Q&A RFP #342-2021-02

School Sexual Misconduct Training Videos
RFP # 342-2021-02

<mark>*Questions Due: April 8,2021*
Responses Due: April 12, 2021</mark>

DATE: April 12, 2021
TO: Interested Bidders
FROM: Claudette Roybal, Procurement Manager
RE: Written Questions as per section II. A. 4 - RFP#342-2021-02

This <u>first</u> release of questions received to date. Answers are in red.

1.Will confidential financial statements alone suffice? Since VS is a private entity, we do not have a 10K and can only provide financial statements confidentially.

Yes.

2.Can you clarify what "A disclosure of proprietary information" means or what you are looking for here?

Proprietary information is a broad range of things that offerors deem confidential. For example:

- Financial Information
- Marketing Information
- Research and Development plans/procedures
- Manufacturing Data

3.Can you clarify your fiscal year?

July 1, 20XX through June 30, 20XX

4.How often are you expecting staff, volunteers, and contractors to take training? One time, annually, bi-annually? Do you want to include new hires, subs, coaches, etc.? Do you anticipate refresher training if a staff person is involved in an incident?

Training should be conducted on a biannual basis, and at initial hire for all new hires, new subs, new coaches etc.

We are not anticipating refresher courses but are open to a recommendation.

5.Will each district have the autonomy to develop their own training plans and course assignment periods (i.e., timeframe during which training has to be completed), or will this be controlled by New Mexico Public Schools Insurance Authority (NMPSIA) (and setup by the vendor)? For instance, we can assign all courses to all employees from say 8/1 – 10/1, and the district cannot change this plan, or would the districts need to be able to customize their dates and trainings based on their needs?

The course training plans will be assigned by each district, however, NMPSIA and the New Mexico Public Education Department (NMPED) will strongly recommend a time frame to the Districts and charter schools.

6.How do you envision staff data being provided to a vendor? Is the expectation that the district maintains their own data within a system (User Manager tool) or is the expectation that we automate the delivery of a staff data via secure FTP file transfer?

Yes, each District will be expected to maintain their own data using a manager tool.

7.How do you envision staff data being provided to a vendor? Is the expectation that the district maintains their own data within vendor system or is the expectation that the vendor automates the delivery of a staff data via secure FTP file transfer?

We would expect the vendor to automate the staff data for input from each district or charter school.

8.Is NMPSIA expecting member staff to self-enroll in training courses, or is NMPSIA looking for a more automated solution whereby training courses are scheduled and automatically assigned, tracked and documented?

We are expecting staff to self-enroll however, we would also expect the vendor to send periodic reminders to staff not enrolled or completing the program.

9.Does "use of the system/software" refer to teaching them simply how to take a course, or does it refer to teaching them the full capabilities/flexibility of the software, including setting up automated training assignments to address periodic training, contractors, turnover, teaching subs, coaches, etc.?

We are expecting the vendor to provide training on the full capabilities to assigned individuals in each district. Instruction on how to take a course should be available for all enrolled individuals.

10.At a high level, what report information would be helpful to NMPSIA? For example, do you want to drill down to the school level and individual user or is that too granular for what you are trying to accomplish?

NMPSIA will be looking for a high-level review, i.e., how many enrolled vs. how many completed. There may be instances when NMPSIA will want the capacity to drill down to individual data, but generally that will not be the case.

11.Is it a requirement that NMPSIA have a dashboard similar to the individual member dashboard?

No, not generally, however, the structure of the dashboard and flexibility will determine what NMPSIA will need or use.

12.Is NMPSIA interested in district-specific information, such as policies and procedures, integrated in the member staff training courses?

No. Generally all Districts and Charter Schools are operating under the same policy/ policies.

13.To confirm, vendors will be serving "In addition to the eighty-eight (88) K-12 School Districts, there are four (4) post-secondary educational institutions, seven (7) Non-Educational entities, and approximately ninety-seven (97) charter schools, for a total of 196 Risk Division Members?

Yes, however, post-secondary institutions are not currently the priority.

14.How do the schools manage volunteers?

The requirement for training includes regular volunteers who have unsupervised access to children. Regular volunteers are assigned and approved by the individual Districts and Charter Schools

15.Are the contractors referenced in the RFP:
contracted "full time" services such as custodial services (the RFP does show "school bus contractors" who would fall into this category) and/or contracted services such as periodic HVAC maintenance, contractors and/or are they one-time contract services (e.g., low bid) such as a roof replacement?

Contractors required to participate in the training are those individuals who have unsupervised access to children or students. This would include Bus contractors, therapeutic services contractors, custodial contractors, food service contractors, coaching contractors, and other contractors who have unsupervised access to children or students. Contractors participating in the training do not include building contractors or one-time contract services. However, the ultimate decision of who will be included in the list of contractors will be determined by the District or charter School.

16.Is NMPSIA still interested in learning more about a comprehensive solution?

NMPSIA would be interested in any ideas that the vendor may want to share that would include a comprehensive solution.

17.If so, where should it be placed within the RFP? Section H?

Additional information can be submitted with response and labeled "Additional Information".