PROJECT MANAGEMENT TRAINING

Solicitation No. R-10-005-DG

QUESTIONS AND RESPONSES

Q1. **Please elaborate on the difference between the overviews and the syllabus that you mention in your RFP. Our course overviews contain course agenda and learning objectives. Does this satisfy the need for both?**

R1. **Overview: general explanation of what the consultant plans to cover and instructional methodology.**

Sylllabus: classic definition – specifics of course objectives, learning elements and activities, possible lengths of time devoted to each, and any other special requirements for the course.

Course agendas and learning objectives will suffice.

Q2. **In preparing our documentation, it would be most helpful to have WORD documents for the following:**
1. Proposal Checklist
2. Respondent Questionnaire
3. Exhibit B
Is it a possibility for you to email those directly?

R2. **SAWS utilizes the Portable Document Format (PDF) as a self-contained cross-platform document as a policy.**

Q3. **Will each student have access to a computer?**

R3. **Yes, each student will have access to a computer.**

Q4. **If each student have access to a computer, will students also have access to the Internet?**

R4. **Yes, each student will have access to the internet.**

Q5. **If the training room doesn't come with computer, would the training vendor be allowed to bring in laptops for the students? (it's understood that any laptops brought in for the training would not be required/allowed to connect with the SAWS network)**

R5. Consultant may propose bringing in laptops, particularly if there is specific or proprietary lesson material, where the laptops would be integral to Consultants training approach. However, computers will be made available by SAWS.

Q6. What are the average years of project management experience of the 15 candidates?

R6. 5 to 15 years. All candidates must meet PMI's requirements to sit for the PMP by the time they complete with the PMP exam prep course.

Q7. How many of the candidates have college degrees?

R7. Most likely all.

Q8. Is it acceptable for a vendor to provide a shortened schedule that accomplishes both providing the concepts, skills and techniques of project management set out in PMBOK® (4th edition) and PMP exam preparation within a shorter period of time?

R8. SAWS is open to any approach with proper explanation, including a shorter timeline, as long as SAWS is convinced the approach would meet required objectives.

Q9. From the structure of the RFP, it appears that SAWS is interested in receiving separate classes where a large part of the content addresses procurement and quality. Many organizations decide to address the quality and procurement pieces as part of the PMP Prep delivery because the quality and procurement practices in their environment are already set and the Project manager has little ability to affect either. Would SAWS be satisfied with procurement and quality addressed in the PMP prep class, in or to prepare the participants for that part of the exam, or do the Project Managers require more in depth training in these areas?

R9. Consultants' proposals should cover all areas so that the students have a thorough understanding of the material according to PMBOK and can pass the PMP exam.

Q10. Would SAWS consider courses of differing lengths – 2, 3, or 4 days – as long as all the competencies and objectives were addressed?

R10. Yes; generally, 2 or 3 days would be more possible than a 4-day stretch, but if there is a significant benefit from a proposed course design that included a 4-day class, SAWS would consider it. As stated elsewhere, SAWS is open to any approach with proper explanation, including a

shorter timeline, as long as SAWS is convinced the approach would meet our objectives.

Q11. Please identify any incumbents who have provided PMP certification training to SAWS.

R11. Information will be provided upon award of the contract.

Q12. What types of projects do the project managers who are going to take the training manage?

R12. Primarily engineering, but also water resources and general organizational business projects.

Q13. What is the dollar range and size range of projects they manage?

R13. Several thousand to several million dollars.

Q14. In section I. b. on page 1 of 29, the RFP says "The Program should include pre-assessment(s)." What should be assessed?

R14. Pre-assessments would gauge students' general understanding of the material to be covered during the courses that should align with testing administered to validate learning.

Q15. Can the pre-assessment be administered online?

R15. Yes.

Q16. What is the expected number of hours per day?

R16. 7 ½ to 8 classroom; general work day is 8am to 5pm with 1 to 1 ½ hours for lunch.

Q17. What are the number of students per day?

R17. Approximately 15.

Q18. What happens if we are not in a position to meet the SMWB Commitment?

R18. No score will be given to contractor/consultant that is unable to meet the SWMB goal as stated in the RFP.

As stated in the Good Faith Effort Plan document that was included in the RFP, if a contractor/consultant is unable to

meeting the SWMB goal, <u>the contractor/consultant must complete and submit Section C of the Good Faith Effort Plan along with documentation demonstrating their good faith efforts</u>.

The contractor/consultant must list all firms contacted for subcontracting opportunities. Written notices to all firms contacted by the proposer for specific scopes of work indentified for subcontracting opportunities must be provided to the subcontractor not less than five (5) business days prior to the proposal due date.

Q19. Is SAWS open to other scheduling options? For example a shorter timeline than 7 months?(See Observation)

Observation:
1. The retention rate of the material may be decreased due to the time lapse between classes.

R19. **Please see response to Q10.**

Q20. We noticed that if 8 hours of training were scheduled per day and there are approximately 21 days of training then that is 168 hours of training. The PMI education requirement for the PMP certification is only 35 hours. Is the intent to fulfill or exceed the PMI education requirement? Can you offer some additional insight to the scheduling approach?

R20. **Please see response to Q10.**

Q21. To Assist in interpreting the RFP, can you elaborate on the elements listed in the Scope of Service (Listed below), and is there a prioritized order of those objectives?
a. Strengthen individual project management skills.
b. Standardize project management practices across the organization according to PMI standards.
c. Increasing the number of PMI-certified PMPs.

R21. **The intention of the RFP is to strengthen our project managers' project management skills but with a standardized, best-practices approach according to PMI and PMBOK.**

Q22. Is there flexibility in the target training dates to allow adjustment for instructor availability and for alternative curriculum proposals?

R22. **Please see response to Q10.**

Q23. **Will SAWS provide selected consultant with information on existing SAWS project management methodology (process, practices and templates) for integration into the training?**

R23. **Yes.**

Q24. **If an interview is required before award of the contract, is a conference call acceptable as consultants may be on assignment in other parts of the country, or world?**

R24. **Yes.**