



Questions and Responses

IFB C003542

Park Ranger Training

No.	IFB Section	IFB Page	Question	Response
1	Appendix F	50-52	Can the insurance requirements be lowered – small training schools do not have such large coverage. There is no material – only class room training.	The insurance requirements cannot be lowered.
2			In the bid it is stated training would take place in Rensselaerville or if not available, to locations throughout NYS. Would we submit just one bid or could the bid be submitted with two costs, depending on where the training takes place.	OPRHP is not seeking alternate bids. Please see Amendment 1.
3			Are the alternate sites listed in the bid where the training is going to be or would need to secure a site close to those locations?	See Section 1.5.1 Alternate Statewide Training Locations. The alternate locations are where the classes would be held, if necessary. Vendor would not need to secure nearby locations.
4			Would all sites be furnished with audio visual equipment or would we need to provide our own.	Sites will include A/V equipment, which will not include a laptop/PC. Vendors should use their own laptop and have any necessary hardware/cables needed to connect to AV equipment, e.g. adapters or HDMI cables, etc.
5			May I ask any sample copy of bid	A sample copy of the bid is not available.

6			<p>The estimated number for participants for all of this training is as follows: 8 Hour Pre: 200; 16 Hour Ojt: 200; 8 Hour Annual: 150. Given that the max amount of people sitting for a class is 50, Is it safe to assume that the number of hours to be worked for each class is as follows: 8 Hour Pre: 32 hours; 16 Hour OJT: 64 hours; 8 Hour Annual: 24 hours; Which makes up a composite of 120 hours. Should I put the 120 hours under the number of hours worked in the third column, titled, "Number of Hours to be Worked" on Form A.</p>	<p>Form A should be submitted with the best estimate of hours by the contractor to deliver the services for the full term of the contract.</p>
7			<p>I don't quite understand what should be put under the column, titled, "Amount Payable Under the Contract". We pay our instructors varying rates, but the minimum for any class they conduct is \$25 per hour. There is no prevailing wage requirement for instructors. Therefore what rate does the contract require to be paid to instructors, and does that quantity get multiplied by 120 hours and put down in the grand totals tab under the column in question?</p>	<p>Under the column titled "Amount Payable Under the Contract" on Form A, submit the estimate to be paid to all instructors to deliver the services for the full term of the contract.</p>
8	1.5.1	7	<p>Alternative sites provide additional expense and cost. Historically, how often has the Primary NYS Park Police Training Academy been unavailable?</p>	<p>This information is not available.</p>

9	1.5.1	7	As an authorized school for DCJS, we are approved to request remote learning (video classroom). Can remote instruction be utilized as an alternative to traveling for smaller student groups to secondary sites?	Remote instruction cannot be utilized. OPRHP is requesting in-person training at the academy in Rensselaerville.
10	1.5.1	7	Have the Primary or alternative classrooms been approved prior by NYS DCJS?	Yes.
11	1.5.2	7	Is training contained to the hours provided, or can we provide consideration for your students by alternative hours, i.e., evening hours?	Training must be delivered in accordance with Sections 1.5.2 Training Timetables, alternative hours will not be considered.
12	1.5.3	7	Are the DCJS-approved topics and concepts available for review prior to the bid so we may determine the needs of these alternative topics?	The OPRHP DCJS-approved topics and concepts are not available for review prior to bid. Upon contract award the awarded contractor will be required to collaborate with OPRHP and incorporate this content into their overall delivery of the training.
13	1.5.3	7	To confirm, the approved topics <u>do not</u> include vehicle operations, i.e., on or off-road vehicles; Software applications, such as “Parks” or CPR, AED, and First Aid Training, or NYS SLMS training?	OPRHP is only seeking NYS Security Guard training course delivery by the vendor. Additional training requirements for Park Rangers beyond what is required for Security Guard licensing will be provided by OPRHP.
14	1.5.4	7-8	Is it the expectation of OPRHP that the 8-hour pre-assignment course and the 8-hour annual in-service run concurrently, or will they be separated?	OPRHP expects that each course will be delivered separately.
15	1.5.4	7-8	To confirm, is all training within the classroom with no practical training in the field or outside of the classroom?	The selected Contractor is to provide NYS Security Guard training in a classroom setting.

16	1.5.4	8	To confirm, is the assistance provided to the candidates limited to the in-classroom explanation of the process and requirements, or does this require the instructors to provide actual hands-on confirmation that the students have all the required payments, fingerprinting receipts, and preparation of mailing to the NYS Division of Licensing Services?	Vendor should assist/confirm with trainees that all required documentation for NYS Security Guard licensing is provided to OPRHP. Trainee/applicant documentation must be furnished to OPRHP after the training concludes. OPRHP will sign/submit licensing application(s) to DCJS.
17	3.2	17	This section states, "To be considered timely, questionnaires filed via the VendRep System require that a vendor certify a questionnaire no more than six months before the due date of the bid." The overall contract of five years will likely be over \$100K. The IFB was released on July 26, 2022, with a due date of September 8, 2022; does not meeting the six-month requirement prevent a bid from being accepted and considered?	Vendor Responsibility questionnaire's must be certified <u>within</u> six months of the bid due date.

