

**ANSWERS TO PROPOSERS' QUESTIONS**  
**LOUISIANA SUPREME COURT RFP # 10005-LASC-CJRRRC**  
**CRIMINAL JUSTICE RECOVERY RESOURCE CENTER**  
**REQUEST FOR PROPOSALS REGARDING TRAINING SERVICES**

1. Do you have a range of fees you pay for this type of work?

No. However, insofar as the training to be provided pursuant to this RFP is funded by a U. S. Department of Justice grant administered by the Louisiana Commission on Law Enforcement, federal and state restrictions may apply.

2. Do you have an estimate of how many sessions will be offered during the contract period?

The number of sessions will depend on the demand for each particular class from the partner agencies. Classes that are of general need by all will probably be offered more frequently. Other classes such as "How to Train Your Own Personnel, may be less needed. Ideally, the proposer should attempt to determine a presentation cost per class. The Court and the partner agencies will then work out scheduling and the number of classes based on a budget.

3. Will all classes be offered to each entity?

All classes will be offered, but not every agency will necessarily want/need each class. (See #2).

4. Is there a preference for instructor led training, e-learning or a blended approach including both?

The goal of this RFP is to provide the most effective training to each agency and its employees. The need to have the most effective employees with the best and latest skills is paramount. The Court is interested in considering all reasonable solutions. Computer-based and instructor lead training will both be acceptable and will be evaluated as to their efficiency and cost-effectiveness. The evaluators will take into account the merits of each presentation and its approach. The difference between instructor led presentations and e-learning will be discussed and a determination will be made based on a number of factors to include cost, credentials and effectiveness of the presentation. The vendor response should stipulate with total clarity the path being taken for the training format. Clarity and stated goals should be evident in the proposal.

The proposer submitting a proposal involving web-based or computer-based training should include the necessary components needed to be supplied by the Court or the agency receiving the training.

5. What are the Louisiana State Regulations and where can a copy is obtained?

On the State of Louisiana, Division of Administration's web-site at [www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf](http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf)

6. How many locations will be used to train participants from the five agencies listed? What are those locations? And what is the timeframe?

7. The number of training locations will probably be three (3). The first location will be the Orleans Criminal District Court building on Tulane Avenue. The second will probably be in a city-owned building on Poydras Street. The third will be the office of the District Attorney. The time frame will be from approximately November 1<sup>st</sup>. 2008 thru December 31<sup>st</sup>. 2009. The thirteen months (13) will be used to schedule the needed classes with time in between classes. The schedules of the agencies and their employees will be primary.

8. Is this a fixed price or time and materials contract?

As noted in #2, the proposer should attempt to determine a presentation cost for each type of class. Insofar as we are unable to determine a set number of courses at this time, it would be difficult to present a fixed price approach.

9. Is there a set number of students per class?

The number of employees from all five (5) agencies is approximately three hundred (300). There is no set number of class attendees. The number of attendees per class should be flexible based on the type of materials being presented, insofar as some classes do not work well if too many students are present. (Of course, if an e-learning solution is chosen by the evaluators, this may be less of an issue.) The goal of the training network is to produce the best training for the dollars available.

10. Does the training provider have to provide training for all topics, e.g., (exclude the following)?:

- a. Crisis Intervention
- b. Media Relations
- c. Public Records Law

d. QuickBooks

Ideally, the proposer should be able to provide training on all the topics listed. Proposals should describe the total approach to training and include any limitations or course exclusions. The evaluators will take into consideration the diversity of the course offerings. The unusual need to have such diversity is based on the unique needs of the agencies in the Parish of Orleans.

11. Does the request for a 3-year history of financial statements apply only to the proposing firm or does it also apply to the project director and/or instructors?

This requirement applies only to the firm, not to the project director or any instructors.

12. As a Training Consultant, I have a Master of Arts degree in Human Resources Development, with emphasis in Education and Organization Development.

- a. Adequate?
- b. Do you need a copy of it?

Ideally, we are looking for a Project Director with a Masters of Education in the field of instruction and education, but we are certainly open to comparable credentials and experience. Supporting materials verifying those credentials should be submitted.

13. What time frame will be allotted to each class, insofar as some classes would ideally require four or more hours?

The partner agencies will attempt to allocate sufficient time for each requested class. They have limited employee depth but are willing to make accommodations for each presentation. We are confident that with careful scheduling and enough notification given to each agency, time allocation should not be a problem.