

# **APPENDIX Y**

## **QUESTIONS AND ANSWERS**

**RFP #3561R09 – Motorcycle Safety Program**  
**Addendum 2 – Appendix Y – Questions & Answers**

1. **Question** – It appears there might be a problem with the spread sheet. When we put in per pupil costs, it appeared to not populate the total below. How it been tested with figures in all categories?

**Answer** – Please see Appendix E – Cost Submittal – Revised 7.11.17.

2. **Question** – Could we see your most recent motorcycle fatalities rates and the motorcycle fatality rates for the previous five years?

**Answer** – Please refer to the Pennsylvania Crash Facts and Statistics Book found on the PennDOT website at [www.penndot.gov/safety](http://www.penndot.gov/safety).

3. **Question** – What is the overarching goal of the PA MSP?

**Answer** – The goal of the PAMSP is to effectively provide motorcycle training and education aimed at eliminating crashes and fatalities of motorcyclists.

4. **Question** – How are trained students reported? What counts as a trained student?

**Answer** – Please refer to Section III-7, G. Status Reports and J. Annual Report which explain how trained students are reported. A trained student is a student that has fully completed all requirements of a course, whether they pass or fail that course. In courses that have a classroom and range requirement, that student must complete both to be counted as a trained student.

5. **Question** – Is the Instructor Training during the Transition Period of the Contract part of the Instructor Training budget item listed in the Contract (on the spreadsheet)? This is Instructor Training to transition to a new curriculum.

**Answer** – Task A – Transition Period will be a separate line item. The Instructor Training can start during the Transition Period per Task C – Instructor Training Program of the RFP.

6. **Question** – Why are classroom and range separate in the spreadsheet?

**Answer** – Students may only be billed at the completion of the training class. In some instances, a student may only complete a classroom session and not move on to the range session and therefore may only be billed for the classroom session. In the example of a winter classroom session, the student may not come back for the range session for several months, this way the selected Offeror can be paid for the work that was completed in the classroom session sooner.

7. **Question** – Is it required that classroom be made available in the winter with classroom material related to range activities being presented months before the actual riding activity occurs?

**Answer** – Please see Subtask B.2, Conduct Courses.

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8. **Question** – When will the contract be awarded?

**Answer** – Please see Section I-23, Term of Contract.

9. **Question** – What does “available to the public prior to Jan. 29, 2018” mean? This is found on page 27 of the RFP. Does this mean the classroom must be available then since it is unlikely that the weather would permit range training.

**Answer** – “Available to the public prior to January 29, 2018” means that the selected Offeror must ensure the program is available to the public, i.e., website access, call center. This is not the date that all classes must be available.

10. **Question** – Is reimbursement for the “Transition” made in increments or paid at the completion of the Transition?

**Answer** – The transition will be paid at the completion of Task A.

11. **Question** – Is the contractor required to pay for Sign Language Interpreters for deaf students?

**Answer** – Yes.

12. **Question** – Why is the Basic Course called “Introductory Course?” Since the first course is called “pre-basic”, why wouldn’t it be “Basic?” Typically, a course such as the pre-basic is called an “Introduction to Motorcycling” to let the person determine, with an introduction, if they are interested in continuing on to learn to ride.

**Answer** – The Pre-Basic Course is a Pre-Introductory course.

13. **Question** – Is the Intermediate Course also a licensing class?

**Answer** – Yes, the Intermediate Course can be a licensing class.

14. **Question** – Under Instructor Training, it is required to train 150 new Instructors per year, correct?

**Answer** – This is an estimate only.

15. **Question** - Under Introductory Course, under the Instructor Training category, it says “Retrain” and the number is 200 Instructors. What does this mean?

**Answer** – Under Subtask B.1 of the RFP, by the beginning of the 2020 riding season, the selected Offeror must implement the MSF Basic Rider Course- Updated version or another curriculum acceptable to PennDOT. This line item allows for payment of each instructor to be trained in the PennDOT approved new Introductory Course curriculum. All numbers are estimated.

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**16. Question** - The \$100 deposit that the Instructors must make is only for the Introductory Course (Basic Course), correct? There is no fee collected from Instructor Candidates for the other trainings is there?

**Answer** – Correct. No additional fee is collected from the Instructor Candidates for the other trainings.

**17. Question** - The section indicates that there will be 150 new Instructors per year, but the category breakdown below does not list the 150 new Introductory (Basic) Instructors, but mentions “retraining” 200. Please explain.

