



NOTICE TO OFFERORS

December 19, 2023

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

SUBJECT: Request for Proposal (RFP) 3-3206 "Diversity, Equity, Inclusion and Belonging Training Services"

All Offerors:

This letter shall serve as **Addendum No. 2** to the above RFP issued by the Orange County Transportation Authority (Authority or OCTA). Offerors are reminded that the proposal submittal due date is at or before **2:00 p.m., December 27, 2023.**

The following are responses to written questions received on or before 2:00 p.m. on December 13, 2023, as stated in the RFP package.

Question 1: In review of the above solicitation, will firms outside of the state of California be considered?

Response 1: Firms outside of California will be considered if they have the available team members to present the draft pilot presentation in person, as well as be able to deliver all sessions in person.

Question 2: "Responses from the Authority will be posted on CAMM NET no later than December 12, 2023. Offerors may download responses from CAMM NET at <https://cammnet.octa.net>, or request responses be sent via email."

Can you clarify exact date as to when responses would be provided back to offerors.

Response 2: Please see Addendum No. 1.

Question 3: Are the sessions intended to be spread out, or can some sessions be scheduled within the same day?

Response 3: Some sessions can be scheduled for the same day with an AM and PM session. The schedule would start with the Executive Directors, Managers, and then administrative employees.

Question 4: Are the sessions to be scheduled within the 9am-5pm timeframe?

Response 4: The sessions would be scheduled within the 8:30 a.m.-4:30 p.m. Pacific Standard timeframe.

Question 5: Will calendars be provided for scheduling purposes?

Response 5: Once the firm is selected a calendar will be provided with the dates that are available, and dates to avoid scheduling training.

Question 6: Are resumes for instructors wanted with submission of RFP or prior to a session being scheduled?

Response 6: Yes, resumes for instructors shall be included with the submission of the RFP.

Question 7: For administrative management, how many individuals are suggested within each session?

Response 7: Between eighteen (18) - twenty (20) participants are suggested for the administrative training.

Question 8: What audience is the pilot for (i.e. managers, Executives or Administrative Staff)? What is the estimated size of the pilot audience?

Response 8: The pilot will include the Learning and Development Team, some members from the Diversity, Equity, Inclusion and Belonging team, representatives from Human Resources, an Executive Director and a combination of administrative employees and managers.

Question 9: In addition to the trainings, is it expected that project team meetings will also be on-site?

Response 9: It is not expected for project team meetings to be on-site.

Question 10: What's the capacity of the room that will be used for the trainings?

Response 10: The training room will hold twenty (20) participants and can go up to twenty-five (25).

Question 11: What LMS will OCTA use for the training recording?

Response 11: The Authority will be utilizing Halogen.

Question 12: How is OCTA splitting up the 387 people for the training?

Response 12: The Executive Team will be one (1) session, managers will have their own session with up to twenty (20) managers per session, then the administrative employees will be scheduled with up to twenty (20) employees per session.

Question 13: How did OCTA come up with the number of 35 sessions? Can training sessions be combined so that the total number of 35 sessions is reduced, based on the vendors' recommendation?

Response 13: The number was based off previous training for all administrative employees. Not all sessions will have twenty (20) people in a session based on employees' schedules. It is necessary that all employees attend. The total number of sessions can be discussed, but it's necessary that all employees complete the training which may require all thirty-five (35) sessions.

Question 14: How many training sessions were held for the first Unconscious Bias training conducted in 2021?

Response 14: Thirty-six (36) training sessions were held, all virtual.

Question 15: Will the vendor have access to the previous training that was completed?

Response 15: Due to the information being proprietary, the vendor will not have access to previous training. However, OCTA can provide an outline of the main topics covered.

Question 16: How does OCTA envision the training schedule or is that up to the vendor to propose? Are there set days of the week that OCTA prefers the training to be conducted (i.e., Tuesdays through Fridays, a few trainings per week, etc.)?

Response 16: Monday-Thursday would be the days of the week for training to be conducted. There can be an AM and PM session on the same day.

Question 17: Is there a travel budget that's not included in the \$75,000?
Or would travel be included in the \$75,000?

Response 17: Travel would be included in the \$75,000.

Offerors are reminded to acknowledge receipt of this Addendum No. 2 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 2 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 2 should be directed to the undersigned at gtorres@octa.net.

Sincerely,

A handwritten signature in cursive script that reads "Gina Torres".

Gina Torres
Contract Administrator
Contracts Administration and Materials Management