

Questions and Answers for the RFQ for Instructor Services (RFQ No. 2015-02)

POSTED: February 18, 2015

NOTE: Applications must be received no later than February 24, 2015, at 9:00 AM CST. Please note that two amendments to the RFQ have been posted on the Mississippi State Personnel Board (hereinafter “MSPB”) website. Vendors submitting applications should read and acknowledge these amendments which may be found by clicking [here](#).

Question 1: I am interested in applying for Instructor Services with MSPB. I do not have a particular company but have worked as an adjunct instructor for 10 years for a community college. Would you please give me clarity on Name of Company/Vendor?

Answer: A vendor who is a sole proprietor (individual) should put their name as the “Name of Company/Vendor” where the information is requested.

Question 2: I am an authorized DiSC instructor through training received at a Train the Trainers session held by MSPB for instructors on Dec. 17, 2002. If we were awarded certificates, mine is long gone. May I submit a statement in lieu of the certificate?

Answer: Please see Amendment Two to the RFQ, which deletes the requirement for a certificate of completion for the DiSC Personality Assessment in Sections 4 and 6 of the RFQ. If you are trained to instruct on the DiSC Personality Assessment and are applying for this service, you should still mark the appropriate box in Attachment B to the RFQ, Application Form for Instructor Services.

Question 3: A vendor asked if the MSPB contact could meet with him and answer questions about the RFQ.

Answer: See Section 8, MSPB Contact and Questions/Requests for Clarification which establishes the procedure for asking questions and requesting clarification regarding the RFQ. MSPB staff, including the MSPB contact person, cannot answer questions or meet with potential vendors. All questions received from vendors via email by the designated deadline are being published on the MSPB website (<http://www.mspb.ms.gov>) so that all vendors may receive the requested information.

Question 4:

1. Section 13 of the RFQ states that “By submitting an application, the vendor certifies that it is registered to do business with the Mississippi Secretary of State ...” or will do so prior to entering into a contract with MSPB. However, it is my understanding, from the

Secretary of State's office, that an entity can only register if their form of business is some type of corporation such as LLC, S-Corporation, etc.

Does this mean that any trainers, who are Independent Consultants or whose form of business is Sole Proprietorship, must now become incorporated in some form, if they wish to contract with MSPB?

2. Section 6 of the RFQ states that “For certification to administer the DiSC personality assessment, the vendor must provide a copy of the Certificate of Completion from the certifying authority.”

There are a couple of issues with this requirement:

- a. Although certification is available for the more complex and time-consuming DiSC versions, according to the DiSC web page (<https://www.discprofile.com/resources-and-tools/certification-for-trainers/>), certification is not required to administer DiSC in the United States and Canada.
 - b. Training and certification has been discontinued for DiSC Classic. That is the version of DiSC that is currently used in the Basic Supervisory Course, along with the simplified “phrase version.” The optional certification that is available for other versions of DiSC costs around \$3,000 per person, plus lodging and travel to Minnesota. It would certify the trainer to use versions of DiSC that require more time than the 3 hours currently allocated on Day One of BSC, and the purchase of participant materials for each class at 2-3 times the current cost.
3. The RFQ suggests U.S. Postal Service certified mail with return receipt, but does the vendor have the option of hand-delivering the sealed application package to MSPB?

Answer:

1. **Please see Amendment One to the RFQ which amends Section 13 to clarify, “The Mississippi Secretary of State does not register sole-proprietorships; therefore, if the vendor is a sole-proprietor, registration is not required and this section is not applicable.”**
2. **Please see Amendment Two to the RFQ, which deletes the requirement for a certificate of completion for the DiSC Personality Assessment in Sections 4 and 6 of the RFQ. If you are trained to instruct on the DiSC Personality Assessment and are applying for this service, you should still mark the appropriate box in Attachment B to the RFQ, Application Form for Instructor Services.**

3. Please see the last bullet under Section 6, Application Submission Requirements, which provides, “All application packages must be received by MSPB no later than 9:00 AM CST, Tuesday, February 24, 2015. Applications submitted via facsimile (faxes) or email will not be accepted. It is suggested that if an application is mailed to MSPB, it should be posted in certified mail with a return receipt requested. MSPB will not be responsible for mail delays or lost mail.” (Emphasis added.) The suggestion to use certified mail is made “if an application is mailed to MSPB.” It does not exclude hand delivery. Applications delivered via hand delivery should be brought to 210 East Capitol Street, Suite 800, Jackson, MS 39201.

