

ADDENDUM ONE QUESTIONS and ANSWERS

Date: May 10, 2022

To: All Bidders

From: Annette Walton, Procurement Contracts Officer
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Request for Proposal Number 6691Z1 to be opened May 24, 2022 at 2:00 p.m. Central Time

Questions and Answers

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. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.	V. C.	27	Are all trainings (individual and regional) required to be in person. Or if it is more accessible and desirable for targeted attendees, are virtual options acceptable?	Virtual options are acceptable for each type of training if each attendee has an individual link/login, verification of participation through entire training can be obtained for each attendee, and response to knowledge checks can be verified for every individual. In addition, break-out sessions must be provided for regional workshops to address topics relevant to both community and non-transient non-community systems with the ability to provide hands-on exercises. If the contractor has verified experience with virtual training and is able to provide successful procedures beyond what is listed here, submittal of those procedures should be made for review.
2.	V. C. 1. a.	27	Does each training need to include all subjects listed in section a.? "... provides attendees the knowledge and skill to develop, at minimum, an understanding of owner responsibility, succession planning, public meeting	All trainings should at least touch on an understanding of owner responsibility, succession planning, public meeting regulations, rate setting, and asset management, including capital improvements. Beyond

			<p>regulations, rate setting, asset management, including capital improvements.”</p> <p>Or are these main subject areas the utility can choose from and the contractor works with the utility and the State to determine needs and agenda, but may not necessarily include all of the subject areas listed above in a 2 or 4 hour timeframe?</p>	<p>these basic subjects, the contractor should consider the specific needs of a utility, especially for the individual system 2-hour trainings, to understand where training should be focused. The regional 4-hour trainings may be focused using information obtained by the systems wishing to attend. All training agendas will be coordinated with the State to ensure training requirements are met.</p>
3.	V. E. 1. a.	28	<p>The RFP indicates “a minimum of five (5) individuals” must attend from the system. What if 5 or more register or agree to attend, and then fewer than 5 actually attend on the day? Is the contractor’s deliverable deemed incomplete?</p>	<p>This requirement, which is separate from the administrative order requirement, should be approached by the contractor in a good faith effort to ensure at least five individuals attend. This may require an effort by contractor to register more than five people for each training, ensure the system knows up front that there is a minimum attendance requirement before committing to the training, check with the system or individuals a few days before the training to see if attendance is still planned, or any other method the contractor can use to help ensure this requirement is met. If documented assurance from the system is given to contractor a few days before training that everyone will attend and fewer than five people attend, the contractor must document why the training was delivered to less than five people. The State realizes unforeseen circumstances happen, so if a good faith effort is made by the contractor, the contractor’s deliverable will not be deemed incomplete. If the contractor consistently shows lack of effort to ensure the minimum number of attendees or has consistent under-attended training, the State may cancel the individual training portion of the contract.</p>

This addendum will become part of the Request for Proposal and should be acknowledged with the Request for Proposal response.

