



Florida Fish and Wildlife Conservation Commission

Commissioners

Kathy Barco
Chairman
Jacksonville

Kenneth W. Wright
Vice Chairman
Winter Park

Ronald M. Bergeron
Fort Lauderdale

Richard A. Corbett
Tampa

Aliese P. "Liesa" Priddy
Immokalee

Charles W. Roberts III
Tallahassee

Brian S. Yablonski
Tallahassee

Executive Staff

Nick Wiley
Executive Director

Greg Holder
Assistant Executive Director

Karen Ventimiglia
Chief of Staff

Purchasing Office

Jerilyn Bailey
Solicitation/Contract
Section Supervisor

(850) 487-3427
(850) 921-2500 FAX

Managing fish and wildlife resources for their long-term well-being and the benefit of people.

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: (850) 488-4676

Hearing/speech-impaired:
(800) 955-8771 (T)
(800) 955-8770 (V)

MyFWC.com

DATE: August 21, 2012
ADDENDUM NO.: 1
BID NO.: 12/13-07
BID TITLE: **Mandatory Education for Violators On-line Course**
ADD Vendor Questions and FWC Answers

If the COMMISSION finds it necessary to supplement, modify or interpret any portion of the specifications or documents during the ITB period an addendum shall be issued. An Addendum Acknowledgment Form shall be signed by an authorized vendor representative, dated, and returned to the COMMISSION prior to the opening date and time specified in the Calendar of Events.

Christie Clark
Procurement Manager

ADDENDUM ACKNOWLEDGMENT FORM

VENDOR NAME: _____

VENDOR FEID#: _____

ADDRESS: _____

CITY/STATE: _____

PHONE #: _____

FAX #: _____

E-MAIL: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

1. What is the anticipated volume of participants in this program on a monthly or annual basis?
A. Since participation in boating is not consistent each month, we do not have an anticipated monthly volume.
2. Can you please clarify the "Project Schedule and Timeline"? Is it expected that the online course system development, content development and client acceptance tested will be completed in three months?
A. Yes. We expect the course to be complete in this time frame.
3. Will vendors not located in Florida be considered for this contract?
A. Yes.
4. Are client references and similar work projects for online course solutions from other industries such as military, higher education or healthcare acceptable?
A. No. We believe the client references listed were the appropriate references for the vendor for this project.
5. How many violations are to be covered by the training?
A. We do not have a minimum or maximum number of violations to be covered in the course. However, some examples of some boating safety violations should be used in the course material and in the final exam.
6. Has the Commission defined minimum and maximum technology specifications to ensure that the average student will be able to access and complete the course online? If so, what are those specifications?
A. No, there is not a defined minimum or maximum for technology specifications.
7. The ITB clearly states that the Vendor shall write all text in the materials. However, is the Commission willing to provide hard and/or electronic copies of existing informational and/or instructional materials (information or instructional flyers, brochures, PowerPoints, instructional materials, laws, rules, regulations, etc.) for each of the seven topics to be covered for the Vendor to use as reference materials?
A. Yes, as available (for FWC-produced materials.)
8. The ITB clearly states that the Vendor shall create graphics and provide photographs for the materials. However, is the Commission willing to provide hard and/or electronic copies of existing multimedia materials (e.g., photographs, graphics, streaming video, etc.) that the Commission has used in flyers, brochures, PowerPoints, instructional materials, laws, rules, regulations, etc.) for each of the seven topics to be covered?
A. Yes, as available (for FWC-produced materials.)
9. Is the Vendor correct in our understanding that the requirements of the ITB do not include a remedial module in addition to the Violator Course described in the ITB?
A. Yes.
10. Should the course be developed with a level of rigor (task analysis, statistical test item validity and reliability, statistical verification of freedom from bias,

etc.) that supports legal defensibility in the event that a student challenges test results?

A. Yes.

11. If a student appeals test results, will such an appeal be made to the Commission or to the Vendor?

A. Any appeals will be made initially to the vendor.

12. If a student challenges test results, who is responsible for administrative and litigation costs associated with resolving the challenge?

A. Without knowing the particulars of the student challenge, we can't answer that at this time.

13. The 23rd bullet (on page 20 of the ITB) states: "Vendor shall set up Internet course to collect student data as prescribed by the FWC."

a. Does the Commission perhaps mean set up Internet "report" rather than "course"?

b. What student data collection requirements will the FWC prescribe?

A. The 23rd bullet was intended to refer to the entire online program and was to let the vendor know the course should be designed in a way that allowed the necessary student data to be collected.

B. The data collection requirements will include the collection of full name, complete address, date of birth, and other information (NOT including social security number) necessary information to establish the student's identity.

14. In the project schedule and timeline section, it is stated that the course must be available and accessible by users no later than 3 months from project start. Does the Commission envision a pilot/proof of concept at this stage or will all lesson and test materials be finalized at this point?

A. The 3 month date is for an "up and running" product.

15. Are system reports required for performance results or does the Commission envision a one-time, non-archived delivery of results by email or file transfer?

A. We would like to receive routine results in a simple format at an agreed upon interval. The data can be delivered electronically through file transfer or other electronic method – provided the data is secure. We would like the vendor to maintain a complete database with student information and test results.

16. Please confirm: (pg. 19) A "timed module" is defined as a body of content presented to a user for a limited amount of time. If the user is unable to complete the module during the allowed time, he is directed to the quiz automatically.