Question 5: Can I use someone at the SPB training center for a reference?

Answer: No, some members of the Office of Workforce Development staff may be serving on the evaluation committee. Therefore, to avoid the appearance of a conflict of interest, they will not be able to act as references for applicants.

Question 6:

1. Can members of the MSPB Office of Workforce Development staff be used as references?
2. On the Application Cover Sheet (Attachment A), is it mandatory that a FAX number be provided?
3. Phase 4 of the evaluation process involves prospective vendors making a live 30-minute presentation at MSPB. How much (if any) flexibility will there be in scheduling the presentation? If the dates are not flexible, how much notice will the vendor receive regarding the date and time of their scheduled presentation?

Answer:

1. No, some members of the Office of Workforce Development staff may be serving on the evaluation committee. Therefore, to avoid the appearance of a conflict of interest, they will not be able to act as references for applicants.
2. It is not mandatory.
3. Applicants progressing to Phase 4 will be sent a schedule of available dates and times for the presentations and will be requested to choose up to three dates/times when they will be available to do their presentation. After MSPB has finalized the presentation schedule, each applicant will be notified of their presentation date/time via email.

4. Question 7: Section 6 (Application Submission Requirements) states: “For legal training, the vendor must provide a Certificate of Good Standing from the Mississippi Bar.” Will a *Letter* of Good Standing” from the Mississippi Bar be sufficient?

Answer: Yes, a Letter of Good Standing from the Mississippi Bar is sufficient.

Question 8: [Re: RFQ for Instructor Services – Amendment Two] I have already submitted my packet. What is the process to add this to the sealed packet?

Answer: If your complete application was postmarked or hand-delivered on or before Friday, February 13, 2015 at 5:00 PM CST, you may, but are not be required to, submit an acknowledgement of Amendment Two by placing same in a sealed envelope and hand-delivering or mailing the envelope to MSPB as instructed in Section 6, Application Submission Requirements, page 3 of the RFQ. Please mark your envelope as instructed in the seventh bulleted paragraph of Section 6 (next-to-last bulleted paragraph on page 3).

Question 9: Do I understand that our proposed rates under this RFQ will decrease by \$20 per hour from the current rate of \$100 per hour to \$80 per hour?

Answer: The rate structure under the contracts resulting from this RFQ will be different than the rate structure under the past instructor contracts. The rate structure under the past instructor contracts was:

INSTRUCTOR FEE	
1-4 Hour Session	\$300
5-8 Hour Session	\$600
CPM Project Evaluation	\$50 each
Curriculum Updates/Development	\$75/hour

Travel Cost (City to City)	
1-4 Hours round trip	\$200
Greater than 4 but less than 5 hours round trip	\$300
5-8 hours round trip	\$350
More than 8 hours	\$450
Additional allowed travel expenses for 1.5 and 2 days sessions (lodging)	\$100

The rate structure under the contracts resulting from this RFQ will be:

Instructor Services Contract Rate Schedule	
Instruction time*	\$80 per hour
CPM project evaluation	\$50 per project
Coaching CPM participants	\$150 per participant
Curriculum updates/development	\$75 per hour
Travel costs	<p>\$50 per hour travel time from city to city for classes scheduled in locations more than 30 miles from the instructor's residence</p> <p>Actual lodging expense reimbursed with receipt up to \$125 per night for classes spanning 1.5 or more consecutive days</p>

***Instruction time includes time spent setting up before class begins and answering participants' questions after class is concluded. Instruction time only includes time the instructor is at the venue where the class is being held.**