

# AMENDMENT ACKNOWLEDGEMENT FORM

## RFP 08/14-08 Rebid

AMENDMENT NO: 1 - 10/9/2014

Department of State  
Room 428, R.A. Gray Building  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250

**TITLE:** Department Leadership Program

**BID OPENING DATE:** October 15, 2014, 3:00 PM, Eastern Time

**THIS AMENDMENT NOW BECOMES A PART OF THE ORIGINAL RFP.**

This Amendment includes the following:

1. Written Responses to Written Questions

COMPANY NAME \_\_\_\_\_

FEID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX NUMBER: ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH AN AUTHORIZING SIGNATURE AND RETURN THIS AMENDMENT AS A PART OF YOUR RESPONSE. FAILURE TO DO SO MAY SUBJECT THE RESPONDENT TO DISQUALIFICATION.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE (MANUAL)

\_\_\_\_\_  
DATED

\_\_\_\_\_  
AUTHORIZED SIGNATURE (TYPED), TITLE

Note: Failure to file a notice protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

## Questions and Answers

The following questions were submitted prior to the deadline for written inquiries. The questions are reproduced in the exact format in which they were submitted.

1. Question) There was an award based on the original RFP. Can you provide a reason for the rebid?

Answer) *The Department posted an intent to award on the original RFP. Questions arose as to the clarity of the original RFP specifications. The Department chose to rebid to clarify the specifications.*

2. Question) Do you expect the successful bidder on the first RFP to be a respondent to this rebid?

Answer) *It is unknown whether the vendor selected through the original RFP will respond to the rebid.*

3. Question) Since this program is expanding to the whole of the department it would seem logical that the three divisions that were not included in the initial program would be the majority of the participants in this round. Since those divisions are Elections, Corporations, and Administrative Services what is the rationale for awarding preference points to vendors with background in providing leadership training in cultural heritage organizations?

Answer) *The Program will be open to all employees of the Department. The goal is to have equal representation from throughout the Department in the 2015 class. The Department is looking for a facilitator/trainer that has experiences that will resonate with participants. It is a valid consideration and it is valuable for a facilitator to understand the audience of Department employees and bridges the world between cultural heritage organizations, for profit, and governmental work areas related to leadership development principals.*

4. Question) If this program is to be designed as an integrated program with delivery spread over the ten session the majority of the design will be done of the front end. The price sheet indicates that the design and delivery of each session should be priced separately. It would appear more appropriate to propose this project on a total fixed fee basis with deliverable tied to progress payments. Is this something the Department would consider?

Answer) *No. The Department of Financial Services and Florida Statutes requires payments be tied to measurable deliverables. The deliverables for the Program are completion of the sessions.*

5. Question) Can we assume for purposes of this rebid that the answers to questions submitted for the initial RFP are still valid? Such as – number of participants, State provided facility, lack of a defined competency model, lack of a behavioral assessment tool, etc.

Answer) *No, the questions and answers applied to the original RFP. This is a new RFP with revised specifications.*

6. Question) Can you define the parameters of the facilitator's responsibilities when assisting with the application development and review process?

Answer) *The facilitator's responsibilities will be to guide the Office of the Secretary staff and Division Directors of the Department in refining or redesigning the application and review process. The group may decide to use a similar process however since different Divisions are involved the process may be modified based on decisions of the Department staff and the suggestions of the facilitator.*

7. Question) Section 1.1 references the OCHIP Leadership Program delivered in 2013. Will the curriculum, evaluation and/or assessments be provided to the selected contractor for review prior to development of the current program?

Answer) *Program materials are available. Exhibit A attached to this posting contains materials from the first session. The selected contractor will have access to all materials from the 2013 Program.*

- a. Question) Has a follow-up assessment been conducted with past program participants to determine the effectiveness, usefulness, and/or applicability of the program content?

Answer) *A follow-up assessment is being conducted now for the 2013 Program which concluded in September 2014.*

8. Question) Section 1.2 states the facilitator will be responsible for developing the curriculum. Is the 2013 OCHIP Leadership Program curriculum to be used or is this considered a new program requiring new curriculum?

Answer) *The 2013 curriculum can be reviewed and used as applicable. It is expected that each vendor will draw upon their own expertise in the field to design and deliver a high quality curriculum.*

- a. Question) If this is new curriculum, are there desired topics, skill sets, outcomes, etc. identified?

Answer) *It is expected that each vendor will draw upon their own expertise in the field to design and deliver a high quality curriculum.*

- b. Question) If this is new curriculum, has a needs assessment been conducted to determine the desired topics, skills, outcomes etc. for the program?

Answer) *Not applicable*

- c. Question) If the 2013 OCHIP Leadership Program curriculum is to be used, is all the content and facilitation notes available?

Answer) *The facilitator will modify the curriculum to expand the discipline areas represented in the Program.*

- d. Question) If the 2013 OCHIP Leadership Program curriculum is to be used, is it expected that this material/content will be updated and revised?

Answer) *The 2013 curriculum can be reviewed and used as applicable. It is expected that each vendor will draw upon their own expertise in the field to design and deliver a high quality curriculum.*

- e. Question) Will a leadership project be one of the desired outcomes for each participant (as was for the 2013 OCHIP program)?

