please clarify if attaining a DBE target is not necessary as there are several forms pertaining to our DBE involvement. **You are not required to fill out DBE paperwork for this solicitation. F1-F12 Compliance Forms should still be signed and sent in with your proposal.**
25. DBE Goal for this Solicitation is: 0% - Is our understanding correct that DBE subcontracting / Good faith effort is not mandatory for this RFP? **no you are not required to submit good faith efforts/DBE subcontractors since this is no goal project. We ask that if you do use subcontractors that you contact our DBE Administrator first to get a list of DBE subs to contact prior to using any non-DBE firms.**
26. . Does Trinity Metro want all three levels of leadership development to start at the same time and run for the full 12 months, or would you prefer (for example) to start with the Executive Level and then add the other levels 3 or 6 months later? **Start with Executive Leadership and then add the others.**
27. Would the Executive Leadership Team be interested in a 1- or 2-day off-site Leadership Team Retreat as part of their program, or would they prefer that all deliverables be on-site during normal business hours? **We are open to recommendations**
28. What is your expectation around the amount of "in-person" facilitation vs virtual facilitation? **Open to recommendations**
29. Are Canadian Firms eligible? **Yes**

30. How many total learning hours is the expectation for this contract? How many different courses per person is the expectation? **Looking for vendor recommendations**
31. How many personnel are at each level, supervisor, manager/director and senior executives? **12 in Executive / 30 Directors/Manager / 30 Supervisors**
32. Is a fully on-line, self-paced curriculum acceptable? **No**
33. Would some in-person (or zoom) training be required or add value to the proposal? **Yes, we are open to recommendations**
34. What specific soft skills are they hoping to develop? Would they be open to other suggestions? **Specifically Communication, conflict management, team building. Yes, we would be open to suggestions.**

REMINDER

If you choose to mail in your proposal, please use our new mailing address which is:

**Trinity Metro
801 Grove Street
Fort Worth, Texas 76102**

ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.

RESPONDANTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE FORM 1 IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL

End of Addendum No. 3