**Answer** – “Cost for New Instructor for Introductory Course less Instructor Deposit” is used for any new instructor. PennDOT expects that all Instructors be certified to teach the Introductory Course before being certified to teach any other course approved by PennDOT. The “Introductory Course - Retrain” is for any currently certified instructor that must be “retrained” in the new Introductory Course curriculum required under Subtask B.1.

**18. Question** - Is the Salary of the Communication Specialist paid completely from the Promotions/Publicity category through Task Orders?

**Answer** – Yes. The salary of the Communication Specialist is paid by Work Orders per Task H – Promotion/Publicity.

**19. Question** - What is the location of current winter storage facility?

**Answer** – Currently this location is in Emigsville, PA.

**20. Question** - What is the square footage of storage Facility?

**Answer** – Currently the winter facility is approximately 18,000 square feet.

**21. Question** - What is PennDOT curriculum approval process and how much time will it take should offeror prefer to utilize alternative curriculum?

**Answer** – PennDOT requires a minimum of 45 days to review any alternative curriculum proposal.

**22. Question** - It appears there might be a problem with the spread sheet. When we put in per student costs, it appeared to populate the total cell and not total price based on number of students times the price totaled down the cells. Is the cost sheet functioning per your expectations?

**Answer** – The Cost Submittal has been revised. Please see Appendix E – Cost Submittal – Revised 7.11.17.

**23. Question** - Is contract only paid on students trained or will contractor be reimbursed for salaries, training, and other administrative task done and paid for prior to student number 1 being trained under the contract? Since fix cost associated with running the program

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[Answer](#) – Please see Part IV – Cost Submittal of the RFP.

**24. Question** - If Offeror decides to submit an alternative curricula, can it be approved by PenDOT prior to 1/1/2018

[Answer](#) – Please see Subtask B.1 – Identify and/or Develop Course Curriculum of the RFP, you may propose alternate curriculum. If proposing alternate curriculum, details should be included in the proposal.

**25. Question** - Can an estimate of average maintenance cost for fleet over last 3 years be provided?

[Answer](#) – PennDOT does not currently have this information.

**26. Question** - Page 4, Section I-12, A.4. - The RFP requires 2 separate flash drives be submitted including the technical and cost proposal. Since the hard copies of the technical and cost proposals are required to be submitted in separate sealed envelopes (per I-12, B), how/where should the flash drives be included?

[Answer](#) – Please see Section I-12 – Proposal Requirements, A. Proposal Submission, the flash drives should be submitted in two (2) separately sealed envelopes.

**27. Question** – Page 5, Section I-13. Economy of Preparation - Does the 50 page limit for the proposal apply to the Technical Submittal?

[Answer](#) – Yes, the 50-page limit applies to the Technical Submittal per Section I-13 – Economy of Preparation of the RFP.

**28. Question** – Page 13, Section II-4. Evaluation Criteria - The RFP references the “total points,” which is also referenced in the Technical Scoring Formula link provided. Please provide the point breakdown per criterion for each section.

[Answer](#) – PennDOT does not provide the point breakdown per criterion.

**29. Question** – Page 19, Section III-1. Requirements - Starting with Section III-1.A., the RFP includes space for “Offeror Response.” Is PennDOT intending for responses to be incorporated into the text of the RFP document, or can we provide responses in a separate document to more accurately account for the page limitations?

[Answer](#) – Potential Offerors responses should include but should not be limited to each of the areas delineated in green in their technical proposal and as described in Section I-12, Proposal Requirements as well as Part III, Technical Submittal of the RFQ.

**30. Question** – Page 22, Section III-3, C. Personnel - This section references key personnel and has the requirement to submit resumes for these individuals.

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Does this include all individuals listed under the Minimum Staff Requirements on page 23? If not, will PennDOT define which positions are considered key personnel?

**Answer** – Please see Section III-3, C. Personnel. Key personnel are outlined under Minimum Staff Requirements in the RFP.

**31. Question** – Page 30, Section III-6. Work Plan, Subtask B.4 - For the purposes estimating resources, can PennDOT please quantify the number of courses and locations where the introductory course shall be offered?

