

# SOLICITATION AMENDMENT



## I. AMENDMENT

<b>SOLICITATION NO.</b> 276099	<b>SOLICITATION DATE</b> 03/10/2015	<b>AMENDMENT NO.</b> 2	<b>AMENDMENT DATE</b> 03/19/2015
<b>ISSUED BY AND RETURN TO:</b> Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352 Attn: Mari Roden 509-376-4489 (tele) 509-376-0825 (fax) Mari_L_Roden@rl.gov (e-mail) MSIN:H3-03		<b>DUE DATE</b> This amendment does not change the date by which offers are due unless a date and time is inserted below.	
		<b>DATE</b>	<b>TIME</b>

### DESCRIPTION OF AMENDMENT

The purpose of this Amendment is to correct the following section:

#### 7.2 North American Industry Classification System (NAICS) Code and Size Standard

The Procurement Specialist has determined that North American Industry Classification System (NAICS) Code 611430 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is \$11.0 M in average revenues.

Additionally, this Amendment answers questions from prospective offerors (see Attachment 1).

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

## II. ACKNOWLEDGMENT OF AMENDMENT

Offerors must acknowledge receipt of this amendment in writing, by the date and time specified for proposal submissions or the revised Due Date above (if revised), whichever is later. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you wish to change your offer, such change must make reference to the solicitation and this amendment.

<b>NAME AND ADDRESS OF OFFEROR</b>	<b>NAME OF SIGNER</b>
	<b>TITLE OF SIGNER</b>
	<b>DATE</b>
<b>OFFEROR</b> ( <i>Signature of person authorized to sign</i> )	

## Attachment 1, Solicitation 276099 Amendment 2

1. Solicitation, Section 4.1.3. Please email me the additional information on the WRPS technical requirements mentioned in the document.

Response: Referenced section relates to potential offerors submitting questions on the technical requirements to WRPS in accordance with Section 2.4. There is no additional information on the WRPS technical requirements aside from what has been provided or answered.

2. Solicitation, Section 4.2.1 mentions a hyperlink to access the ECMC eSourcing Tool. Will it work with Chrome or Safari web browsers using a Mac?

Response: It should work with Chrome. If selected, we will set up a mock event to ensure all offerors and systems function properly.

3. Solicitation, Section 7.2, NAICS Code & Size Standard. Is Code 518210 correct?

- NAICS—611430—Professional & Management Development Training

Response: The correct NAICS code is 611430.

4. Solicitation, Exhibit 4, Vendor ESH&Q Questionnaire. I don't have any ESH&Q policies/procedures for my company. Does that impact my ability to get the contract?

Response: A developed ESH&Q is not an automatic disqualifier for subcontract award. If your company does not have a developed program, please provide details on your company size and number of employees.

5. Statement of Work, Section 4.0, Submittals. Where can I find the TOC Incoming Letter of Transmittal (form A-6005-15)? What does TOC mean?

Response: The Tank Operations Contract (TOC) Incoming Letter of Transmittal is a form used in conjunction with the Master Submittal Register when transmitting submittals after subcontract award. An example has been provided for reference below.

6. Statement of Work, Section 5.0, Acceptance Criteria. It says "Work products and services provided must meet established applicable TOC procedures for control and review of work products." Where can I find the TOC procedures mentioned?

Response: TOC procedures referenced is a disclaimer that the product produced by the vendor will be in compliance with WRPS procedures. Particular procedures will be identified as known throughout the duration of the subcontract.

7. Statement of Work, Section 13.0 Special Provisions. This item may have to do with using a Mac. The issue is that on my downloaded copy, the numbering is out of sequence. My copy shows 12.2 and 12.3 under section 13. Is that just a typo or am I missing part of the document?

Response: This an administrative error. The numbering in Section 13.0 has been corrected.

8. The SOW states: Materials shall include, but is not limited to, the following content: Student Manual, Instructor Guide and Presentation materials.

a) Will a complete and final list of materials requested be determined before the Step 2 Price Proposal is required? As an example, no mention is made of evaluation instruments, certification standards, and/or facilitation materials for the coaching of future WRPS Instructors.

b) Items that were requested in the EOI (January 10 submission) included leadership books, publications, assessments, and a Train-the-Trainer and are not mentioned in this RFP. Are we to assume these items are no longer considered in the design of the First Line Supervisor Training?

