

**ATTACHMENT A**  
**STATEMENT OF WORK**  
**Request for Quotes (RFQ)**  
**Surface Improvement Training**  
**Solicitation Number: 6100027599**

**OBJECTIVE -**

The objective of this project is to conduct Surface Improvement related training on behalf of the Pennsylvania Department of Transportation (PennDOT), Business Leadership and Administrative Services Office (BLASO), Technical Training and Development Section (TTDS).

Specifically, **Surface Improvement Training** provides instruction on a uniform, consistent background for Maintenance field personnel involved in identifying pavement distresses, repairing pavement distresses and asphalt paving operations.

PennDOT reserves the right to add or delete training courses identified during the period of this Purchase Order (PO).

**REQUIREMENTS -**

**The term of the contract will be for one (1) year with one (1), one (1) year option to renew by mutual consent of both parties.**

The awarded Contractor shall implement the following when instructing each course:

- Application of Adult Learning Theory throughout delivery.
- Hands-on activities combined with facilitated discussion of essential learning factors with application to a technical environment providing the opportunity for participants to share experiences and solutions.
- PennDOT-related or other transportation scenarios to stimulate awareness and discussion.

**CONTRACTOR RESPONSIBILITIES -**

The awarded Contractor shall:

- Not use participant contact information for any reason outside the scope of this project.
- Not subcontract the in-classroom teaching without the expressed knowledge and consent of the TTDS Project Manager.
- Acknowledge that all PennDOT copyright training materials, detailed outlines of program agenda, lesson plans and facilitation aids are property of PennDOT.
- Have the necessary number of instructors available for each class scheduled. This would include a substitute instructor on standby for any unforeseen circumstances.
- For costing purposes, estimate one (1) instructor per course.

- Proofread all necessary course materials for completeness, including all grammatical and punctuation errors.
- Provide in an electronic medium, all the printable materials in a PDF format and a detailed explanation on how the materials shall be put together. PennDOT shall be responsible for all printed course materials.
- Additional/substitute instructors must be approved by the Project Manager through an add employee letter.

## **DELIVERABLE COSTS**

### **TRAVEL**

**Travel and Subsistence:** Travel expense, travel time and subsistence allowances will conform to the requirements of the most current version of Commonwealth Management Directive 230.10, Travel and Subsistence Allowances, available on the U.S. General Services Administration website at:

[http://www.portal.state.pa.us/portal/server.pt/community/management\\_directives/711/management\\_administrative\\_support\\_%28205-260%29/208571](http://www.portal.state.pa.us/portal/server.pt/community/management_directives/711/management_administrative_support_%28205-260%29/208571)

[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)

The actual location of each course will be determined by the TTDS Project Manager during the validity period of the PO resulting from this RFQ. The contractor shall, for costing purposes, estimate that the training courses will be conducted in District 1-0, Oil City area; District 5-0, Allentown area; District 8-0, Annville area; District 9-0, Hollidaysburg area and District 11-0, Bridgeville area.

When requesting payment for work completed under Travel, the awarded Contractor shall include a summary of the travel and subsistence along with an OS-501 – Confirmation of Services form.

### **TRAINING**

Contractors shall provide a unit cost per course, as shown in Attachment B, Cost Matrix, all inclusive of the contractors cost to provide the courses as described, with the exception of materials for the students.

The awarded Contractor shall be responsible for the following deliverables:

#### **Surface Improvement Training - (Max 30 students)**

This is a two (2) day course intended for an audience of Paving Crews, Assistant County Maintenance Managers, Paving Foreman, Paver Operators, Roller Operators and Equipment Operators. Upon successful completion of this course, participants will be able to identify pavement distresses, repair pavement distresses and improve and promote the quality of asphalt paving operations and materials thereby improving the quality of roads in the Commonwealth.

Deliverable: Five (5) course offerings – One (1) course offering in each of the following districts: 1, 5, 8, 9 and 11

### **COURSE REVISIONS AND UPDATES**

Course revisions and updates may be necessary due to changes mandated by PennDOT to include, but not limited to, changes to Publications, Regulations and initiatives. As changes to the training material are required, the TTDS Project Manager will provide the awarded Contractor a change request outlining the course revisions. The awarded Contractor shall provide the TTDS Project Manager a proposal to include all costs and timeline revisions regarding the impact of the requested changes.

