

Request for Qualifications and Price Proposal Local Emergency Planning Committee (LEPC)
Training(s)

Questions and Answers

- 1) The RFQ/P requests “staff support”. Question: Is this staff support to be provided on-site or at the contractor’s location?
 - a. **Answer: It would be at the contractor’s location or on-site if needed and approved by both parties in advance. It could also be conducted via meetings virtually.**

- 2) As the RFQ/P statement of work is written, it is difficult to determine the type of proposal requested. Question: Is the RPC seeking to establish a “Firm-Fix-Price” or “Time and Materials” contract?
 - a. **Answer: The RPC will contract with a company who can support/conduct a variety of LEPC trainings related to Hazardous Materials, Incident Command, or other similar trainings for first responders. Each training will have a separate contract with the company to include agreed upon costs via a scope of work approved by the company and the RPC.**

- 3) The RFQ/P states “The requested services consist of providing the LEPC training(s) with one or more of the below tasks.” Question: Based upon the statement “one or more of the below tasks”, are we to assume that each task should be proposed separately and that they will be evaluated and awarded based on the individual tasks?
 - a. **Answer: Each task can be proposed separately or grouped together at the discretion of the company. The proposals will be evaluated as they are submitted. The award will go to the company who best addresses their capability in performing the tasks.**

- 4) Both Tasks 1 & 2 state “Provide staff support to the LEPC to develop, conduct and/or deliver transportation related hazmat response (hazardous materials emergency response plan in Task 2) training(s).” The following questions are posed for both tasks 1 and 2.
 - a. Question: What is the level of effort, duration or staff support hours anticipated by this request?
 - i. **Answer: The time dedicated to develop, conduct, and/or deliver the training will vary based on the need for the training. If the company has a training class/program that fits the training need for the LEPC, then very little if any time will be needed to develop the training. Most of the time in this instance will be done by conducting/delivering the training.**

If the company does not have a training class/program for a particular training need, the RPC will work with the Company to develop this training class/program with the possibility of having the company and/or another company to conduct/deliver the training.
 - b. Question: Are there required meetings to attend as part of this support function? If so, what are the: 1) frequency of such meetings, 2) approximate duration of such meetings,

and 3) is in-person attendance required or can virtual (e.g. gotomeeting®, Team® or Zoom®) be utilized?

i. **Answer: At this time, the RPC anticipates the meetings to be infrequent; however, depending on the depth of the training need there could be several meetings needed. The estimated duration would depend on the need to develop or just confirm the type of training that will be provided. More time would be needed if the training does not exist verses something that currently is proved by the company. These meetings would be conducted virtually; however, at times an in-person meeting may be needed.**

c. Question: What is the anticipated number & duration of the requested transportation related hazmat response training(s) events?

i. **Answer: This will vary based on the monies the RPC receives. Based on current revenues, 2-5 trainings per year. The duration would vary as there are different kinds of trainings the first responders may need. For example, some classes could be a couple of hours while other trainings could last a week or more.**

d. Question: What type of trainings are to be conducted? Traditional classroom, traditional classroom/hands-on, hybrid online/hands-on or completely online?

i. **Answer: If needed, the RPC would like to have the option to choose any and/or all the options listed above as our Region spans over five counties throughout the Central Florida area.**