NEW YORK STATE OF OPPORTUNITY. | Office for People With Developmental Disabilities

February 21, 2025

## Additional Questions and Answers and Addendum 2

RFQ OPD-2025-01

Train the Trainer for Workforce Development and Morale

| | Questions | Answers |
|---|---|---|
| 1 | Can international experiences (outside of the US) count towards the three-year minimum for bidder qualifications? | Yes. |
| 2 | Can proposed staff member experience count towards the three-year minimum or must it be that of the firm? | Yes. |
| 3 | Are there specific accessibility requirements (e.g., ASL interpreters, captions, alternative formats for materials) that should be incorporated into the training design? | It is not required, but any additional items that are consistent with Section 1.2, Goals of the Agreement are welcome. |
| 4 | What platform(s) does OPWDD prefer for virtual coaching sessions? | Microsoft Teams is preferred/ Web Ex is also allowable. |
| 5 | Will OPWDD be responsible for scheduling participants for in-person and virtual coaching sessions, or does the contractor need to manage participant coordination? | OPWDD be responsible for scheduling participants for in-person and virtual coaching sessions. |
| 6 | Are travel costs for in-person training sessions reimbursable, or should they be included in the total bid price? | Travel costs should be included in the bid price. |
| 7 | Will OPWDD provide a budget range or maximum funding cap for this contract | No. |
| 8 | Reference: 1.5 Locations: Is the list of locations accurate as it states that " The in-person trainings will be provided for DSO staff to take place in thirteen OPWDD districts (DDSOs) within six State Operations regions throughout New York State." but lists 2 | Please refer to the updated Section 1.5 Locations in Addendum 2 below. |
| 9 | If you are not a New York based company but are a SDVOB and Small Business Enterprise, does our company still qualify to bid on this RFP? | Yes, because Small Business Enterprises are not NYS Certified, they are self-certified. |
| 10 | Is the training for two sites, with two days of training at each location? Or is it for more sites? | Refer to Answer #8. |
| 11 | Is there a budget? | The costs derived from Attachment 2 in the Cost Proposal will be the final budget. |
| 12 | What type of DEI training has been conducted, already within the organization? | Please visit the Agency Website for these details https://opwdd.ny.gov/build-diversity-equity-and-inclusion |
| 13 | If dates are added for additional training, is there a cap or cut-off date for add-ons? | There are no additional training requirements. |
| 14 | Do you happen to know if there are any specifics you would cover besides the terminology y highlighted in the RPQ? | There are no additional specifics. The terminology in the RFQ was provided to clarify the terms of the scope of work. The vendor/contractor will address in their curriculum design what terminology they want to cover as part of the training program. |

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| 15 | Are you interested in data /analytics? | No. |
| 16 | We would want to add QR codes (videos for training). You would be responsible for maintaining the QR code host, is that something would be willing to do? | No, OPWDD is not able to commit to this. |
| 17 | Training Focus Areas—Can you provide more details on the specific training topics OPWDD wants covered under this contract? Are there particular workforce development areas OPWDD is prioritizing? | Refer to Section 1.1 Overview for training focus areas and details. |
| 18 | Target Audience—Will the training be designed primarily for new hires, existing staff, leadership teams, or a combination of these? | OPWDD will determine who will attend trainings, it could vary. |
| 19 | Number of Trainers—How many OPWDD employees are expected to be trained as trainers under this initiative? | As per Section 2.6 Deliverables, a maximum of 22 attendees per in person session. |
| 20 | Delivery Format—Will training be conducted in person, virtual, or a hybrid model? Are there any preferences or limitations regarding delivery methods? | There will in person and virtual training and coaching sessions. Please reference section 2.6. of the RFQ. |
| 21 | Existing Training materials—Does OPWDD have any current training frameworks that need to be incorporated, or is this program intended to be built from the ground up? | It is intended that the training be built from the ground up. |

NEW YORK STATE OF OPPORTUNITY. Office for People With Developmental Disabilities

# Addendum 2

## Train the Trainer for Workforce Development and Morale

## RFQ OPD-2025-01

## BIDDER ACKNOWLEDGEMENT OF ADDENDUM 2

**Date Issued:** February 20, 2025

**Summary:** The Bid due date will be extended due to an administrative error and Sections 1.5 and 1.6 are updated as shown below.

There were additional questions received during the Question-and-Answer period that were not Answered. The Bids OPWDD received already by the original bid due date and time were not opened yet. If any vendors would like to submit an updated bid due to the Answers to the additional questions, they will need to do so by the new Bid due date and indicate that OPWDD is to throw out the original bid and indicate their updated bid.

OPWDD will only open all the bids after the updated Bid due date.
If a vendor did not already submit a bid, they are allowed to submit one by the updated bid due date and time.

**The RFQ is hereby amended as follows:**

**1.5 Locations**

**The in-person trainings will be provided for DSO staff to take place in thirteen OPWDD districts (DDSOs) within six State Operations regions throughout New York State. State Operations regions throughout New York State.**

| Region | District (DDSO) | Address | Total # of 2-day Training Sessions |
|---|---|---|---|
| 3 | Capital District | 500 Balltown Rd, Schenectady, NY 12304 | 1 |
| 6 | Bernard Fineson | 80-45 Winchester Blvd. Queens Village NY 11428 | 1 |

**1.6 Calendar of Events**

| | |
|---|---|
| **RFQ Release Date** | **January 28, 2025** |
| **Deadline for Submission of Questions** | **February 4, 2025, by 3:00 PM** |
| **Issuance of Response to Questions** | ~~**February 11, 2025**~~ |
| **Proposal Due Date** | ~~**February 19, 2025, by 3:00 PM**~~ |
| **Anticipated Notification of Tentative Award** | **TBD** |
| **Anticipated Contract Start Date** | **March 1, 2025** |

**Will be replaced by:**

**1.5 Locations**

**The in-person trainings will be provided for DSO staff to take place in the following two OPWDD districts in New York State.**

| Region | District (DDSO) | Address | Total # of 2-day Training Sessions |
|---|---|---|---|
| 3 | Capital District | 500 Balltown Rd, Schenectady, NY 12304 | 1 |
| 6 | Bernard Fineson | 80-45 Winchester Blvd. Queens Village NY 11428 | 1 |

**1.6 Calendar of Events**

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| **RFQ Release Date** | **January 28, 2025** |
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| **Issuance of Response to Questions** | **February 21, 2025** |
| **Proposal Due Date** | **February 28, 2025, by 3:00 PM** |
| **Anticipated Notification of Tentative Award** | **TBD** |
| **Anticipated Contract Start Date** | **March 1, 2025** |

**By signing below, the Bidder attests to receiving and responding to the amendment number indicated above.**

**BIDDER:** _____

**REPRESENTATIVE SIGNATURE:** _____

**NAME:** _____ **TITLE:** _____