

Pre-Proposal Conference
SFP 2019-2-2
March 27, 2019
Humane Society Police Officer
Training & Education

1. Basic training is paid for by individuals or organizations. Can individuals take the training in advance of holding an HSP position? **Yes, but eventually that individual will need to hold an HSPO job and be appointed by a judge.**
2. Would Part 1 training be available for education purposes for other individuals profession development? **Yes, but it would need to be clearly documented to the Department of Agriculture.**
3. Will the current contractor be providing training under the current guidelines? **Yes**
4. How long will it be until the new contract will be awarded? **It is anticipated the new contract will be awarded within the next 30-45 days.**
5. Is it possible for training to begin in the Fall of 2019 after the new law takes effect? **Yes**
6. Is it possible to split the exams between week 1 and 2? **Yes, as long as the exams cover all of the material you can split the exam into two parts.**
7. After the proposals are received is their opportunity for negotiation? **Yes the procurement process allows for a best and final offer process.**
8. My company is an LLC, what are the requirements when submitting my proposal when my instructors are subcontractors? **Please submit the resumes for all your instructors and indicate that they are subcontractors.**
9. How is it handled when instructors change and new ones are added? **PDA does not foresee a problem as long as PDA is notified in advance of the change.**

10. Are background checks necessary for all instructors and guest speakers? Final details related to what would constitute a "subcontractor" can be worked out in the final agreement between the Department and the person awarded a contract. The licensee is required to have employee criminal history checks done through the epatch system.
11. Is Equine an acceptable training site? No, PDA prefers the training sites be in production agriculture.
12. Is it permissible to do more than 80 hours of training if it is kept within a two week time frame if it would not affect the pricing. Please clarify in your proposal the value added for more than 80 hours of training.
13. Does PDA require a specific format for completed training? Effective communication is key and the requirements will be worked out with the selected contractor going forward.
14. Is it possible to request a review of my proposal if it is rejected. Yes, all vendors have the right to request a debriefing conference with the contracting officer.
15. Is the proposed curriculum and course content subject to the Right to Know? Possibly, there are many variables considered on whether your submittal is a trade secret or may reveal confidential proprietary information. It is dependent upon your submission and the exact wording of the RTK request.
16. How detailed does the financial capability have to be in the proposal submission? A basic overview as described in section 5.6 along with a Dun & Bradstreet comprehensive report will meet the requirements. As described in section 5.6 PDA reserves the right to request three fiscal years of financial statements.
17. What format does the exam require, multiple choice, true/false etc.? Test shall be consistent of $\frac{3}{4}$ multiple choice and $\frac{1}{4}$ true and false questions.