All change requests shall be processed in accordance with the Standard Terms and Conditions.

Upon PennDOT's approval of the awarded Contractor's proposal the awarded Contractor will receive a purchase order or a revised purchase order as a notice to proceed, giving authorization to the Contractor to proceed with the work outlined in the proposed change request.

Deliverable: Revisions and/or modifications to the Training courses as needed.

When requesting payment for work completed under Course Revisions and Updates, the awarded Contractor shall include a summary of the modifications and/or changes completed along with an OS-501- Confirmation of Services form.

### **MANDATORY PLANNING SESSION**

Within three (3) weeks of notice to proceed, the awarded Contractor shall meet with the TTDS Project Manager and other PennDOT assigned attendees to confirm a thorough understanding of the project. The meeting shall take place either via conference call, or at PennDOT's central office located at 400 North Street, Harrisburg, PA, 17120, as determined by the TTDS Project Manager. The mandatory planning session will last no more than three (3) hours. The time allowance is an estimate and is not guaranteed. Cost shall be based on the awarded vendor's time of the Project Manager and possibly one (1) instructor. The Contractor shall provide a blended hourly rate in the Cost Matrix, Attachment B.

Topics of the meeting shall include, but not limited to:

-Attendance plans, course location plans, and a tentative course roll-out schedule.

-Deployment of a plan to track actual work completed against scheduled work.

Deliverable: Attendance of awarded Contractor's Project Manager and possibly one (1) instructor at the mandatory meeting. The cost shall exclude travel and subsistence, which shall be billed separately in accordance with Travel.

When requesting payment for work completed under Mandatory Planning Session, the awarded Contractor shall include a brief summary of the meeting along with an OS-501- Confirmation of Services form.

## **OTHER REQUIREMENTS**

### **1. Contractor Submission Package**

Submission package should not exceed twenty (20) pages. This excludes table of contents, dividers, supportive Appendices, and resumes. Resumes should be limited to two (2) pages for each individual resume. Submissions should be kept to a reasonable length; however, points will not be taken off for packages that exceed the twenty (20) pages. Your submission package must be emailed to the following email address: [RA-pdBLASOPProcure1@pa.gov](mailto:RA-pdBLASOPProcure1@pa.gov) .

### **2. Suppliers** must complete and submit the following documents:

- a. Proposal based on requirements listed in Attachment A
- b. Cost Matrix – Attachment B
- c. Domestic Workforce Utilization Form – Attachment C

### **3. Insurance:**

In accordance with ITQ Contract Number 4400008567, Part IV – Terms and Conditions, Paragraph 27b, Insurance, and the awarded Contractor will be required to provide a current certificate of insurance to PennDOT.

### **4. Payment:**

Payment will be based upon the successful completion and written acceptance of each deliverable identified in the section **Deliverable Costs** of this RFQ. Each deliverable payment will be based on the agreed cost in the awarded contractor's **Attachment B Cost Matrix** or as agreed to in the final contract. Offeror shall submit to the Project Manager Form OS-501, **Attachment D**, and substantiating documentation as notification of each deliverable completion. PennDOT Project Manager will certify successful completion and acceptance of each deliverable. Invoices must be submitted after acceptance of each OS-501. All invoices must be sent to the following address:

COMMONWEALTH OF PENNSYLVANIA  
PO BOX 69180

HARRISBURG, PA 17106

Payment to the Offeror will be based on timely completion and acceptance (in writing) of deliverables outlined within **Tasks and Deliverables**.

**5. Estimated Quantities:**

All quantities are estimated. Estimated quantities may be changed based on the need of the program. PennDOT reserves the right to request a change in quantities for any of the deliverables when anticipated quantities exceed those established. PennDOT also reserves the right to cancel classes due to low enrollment, emergencies, and other reasons important to the technical training program.

**6. Award:**

Selection will be determined by best value criteria. Please refer to the attached *Expedited RFQ Template for Training Services*.

**Questions:**

Direct all questions concerning this Contract to Mary Beth Knepp, Issuing Officer, at [maryknepp@pa.gov](mailto:maryknepp@pa.gov). All questions must be submitted by 1:00PM on Friday, January 3rd, 2014. All contractors will be notified of the responses to the questions by Friday, January 10<sup>th</sup>, 2014.