

**Delaware Department of Transportation  
 QUESTIONS AND ANSWERS  
 On the Job Training Supportive Services Program  
 Agreement 1851  
 September 19, 2017**

#	Question	Answer
1	Will you consider out of state companies?	Yes, this is an publically advertised bid and any qualified companies are encouraged to respond.
2	How many program participants are required to be served each year?	Approximately between 20 and 30 participants.
3	Estimate of how many people would receive the services during one year?	Approximately between 20 and 30 participants.
4	The consultant provides OJT as it relates to career success and readiness initiatives to ensure successful employment. Pre-employment services provided as well as continued services and guidance once candidate is employed - is this correct?	No. The consultant will monitor the trainees during their training program on the job. They will conduct regular interviews with the trainee and will report back to DelDOT any issues that the trainee may be having on the job. We will then evaluate and determine if we can assist the trainee so that they are successful in their training program. The assistance may then be provided by the selected consultant or thru another program arranged by the consultant.
5	The OJT does not involve actually training on equipment, machines, trucks, etc. for a DOT job - is this correct?	No. The prime contractor that employs the trainee will provide this training, or it may be offered thru a union shop if applicable.
6	Training area is provided on-site for consultant to meet with candidates at DOT - is this correct?	The consultant will meet on the job site in the work trailer if available or out on the job site. We typically try to make it as convenient for the trainee and the contractor.
7	How many participants will be served in this program?	Approximately between 20 and 30 participants.
8	Who is the current vendor for this program?	ProRank Business Solutions, LLC.
9	Will the winning consultant co-locate with DOT?	No.

#	Question	Answer
10	Is having a DBE mandatory?	If the selected firm is not a DBE, then a good faith effort will be expected towards the DBE goal.
11	Is there a needs assessment tool already in use or desired for this project?	We have assessments that are currently in use, but will consider others if presented.
12	I noticed that this program is finishing a 4-year contract. What was the amount of this contract?	All publically information regarding State of Delaware contracts.
13	On average how many clients were seen/serviced daily?	DeIDOT staff would visit as many as possible in one day as time allowed. Our current consultant also schedules days to cover as many as possible in a day.
14	Will there be a central location for the training or will there be travel to different office locations through out the state?	The trainees are located at job sites throughout the state.
15	What cities will be the hub for trainings, in-class courses, and workshops?	This will be determined as the need is identified.
16	What is the percentage or ratio of in-class and online courses? How often do you want these trainings (i.e. weekly, monthly)?	We do not expect the consultant to provide training unless it is identified in a trainee assessment. We will then arrange for the training at a location that is acceptable.
17	Do you require the business to have a physical office location in Delaware?	No.
18	Will office space be provided on the dates of in-person trainings and workshops in addition to meeting space?	We have a room designated for training in Dover. We can arrange for other office space for meetings as needed throughout the state.
19	Will existing contacts be provided once the contract is awarded for community organizations, schools, universities, etc.?	Yes. But we expect the consultant to also research and identify new potential partners.

#	Question	Answer
20	Please clarify where responses for the rating criteria “project understanding, approach, services required” should appear in the narrative. The given format under Proposal Requirements, section 2A-F, does not indicate a heading for this.	All information provided in those sections should support rating criteria.
21	What is the anticipated start date for this program?	Start timing will be reviewed with the awarded firms.
22	We wanted to confirm that a budget form was not provided and is not required with the submission of this proposal package. Do we need to provide a budget with the submission?	No.