Response: Vendor shall provide all student materials for all modules (leadership and Supervisor Topics) to include: Student Guide (electronic [Word Document] as well as hard-copy format), Handouts, Activity handouts/props and evaluation instruments.

Vendor shall provide all Instructor materials for all modules (leadership and Supervisor Topics) to include: Instructor Guide with Instructor notes (electronic [Word Document] as well as hard-copy format), Handouts, Activity instructions, and evaluation instruments with answer keys.

Vendor shall provide PowerPoint presentations and other visual aids that correspond to written materials.

Train the Trainer content/materials are no longer requested in RFP.

9. Scheduled Delivery of Design Document and/or Pilot Training: With an anticipated award in April, are the final customized and developed Leadership/Management modules anticipated to be delivered within one month of proposal award? Or is the design document for the Leadership/Management the expected deliverable a month after award with the pilot scheduled 4-6 weeks after a design document is approved?

Response: Upon award, the vendor will provide a design document within four weeks with pilot beginning eight weeks upon approval. A Design Document (Word document) for all modules (leadership and supervisor processes) shall be provided to WRPS with goals and objectives, general approach to training, testing strategies, development schedule, etc. for approval prior to development of training materials. A template can be provided to Vendor upon award.

10. Leadership/Management Training - stated as "*Vendor shall provide projected two (2) courses of intensive group management / leadership development training, estimated 16 hours of total classroom training time and 16 hours of pre-work/self-reflection activities, based on a leadership/management philosophy agreed to by Hanford Points Of Contacts (POCs).*" Of the options stated below, what is the intent of the WRPS' request?

a) address all 11 topics under 3.2.1 Leadership/Management in a 16-hour session with an additional 16 hours of pre-work to all topics listed; OR

b) request a model from the vendor to identify which of the 11 Leadership/Management topics are designated as pre-work and which are designated as interactive classroom; OR

c) address 5-6 of the 11 Leadership/Management topics for one of two (2) courses (16 hours classroom and 16 hours pre-work/reflection) and followed by a second of two courses to address 5-6 of the remaining Leadership Management topics (16 hours of classroom and 16 hours of pre-work/reflection).

Response: The request is to address 5-6 of the 11 Leadership/Management topics for one of two (2) courses (16 hours classroom and 16 hours pre-work/reflection) and followed by a second of two courses to address 5-6 of the remaining Leadership Management topics (16 hours of classroom and 16 hours of pre-work/reflection).

11. Train-the-Trainer: There is no specific mention of a Train-the-Trainer, only the statement: "*Vendor shall coach project appointed facilitators, towards implementation of future sessions. There will be (1) initial pilot session with up to (20) supervisors for training.*"

a) Are additional materials required for the coaching of the "appointed facilitators?"

b) Is the initial pilot session intended to include 20 supervisors who are also the designated "appointed facilitators?"

Response: Since the Vendor will be delivering Instructor Materials with Instructor Notes and instructions for the use of handouts and activities, the Vendor may need to provide additional coaching to WRPS SME's post Pilot session.

12. Additional 3 Modules - Duration of Training:

a) Are 3.2.2 HR Processes, 3.2.3 Legal Compliance/Ethics/Safety Culture and 3.2.4 Business Operations/Finance/Contract the "three additional modules dealing with detailed supervisory processes" ?

b) Is there a desired or determined length for the "...three additional modules detailing supervisory processes?" - 4-hour, 8 hour, or 16 hour modules?

Response: Yes, the vendor shall work with Hanford POC's to tie the other modules into one cohesive *First Line Supervisor* training program. Module durations have been left open due to the nature of the challenge to create a "best in class" training program including fundamental areas needed for First Line Supervisors at the Hanford site. The vendor shall work with Hanford POC's to determine final module durations.

13. "Demonstrated Training/Consultation experience with the following topics ..." (p. 5 of the Requisition)

a) Will experience in the instruction of graduate courses in HR Management, Business Operations, etc. meet WRPS requirements?

Response: Yes with credentials.

b) Will experience in the consultation with current business customers and employers in Leadership Development, Business Operations, etc. meet WRPS requirements?

Response: Yes with credentials.

c) Is there an expectation of providing previously developed/used materials to satisfy the "demonstration" request or is it acceptable to have this identified in the resumes of the key personnel?

Response: Resume's should be of qualified personnel available and dedicated to project. Certifications, education and experience is a must. The Vendor can send a design document of a previously developed program so we get an idea of their work but I would expect that they show us during the visit.

