

IFIB Number:

IFIB-SACT-ACT-18-70

Reference:

Q&A #1

Date of Issue:

25 October 2018

The following questions were raised with respect to subject IFIB/RFP. Responses are to provide clarification.

Question	Response
<p>1. The bidding instructions describe the requirements of each HQ SACT course as 15 hours in total, with 0.5 hours of evaluation per student, and 1 hour of personal coaching per student. My questions: how are these hours to be broken up? How many hours per day are students expected to be in class? In my experience a course like this can be taught in 2 days or in two weeks, depending on the needs of the institution (and the stamina of the students!).</p>	<p>Based on the normal battle rhythm of the HQ, the Group sessions should be 5 days, Monday through Friday 3 hours each day. The coaching should be done as .5 hour session on the first day, after the first session in order to evaluate the individual participant need. The 1.0 hour session would be done near the end of the iteration, generally Thursday and Friday. We have experimented with several formats for this course including a 2 day and 2 week format. The 5 day, 3 hour format works best for our work environment.</p>
<p>2. The reason I am asking the above is because there is some confusion on p.14 of the bidding instructions. The heading on the page states that "Proposed rates must be fully "loaded" [G&A, O/H etc.], however they must not include per diem (meals & lodging) and travel. Travel (and related expenses) will not be covered under this contract, but handled separately in accordance with the ACT Financial Manual." However, in the price proposal table right below it, the column has the instructions "Cost per Course at HQ SACT (Inclusive of Travel Costs)." Please help me understand what the bid should encompass.</p>	<p>This is an administrative error. Travel should be included. A modification to the IFIB has been uploaded. Please refer to this modified IFIB as the most current one.</p>
<p>3. Regarding the required 150 hours of Writing, Communication, and Editing Support, the bidding instructions mention that "this support will normally be held in person, but</p>	<p>The awardee will not be stationed in the building. The majority of items requiring review or editing can be done with an e-mail and a phone call. But as is the norm for most situations, sometimes face-to face</p>

<p>may be completed via e-mail when the participant approves." Is this 150 hour block meant to be an office hours-type position where the instructor is in the building available for consultation? Can appointments made in advance? If the instructor is not based in Norfolk, VA can this instruction be handled primarily electronically?</p>	<p>contact is required to explain both the problem and the solution. We could explore and test avenues such as Skype or Net Meeting to facilitate support. The effectiveness of these solutions would be a part of the evaluation of the performance of the contract when it comes for option year execution. However, it is preferred one-on-one instruction be utilized.</p>
<p>4. Regarding the requested technical volumes, is there a preferred Technical Proposal Template, or would you prefer something that resembles a university syllabus?</p>	<p>You may use whatever technical proposal you would like to use, but please ensure that you are meeting all technical requirements of the SOW. However, please include the templates in the IFIB regarding compliance statements and the price proposal for uniformity.</p>
<p>5. Can HQ SACT confirm that as there is no course content development specifically called for in the SOW, that the material to be included in the training delivery already exists and will be made available by the COTR?</p>	<p>A modification to the SOW has been added to improve clarity to this question. The contractor will be responsible to develop a curriculum of coursework that will be approved by the Contracting Officer's Technical Representative.</p>
<p>6. Can you provide a copy of the current Course Lesson Plan (and learning objectives)?</p>	<p>The course lesson plan and learning objectives is proprietary to the incumbent contractor. As stated in Answer #5, the contractor will need to develop an approved course plan.</p>
<p>7. Can you provide a proposed schedule and location for when the 1 week courses will be taught?</p>	<p>Unfortunately at this time, we are not able to confirm a 2019 or beyond schedule. Per the IFIB, training will be held at Norfolk, VA or Mons, Belgium.</p>