Answer) *Yes a leadership project is an outcome for each participant.*

- f. Question) Is it a requirement that program participants be coached via telephone/conference calls outside of the monthly workshop sessions?

Answer) *The contractor must be available to participants to help with the Program session pre-work, questions related to the coursework, provide suggestions when appropriate related to the course work and workplace, and to provide feedback on the participant's participation.*

9. Question) Section 1.2 lists the requirements for the face-to-face sessions (i.e., 10 sessions lasting from 9:00am to 4:30pm), with the 10<sup>th</sup> session including a graduation ceremony. Given this:

- a. Question) Is it correct to assume that each session will include a 1 hour lunch break?

Answer) *Each session will include a lunch break. The length of the break can be negotiated however an hour is typical.*

b. Question) Is it correct to assume the lunch will be served on site?

Answer) *Lunch was served on site for the 2013 Program.*

c. Question) Is it correct to assume the 10<sup>th</sup> session will include some curriculum in the morning session, with the graduation ceremony in the afternoon?

Answer) *The graduation session is designed by Program participants with input from the contractor. If the group decides that some curriculum would be appropriate in the morning that is acceptable.*

10. Question) Are continuing education credits to be provided for this Leadership Development Program?

Answer) *Continuing education credits will not be provided for the participants.*

11. Question) While the sessions are to be conducted face-to-face, can online pre-work be assigned in order to maximize the onsite presentation?

Answer) *Online pre-work was used by the previous contractor.*

12. Question) Is a pre/post assessment for knowledge gain to be conducted?

Answer) *This was not done in the 2013 Program. If the contractor advises the use of a pre/post assessment it can be discussed at the Planning Meeting.*

13. Question) Who is responsible for the printing of materials?

Answer) *The Department will print the materials.*

14. Question) If additional materials are to be used by program participants (e.g., books, self-inventories, etc.), who is responsible for the costs?

Answer) *Additional material costs would be paid for by the contractor. The costs for these items should be budgeted in the RFP response.*

15. Question) Section 4.12 provides information regarding the bid submission. Is there a preference for font style and size, margins, single/double spacing, one-sided versus two-sided copies, etc.?

Answer) *The preference for bid submission is single spaced one-sided copies with font size 12 and standard margins.*

16. Question) Section 6.0 indicates a client list from the past five years is to be provided. Is contact information and the type of program provided to be included in the client list?

Answer) *Contact information is not required for the client list. The client list's emphasis should be on cultural heritage organization clients who contracted for leadership training.*

17. Question) Who are the audience – students? What type of positions do they hold within the Department?

Answer) *The students will be Department of State staff. They may hold any position within the Department. The 2013 Program had administrative staff, professional/consultant staff, and Bureau Chiefs.*

18. Question) What are the specific goals of the Department of State Leadership Program?

Answer) *From Section 1, 1.1 Background:*

*The Department's Leadership Program seeks to:*

- *Encourage and enable idea and resource sharing across Divisions.*
- *Create opportunities for cross-Division collaborations.*
- *Build and sustain positive relationships within and across the Divisions.*
- *Expand understanding of the Divisions and the Department.*
- *Develop leadership skills rooted in research-based concepts and translated for practical application.*
- *Enhance readiness for new career challenges.*

19. Question) Will the Department provide classroom space in Jacksonville or is the vendor responsible for securing and providing classroom space?

Answer) *The Department will provide classroom space in Tallahassee.*

20. Question) Will the Department provide AV equipment for the sessions?

Answer) *The Department will provide AV equipment for the sessions as long as the contractor indicates ahead of time the AV equipment needs.*

21. Question) Can the training include outside assignments (such as homework assignments) or does the training have to be completed during each session?

Answer) *The training can include outside assignments.*

22. Question) Under 6.1 of the RFP, would you clarify what is referred as “one sample session handouts”? (i.e. PowerPoint slides, assignments, etc.)

Answer) *One sample session handouts means a complete set of the materials given to the participant in a session. This might include assignments, visuals, outlines, worksheets, etc.*

23. Question) We are considering applying for the above referenced RFP. Is there currently a provider for the Pilot Program and if so, are they eligible to re-apply for the current RFP?

Answer) Yes. They are eligible to respond to this Request for Proposal.

24. Question) If there is a current provider, is it possible to provide the name of the provider?

Answer) DeEtta Jones and Associates

25. Question) Also, in addition to the cover sheet and the Appendices are you expecting a more detailed narrative and if so, is there a format for such?

Answer) Yes. The object of the Response is to demonstrate the vendor’s qualifications and ability to provide the services required. Emphasis in each Response should be on completeness and clarity of content, thereby enabling the Florida Department of State to make a fair evaluation of the vendor and it’s Response.

Failure of a vendor to provide the appropriate detailed information or materials in response to each stated requirement or request for information may result in a lower score for the vendor; however, redundant or extraneous information is discouraged.

*The preference for bid submission is single spaced one-sided copies with font size 12 and standard margins.*