18	4.26	25	This section makes mention of resumes for any added or replacement staff for continuity and states, “the Contractor will promptly provide resumes of comparably experienced staff for OPRHP’s review and approval.” Still, we do not find where original staffing resumes are requested. Does staffing, authorized as General Topics Instructors, meet the requirements, if trained by the vendor to the needs of OPRHP’s requirements, and are resumes required by all instructional staff?	Please see Amendment 1.
19			Does Insurance requirement must be met prior to the bid?	Insurance requirements must be met prior to contract award.
20	1.5.1	7	Do you realize companies cannot bid on this based upon training in Rensselaerville because you included your right to reserve to hold training anywhere in the state during the five years? How would you suggest this be handled, as the difference in the bid based on location is quite substantial?	Please see Amendment 1.

21	1.5.1	7	<p>The bid as written would require us to bid anticipating our expenses to be at the furthest location from our site, incurring many expenses that would not be charged if the training was limited to Camp Cass. We would have to charge for hotels, gas, food etc to travel. Camp Cass would not include any of these expenses, but it appears we have no choice but to bid it that way, unfortunately. Any remedy to this, would result in a much lower cost to the State. I would suggest, if possible, to redo this RFB to make it possible for companies to determine actual cost.</p>	Please see Amendment 1.
22	1.5.1	7	<p>Are we allowed to present independent bids based upon location and ancillary costs? Or to show the differences between the cost at the different locations.</p>	OPRHP is not seeking alternate bids. Please see Amendment 1.
23	1.5.1	7	<p>What are the circumstances in which Rensselaerville would not be used?</p>	In the case that the Park Police academy in Rensselaerville is not available, OPRHP may use the alternate locations in its sole determination.
24	4.19	App F	<p>Why is it required to have Comprehensive Business Automobile Insurance to drive to training locations with our private vehicles.</p>	Business Automobile Liability Insurance is required anytime the activity might involve a vehicle entering Agency property or if a vehicle is used as part of the service or work provided.

25	4.19	App F	<p>Is there any flexibility regarding the insurance coverage listed? Why are you requiring commercial auto insurance when this training does not involve driving – only to get there? Why are you required to keep insurance for three years after training is completed? These insurance requirements are excessive.</p>	<p>OPRHP declines to make changes to the required insurance.</p>
26	1.5.6	8	<p>Contract section 1.5.6 Training Documentation requires submitting a training manual prior to training. These 3 training curriculums are state approved content. We understand Parks info to be incorporated into the training. What are you expecting as far as a “Manual”? Are you asking for a training manual to be given to each person? Or a training manual for instructors? Please clarify</p>	<p>DCJS training curricula are state-approved <i>minimum</i> content. If vendors intend to use content which has been modified or tailored in any way prior to program delivery, this content must be provided to OPRHP <i>prior</i> to program delivery.</p> <p>Trainees will be given a Park Ranger Patrol guide as part of their training.</p> <p>Vendors are not expected to provide participant or instructor manuals.</p>
27	1.5	7	<p>Did you receive written authorization from DCJC to hold a class with more than 35 students? Do you need two instructors for 50 students in a DCJS approved class? Good instructional practice calls for two instructors for 50 students in a DCJS approved class.</p>	<p>OPRHP has obtained all necessary DCJS authorizations.</p> <p>Vendor should formulate bids based on vendor's understanding of the listed requirements and industry best practices.</p>

28	4.19	25	Are the subcontractors covered under the contractor's insurance or do they need their own coverage?	Should the Contractor engage a subcontractor, the Contractor shall impose the Insurance requirements on the subcontractor, as applicable.
29	1.5	7	Is the service requirement to train 550 park rangers per year?	Service requirements are to train up to 200 Park Rangers per year. There will be overlapping course requirements for each candidate based on their current NYS Security Guard license status.
30		7	Are all the classes to be held between late April and the end of May each year? Could any classes be scheduled outside of that period?	Classes must be held within, and must conclude within the given timeframe.
31			Who is the incumbent vendor?	There is no incumbent vendor.
32			Can we obtain the previous bid prices?	This information is not available.
33		7	Can virtual training, which is now permitted by the NYS DCJS and NYS DOS, be used in some cases in far remote areas outside of the primary training site if needed?	OPRHP declines the request for the contractor to provide virtual training.
34		7	Will OPRHP be assisting in the approval process with DCJS once the required material has been incorporated into the lesson plan?	OPRHP's incorporation of content beyond baseline DCJS materials has been approved by DCJS. Vendor is not responsible for this process.
35			Does Insurance requirement must be met prior to the bid?	Insurance requirements must be met prior to contract award.