Request for Qualifications
For remote working and diversity, equity and inclusion training
Addendum 1: Responses to Questions
Issued October 7, 2020

The following is a list of answers to questions submitted by potential instructors or vendors regarding the Request for Qualifications (RFQ) solicited by MARC’s Government Training Institute (GTI) for the remote working and diversity, equity and inclusion training. The deadline to send questions was Monday, October 5 at 5pm via email at egarcia@marc.org. This is to ensure that MARC/GTI can maintain records of all questions submitted and provide consistent accurate answers to everyone.

Questions

1. Would training be delivered virtually or in-person?
   Respondents should be prepared to deliver both in-person and virtual instruction subject to applicable public health recommendations. GTI’s advisory council has recommended and GTI has implemented a virtual training only policy through June 30, 2021. There might be a few exceptions. Generally, GTI’s classes are delivered face-to-face and on-site, however this might change in the future. GTI will continue to monitor the health conditions and will adjust the delivery format as needed.

2. What is the software for the virtual method of delivery? Zoom? Skype? Or does the facilitator decide this after he/she is awarded the bid?
   Currently, GTI is using the Zoom platform to host the virtual, live trainings. GTI also utilizes the WebEx platform for webinar-style trainings that do not require audience interaction beyond Q&A.

3. Does MARC use any form of a Learning Management System?
   MARC’s GTI is in the process of implementing a new LMS that will become live in 2021, Talent LMS. The instructor(s) will be responsible for working with GTI staff to determine the best method of delivery for each of the courses. This could be either through the Talent LMS, Zoom, another platform, or face to face.

4. What is the scope of the project? How many, or an average, training opportunities per quarter?
   Each series – DEI and remote working - will have a few classes, co-created by GTI and the instructor or adapted to fit GTI’s needs. Each class within the series will be delivered once in the fall and again in the spring. MARC may also provide opportunities for custom course offerings outside of the open enrollment program, subject to customer demand and agreement with the instructor.
5. **Will we need to provide a minimum number of classes per month?**
   No. This will be a contract-based relationship where the instructor will provide GTI his/her availability to deliver the courses.

6. **How many open enrollment clients and or custom work clients will join the training session(s) at any given time?**
   GTI’s open enrollment classes are capped at a maximum of 24 participants for live and virtual instructor-led training. The enrollment cap may be adjusted for custom courses with agreement among GTI, the client and the instructor.
   If any of the remote working or DEI training is considered a good candidate for online, on-demand, maximum enrollments caps will not apply.

7. **If participants from more than one government agency or bureau are participating in the training, will this information be made known to the presenter so that he/she can prepare to incorporate very real and relevant examples during the training?**
   For example, if two FBI agents and four employees from the National Archives are participating, will this be made known to the presenter so that he/she can best cater to the audience?
   GTI will provide instructors with an attendee list five working days in advance of each course. Instructors are not required to customize open enrollment classes for each course offering, and GTI will not compensate instructors for this work unless negotiated and pre-approved as part of a custom course engagement.

8. **What scoring criteria will be used to evaluate proposals?**
   A scoring sheet is attached that outlines the evaluation criteria and weights.

9. **I received the RFQ from DemandStar; however, I did not see a login and password to use. Is there information regarding that somewhere that I missed?**
   To download from DemandStar, respondents should set up an account with unique login and password. This is available at no cost.

   If respondents prefer not to create a DemandStar account they can download documents from the MARC page [https://www.marc.org/Requests-for-Proposals](https://www.marc.org/Requests-for-Proposals), but they will need to check back for any updates or addendums before submitting their proposal.

Responses to this SOQs should be sent electronically via email in PDF format, under the subject “GTI SOQ -Remote Working and DEI” to Erika Garcia Reyes at egarcia@marc.org and received no later than October 9, 2020 by 5 pm CST.