



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
PTR13008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS 304-558-0468

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF PUBLIC TRANSIT  
 BUILDING 5, ROOM 906  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0432 304-558-0428

DATE PRINTED
10/15/2012

BID OPENING DATE: 10/23/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM NO. 1 CREATED TO:		
				ANSWER VENDOR TECHNICAL QUESTIONS		
				BID DATE REMAINS UNCHANGED		
				BID OPENING DATE: OCTOBER 23, 2012 AT 1:30 P.M.		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER: PTR13008**  
**Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as PTR13008 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error

**Description of Modification to Solicitation: Add Required Bid Forms to Solicitation**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## ATTACHMENT A

1. Answer Vendor Technical Questions
2. The addendum acknowledgement is attached. This document should be signed and returned with your bid. Failure to sign and return may result in disqualification.

RFQ Number PTR13008  
 Training and Conduct of Workshops for Performance Measures to Section 5311 recipients  
 Response to Vendor Questions

Questions and Answers

1. Question: Will it be possible to schedule the site visits in a way to consolidate travel, such as visiting neighboring regions during the same week, if it meets the needs of the system?  
 Answer: Yes.
  
2. Question: Page 4, #6: The successful bidder shall submit one original technical and one original cost proposal. The box indicating the number of convenience copies is empty. Are convenience copies required? If so how many of copies of the technical proposal and the cost proposal are required?  
 Answer: **This is an RFQ—award is based on the cost proposal. We would like one official bid submission and one convenience copy.**
  
3. Question: Page 6, #3: The term contract section specifies this is a one year contract with the possible renewal for two successive years and possible extension not to exceed twelve months. The scope of work listed in 2.1.4 requires that a meeting to make adjustments to data collection occur near the end of year one. This task may require amending the manual and may require additional technical assistance to sub-recipients in addition to development of a final report. What required contract completion date for all tasks including those that have potential for extending past the initial contract period?  
 Answer: **Contract period shall be for one year, with two possible renewals. Successful bidder and the agency will agree to how any outstanding projects needing completion at the end of the contract will be handled.**
  
4. Question: Section 2.1.3: This section refers to the development of a spreadsheet type application and then subsequently refers to a Microsoft compatible format. Should proposers infer that WVDOT requires use of Microsoft Excel as so-called "compatible" spreadsheet products will not support all Microsoft functions, macros, and VBA programming that will likely be required in the development of the required spreadsheet? This is a logical inference since Section 2.1.5 refers specifically to Access and Excel, both MS products.  
 Answer: **As long as the spreadsheet is compatible with Microsoft Excel, any product would be acceptable.**
  
5. Question: Section 2.1.3: Does WVDOT have some assessment as to the current skill level at the different Section 5311 systems with respect to Excel competency? If so, can the Department offer some insight in this regard so that proposers can assess how to structure the level of technical assistance required to perform the tasks in Section 2.1.5?  
 Answer: **Skill level varies – from beginner to intermediate.**

- via e-mail or does the Department envision a web-based upload of the Excel data collection template?
- Answer:** **The Division envisions a web-based upload of the Excel data collection template.**
7. **Question:** Will assistance and monitoring include working with sub-recipients and WVDPT on monitoring and validating data reported and establishing reasonableness standards?
- Answer:** **Yes.**
8. **Question:** Section 2.1.5: Will assistance include working on site to teach sub-recipients how to use the spreadsheets?
- Answer:** **Yes.**
9. **Question:** Section 2.1.6: How many copies of the manual will need to be printed?
- Answer:** **Twenty-five copies.**
10. **Question:** 2.1.7: How many copies of the final report will need to be printed?
- Answer:** **Twenty-five copies.**
11. **Question:** 2.1.8: Should the consultant plan to conduct three workshops with any new sub-recipients?
- Answer:** **Yes, if necessary.**
12. **Question:** 2.1.11: Will there be any workshops or training associated with the state of good repair performance measures?
- Answer:** **Yes.**
13. 2.4 This task details the bidders responsibilities for the workshops:
- a. **Question:** Will WVDPT offer recommendations for appropriate workshop facilities or will the successful bidder be responsible for securing an appropriate facility?
- Answer:** **Division will arrange for all workshop facilities. Successful bidder will not be responsible for this task or rental fees.**
- b. **Question:** Is it anticipated that there will be rental or other fees associated with the workshop facilities? If so will the successful bidder be responsible for the fees?
- Answer:** **Successful bidder will not be responsible for this task or rental fees.**
- c. **Question:** Will the successful bidder be responsible for sending workshop invitations? If yes, will the invitations be mailed by Postal Service or emailed?
- Answer:** **Division will be responsible for sending workshop invitations.**
- d. **Question:** How many participants are expected at the statewide workshops?

- Answer:** Estimated at 50.
- e. **Question:** The workshops are full day trainings. Does WVDPT desire for the participants to be provided with any meals or refreshments?
- Answer:** Yes.
- i. **Question:** If meals and/or refreshments are to be provided is the successful bidder responsible for securing and expenses associated with the meals and/or refreshments?
- Answer:** No.
- f. **Question:** Please clarify the intent of the Nov. 30, 2012 scheduled meeting for a workshop in Charleston. Is the workshop to take place on Nov. 30, 2012?
- Answer:** Yes, meeting is part of a planned workshop.
14. **Question:** Will it be acceptable to set up a toll free number for sub-recipients to call for technical assistance to supplement the workshops and on-site visits?
- Answer:** Yes
15. **Question:** Will the consultant be responsible for printing a version of the driver training program and shipping it to each sub-recipient?
- Answer:** Yes, the consultant is responsible for printing and distribution. However, the material could be distributed at a workshop or other meeting to reduce shipping expenses. The Division will work the vendor on the distribution. Approximately 350 copies of the driver training program will be needed.
16. **Question:** What is the not to exceed amount for the Grand Total Bid?
- Answer:** This is the estimated contract cost, as determined by the Division. This amount is not to be disclosed – for internal use only.
17. **Question:** What supporting documentation is required for the cost proposal?
- Answer:** None required beyond Bid Form #1.
18. **Question:** What level of background detail is required for the cost proposal, ie.,breakdowns for labor and direct expenses, breakdown for labor and direct expenses per task?
- Answer:** None required beyond Bid Form #1.
19. **Question:** Will the scope of services include the intercity bus program?
- Answer:** No.
20. **Question:** What is the state’s timeframe for accomplishing the scope of work?
- Answer:** The state of WV can only legally enter into a contract for one year. However, the Division envisions that it may take up to three years to complete the project. The Division would like to start implementing this project in State FY 2014 (July 1, 2013 – June 30, 2014).

21. Question: For those subrecipients that do not meet the threshold for a single audit, is a financial or program audit required?

Answer: The prospective vendor should not infer that we are asking for a financial audit. However, in response to the question, yes, we do require a financial audit for those subrecipients that do not meet the threshold for a single audit. Again, these financial audits are not a part of this contract. The Division already has in place a Section 5311 grant program compliance audit.

**Clarification**

14. 2.4 states the entire content of the workshop/training shall be mutually agreed upon by the Division and successful bidder after the award of the bid:

- a. Please specify the entire content agreement timeframe, i.e., 30 days prior to the conduct of the workshop.

The state of WV can only legally enter into a contract for one year. However, the Division envisions that it may take up to three years to complete the project. The Division would like to start implementing this project in State FY 2014 (July 1, 2013 – June 30, 2014).

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: PTR13008**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.