

## **REQUEST FOR INFORMATION (RFI) from the Florida Department of Transportation**

The Department of Transportation, Office of Design, Production Support Office is requesting the following information from prospective vendors about the following commodities and contractual services described below.

### Intermediate/Advanced Project Management Training

The Florida Department of Transportation (FDOT) Production Support Office has developed a new project management training plan. This plan includes intermediate/advanced training for FDOT's design project managers. We are looking for a training program exclusively designed for managing transportation projects with a focus on project managers within FDOT. The objective is to enhance the knowledge and skills of the project managers to successfully oversee the different phases of transportation projects.

Typical transportation PM topics for the training may include but are not limited to the following:

- Quality Management
- Leading the Project Team
- Communication Skills
- Project Development Process
- Project Planning
- Risk Management
- Project Scope Management
- Scheduling
- Estimating
- Ethics
- Consultant Procurement Process
- Negotiation
- Time Management
- Understanding Personality
- Other Transportation Project Management Related Topics

The Department is requesting information from prospective vendors about their interests and capabilities in delivering transportation specific project management training to the Department.

### Specific Information Requested:

- The responding vendor's experience in providing these type of services;
- A course catalog of transportation project management training;
- Price structures for course delivery, including potential staffing, travel, materials, length of course(s), course attendance size, and number of courses per FDOT district or regional training;
- These trainings must be completed prior to June 30, 2018.

Contact for questions or clarification:

Please send an email to Bobby Bull, [Bobby.Bull@dot.state.fl.us](mailto:Bobby.Bull@dot.state.fl.us).

**The requested information must be received by 5:00 pm (EST) on March 7, 2018.**

Send to: Florida Department of Transportation  
Att.: Bobby Bull  
605 Suwannee Street, MS 40  
Tallahassee, FL 32399

OR E-mail to: [Bobby.Bull@dot.state.fl.us](mailto:Bobby.Bull@dot.state.fl.us)

**PLEASE NOTE:**

- **Responses to this Request for Information (RFI) will be reviewed by the agency for informational purposes, and will not be considered as offers to be accepted by the agency to form a binding contract.**
- **Information obtained in response to this RFI is subject to public record as defined by F.S. Chapter 119.**
- **In accordance with F.S. 287.057, information obtained in response to this RFI may be used to develop scope and solicitation documents for future procurements at the discretion of the department. Respondents to this RFI will remain eligible for any subsequent contract with the agency.**
- **Advertisement of any subsequent competitive solicitation that may result from this RFI will be posted on the Florida Vendor Bid System.**