A. Yes, the user would be directed to the quiz at the expiration of allotted time period. However, our desire is to allow generous amount of time to complete each module. Just as importantly, we want to make sure the user has to spend a reasonable "minimum" amount of time on each module.

17. Does the "minimum of 40 questions" requirement cover quizzes and the final exam?

- A. The minimum number of questions is for the final exam only. The requirements do not apply to the quiz questions. (The quiz questions should not be used as final exam questions.)
18. What is the process for submitting deliverables and receiving approval from the Commission? Can the vendor expect timely approvals?
- A. The vendor should submit a draft of the course content (including the quizzes and final exam) to the Commission. Commission staff routinely reviews course content for boating safety education courses, so the vendor should expect timely approval. Obviously, there will be discussion with the vendor and Commission staff will provide feedback prior to approval.
19. Can you provide statistics that present the number of violators expected to access the course?
- A. Although we can't provide a good number for how many people we expect to take the course, we can tell you approximately 50-75 people a year have taken the course over past years.
20. Will course completion be a requirement of settling the violation?
- A. This course will be a *part* of the completion requirements.
21. Pg. 20: What student data will be collected through the system?
- A. Please see the answer to question number 13.
22. Does the FWC boater education database already exist? Will the vendor be expected to enhance/update the database to accommodate data from the boating violator course system?
- A. We do have a database for boating safety education. Our intent is to make the vendor aware that we have the ability to receive a data through direct download. However, the download could be as simple as sending the Commission an Excel spreadsheet with the names and information for the students.
23. What level of reinvestment in course technologies is expected over the life of the project?
- A. We expect the vendor to make an investment that allows the course to remain technologically relevant during the contract.
24. Since it is required that all compensation to the provider come from user fees, how should the respondent treat the price sheet on page 22? Is the "bid price" the amount the user will pay to take the course(s)?
- A. The "Bid Price" (per year) will be the price charged to the student/user.
25. What is the number of exams taken over the last year that data was collected? Do you anticipate this number to fluctuate in any way in the next three years?
- A. We have seen approximately 50-75 tests completed each year. Although there is no way of knowing if that number will change, we expect we will see that approximate number each year.
26. What is the preferred method of delivery for course and examination data to The Florida Fish and Wildlife Conservation Commission?

- A. We prefer delivery of data is through electronic files. (As long as the data is secure, Excel spreadsheets are referred.)
- 27.) How many students completed the current online violator's course over the past 3 years? Hopefully you can break down those certifications on an annual basis. This data will help us determine a reasonable student fee.
- A. We have seen an average of 50-60 each of the past three years.
28. On average how many boating violators will take the course per year?
- A. We are unable to provide a figure. However, we have seen approximately 50-75 students per year.
29. Other than Florida Boating laws, what other materials and support will FWC provide?
- A. We will provide documents (printed and electronic) that provide information on boating safety best practices, boating accident statistics, and other related information. As available, we will provide photos, video, and graphics that we have for boating safety.
30. Will FWC provide subject matter experts to work with the vendor?
- A. Yes, as available.
31. Will FWC provide multimedia (e.g. video, animations, etc) to the vendor?
- A. Yes. See the answer to question number 30.
32. How do you intend to communicate the violator information to the vendor? Will the course open only to the violators?
- A. We do not intend to send the violator information to the vendor. The course should be open to anyone.
33. How do the vendor authenticate the course taker is the violator?
- A. Those techniques are something that will be up to the vendor to decide. FWC is looking for techniques that are reasonable; with an understanding there are limits when it comes to online courses.
34. How many boating infraction convictions have there been in the past two years which would result in these individuals needing to take a boating safety course?
- A. Keep in mind that a person would not be required to complete this online course unless they had been convicted of a criminal boating violation or if they were cited for a non-criminal infraction – and that infraction led to a boating accident.

Our records indicate there are about 500 people each year are charged with a “qualifying” boating offense or non-criminal infraction (that resulted in a boating accident.) However, that does not mean all of those individuals are eventually required to complete this course. Some cases are dropped or charges are changed, reduced, or circumstances change so that the person would not have to complete this course.

We would suggest looking at the past annual “courses completed” numbers from the previous answers to use for annual numbers.

35. What are the ramifications if a convicted unsafe boater does not take the safety course?
- A. A person's privilege to operate a vessel on Florida waters is suspended until the violator requirements are completed.
There are no specific ramifications if a person (who is required to complete the mandatory education for violators) does not complete this course and other violator requirements as long as the person does not operated a vessel on Florida water while their privileges are suspended.
36. Please explain the FWC boater education database and how the course delivery system needs to interface.
- A. See answer to questions number 23.
37. Will those who need to take the course enroll themselves or will there be a FWC database of individuals with email addresses who the vendor will notify of procedure to take course?
- A. The individuals who are required to complete the course will enroll themselves. FWC will send notices to individuals who are required to complete the course. In addition, Florida law requires the County Clerk's of the Court to notify individuals of mandatory education requirements.
38. Will the state only approve one contractor to offer this course?
- A. Yes.
39. Would you explain how FWC would use the media produced by contractor for other projects?
- A. An example would be the FWC use of a video "testimonial" to illustrate the consequences of violating boating laws. The video may be used (with permission of participants) on FWC's website.
40. Will FWC provide a subject matter expert to assist in the course content and approval?
- A. Yes, see answer to question number 31.