

ADDENDUM TWO

DATE: July 01, 2013

TO: All Vendors

FROM: Michelle Musick, Mary Lanning, Buyers
State Purchasing Bureau

RE: Questions and Answers for RFP Number 4423 Z1
to be opened July 8, 2013

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
<p>1. Section V. Proposal Instructions begins on page 33</p> <p>Section A. Technical Proposal</p> <p>Section 3. Corporate Overview</p> <p>Subsection h. Summary of Bidder's Corporate Experience page 35 regarding:</p> <p>The bidder shall provide a summary matrix listing the bidder's previous projects similar to this Request for Proposal in size, scope and complexity. The State will use no more than three narrative project descriptions submitted by the bidder during its evaluation of the proposal.</p> <p>The project closest to the 4413Z1 in "size scope and complexity" is a project with the State of Nebraska.</p> <p>Written Question 1. Is it acceptable to use a description of this other project with the State, to comply with this subsection?</p>	<p>Yes.</p>

	First Contract Term	First Contract Term	First Contract Term	First Renewal	Second Renewal	
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total Cost
0-1000 Students						
1002-2000 Students						
> 2000 Students						
Additional cost for one- No-one sessions (per hour)						
Advanced Workshops (per hour)						

<p>2. RFP 4413Z1</p> <p>Emergenetics Form B, Cost Proposal</p> <p>Bidder's Company Name: _____</p> <p>Please note that all prices proposed must include any and all fees and costs associated with the RFP requirements, including all expenses for travel, room and board, and other miscellaneous costs.</p> <p>Written Question #2 are the three number rows of students (0-1000, 1002-200, and >2000) spread equally across 3 contract years within the first contract? Do those same three tiers of numbers apply equally across 1 contract year for the first and second renewals?</p>	<p>The three number rows of students are not spread equally across the three (3) contract years within the first contract. The number is for each year of the contract terms. For example, the State is asking what the rate is for 0-1000 students to be trained each year of the contract terms.</p> <p>Yes, the same three (3) tiers apply equally across one (1) contract year for the first and second renewals.</p>
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3. The RFP does not stipulate monthly dates or days per week for seminars.

I am using the following formulaic approach in my working draft-

Single or 2 consecutive week long training visits during which 2-5 seminars could be scheduled per week, ranging from a minimum of 24 participants/week to a maximum of 240 per week.

(Minimum number is based on cost efficiency for my travel, maximum is based on the size of Conference Room C State Building and one outstate (NRC) conference room) Different room sizes would of course be factored in accordingly.

Per student charge (without profile charge) is the same for the first 1000 (A)

24 students in 1-2 seminars in one week would take 42 weeks to train 1000 students

240 students in 4-5 seminars in one week would take 5 weeks to train 1000 students

1-3 seminars per week adds 5 per diem days cost (B)

4-5 seminars per week adds 7 per diem days cost (C)

Example of minimum and maximum contract dollars for 1000 students:

Minimum number of participants/visit week:

$$A \times 1000 \text{ students} + (42 \times B) \\ = \text{Total cost}$$

Total cost/1000 = per student cost
(represents the maximum contract dollars)

Bidders may provide their cost structure based on what they feel would be necessary to train the number of students they specify in a given time frame. The State does not wish to stipulate a pre-defined number of training dates or days per week.

<p>Maximum number of participants/visit week</p> <p>$A \times 1000 \text{ students} + (5 \times C) = \text{Total cost}$</p> <p>Total cost/1000= per student cost (represents the minimum contract dollars)</p> <p>Written Question #3 Would this format of providing a range including the maximum and minimum per person charge based on number of participants per seminar week be acceptable and in compliance with the State for this RFP? Alternatively, would the State prefer to further stipulate or clarify the number of training weeks for 1000 students?</p>	
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