**Answer** – Please refer to Task F – Establish Program Course Training Sites of the RFP.

**32. Question** – Page 37, III-6. Work Plan, Subtask G.3 - Storage Sheds for Sites (Ranges), item 3 - Please clarify what is required for the item “working with PennDOT to ensure the storage sheds are properly handled.”

**Answer** – Any shed that has been identified by the selected Offeror that is no longer needed cannot be moved without approval of the PennDOT Program Manager. The Selected Offeror must work with the PennDOT Program Manager to have the shed removed through the surplus program. The Selected Offeror must work with PennDOT through the entire shed surplus process.

**33. Question** – Page 38, III-6. Work Plan, Task H - Promotion/ Publicity, item 2, e. and f. - For the purposes of estimating resources, can PennDOT please provide the quantity of PennDOT personnel who will require training?

**Answer** – This may fluctuate and will be determined as needed during the work order process.

**34. Question** – Appendix E – Cost Submittal - This section references key personnel and has the requirement to submit resumes for these individuals. Are the key personnel self-designated by the offeror? If not, can PennDOT define which positions are considered key personnel?

**Answer** – Please refer to Section II-3. C. Personnel of the RFP. Resumes are required to be submitted for all staff, except for the instructors.

**35. Question** – How to get a copy of Curtis’ slides?

**Answer** – The Small Diverse Business and Small Business PowerPoint presentation is part of Addendum 2.

**36. Question** – Section III-3. C. requires 1 full time community relations coordinator and cost submittal requires 1,950 communications specialist hours. Are these the same position? If not, what is the difference?

**Answer** – The Community Relations Coordinator and the Communications Specialist are the same position.

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**37. Question** – Cost submittal it does not include a site coordinator was this an oversight?

**Answer** – No.

**38. Question** – The cost submittal includes 1,950 hours which is 30 hours more than labor hour standards of a full time employee, are you requiring 1.2 communications specialists?

**Answer** – PennDOT considers 1,950 hours as one (1) full-time employee.

**39. Question** – Service level agreement (SLA) #2 states a penalty of the value of year one. Is that the full value or is it part of the number of sites/day calculations?

**Answer** – For year one the SLA penalty is the amount of year one divided by 67 counties and then divided by 365 days for each day or partial day for each county that is not operational or does not have a site agreement signed.

**40. Question** – Subtask J.2 please clarify if the Offeror is expected to manage the online survey tool? If not, will the results and data collected be shared with the Offeror?

**Answer** – PennDOT will manage the survey tool. The results may be shared with the selected Offeror as determined by PennDOT.

**41. Question** – Must classroom and range be split? Must classroom be conducted in winter?

**Answer** – No, classroom and range do not have to be split and classroom may or may not be conducted in the winter.

**42. Question** – What is a “Reverse On-Line Auction”?

**Answer** – Offerors compete to obtain business from the Commonwealth and prices will decrease as the Offerors underbid each other. This is often aided through the use of a computer application to facilitate the process.

**43. Question** – Range-counseled out student – do you get paid for them? Conflict of interest if you encourage them to stay?

**Answer** – Yes, the selected Offeror would be paid for a student who was counseled out as PennDOT agrees that keeping a person in the class who poses a safety risk to themselves and/or the rest of the class would be a conflict of interest.

**44. Question** – Will there be a wrap up for the current contractor? What’s their responsibility for transition?

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**Answer** – There will be few months where both contractors will be working together to transition the contract from one vendor to the other. PennDOT expects that if the incumbent is not the selected Offeror, then a smooth transition of the program will occur during this time.

**45. Question** – How many motorcycle permits issued per year?

**Answer**

- 2016-107,503
- 2015-111,975
- 2014-116,727
- 2013-103,948
- 2012-125,527

**46. Question** – Difference between emergency & disaster plan?

**Answer** – Please refer to Section III-1 Requirements, B. Disaster Recovery and C. Emergency Preparedness.

**47. Question** – Reference to 2 instructors for 6 students. Is there a reason it is not seven?

**Answer** – Please Task B – Identify and/or Develop Curriculum and Provide Training, PennDOT requires two (2) instructors when a range session has six (6) or more students participating in that session.

**48. Question** – Do instructors have to be PA residents?

**Answer** – No, instructors do not have to be Pennsylvania residents but it is preferred that instructors be residents of Pennsylvania.

**49. Question** – Will the state audit the equipment before being turned over?

**Answer** – Yes, an audit will be conducted of the equipment before being turned over.