

The following is a list of inquiries received and the Government's and responses concerning Solicitation Number W9127N23Q0020.

1. Please clarify whether the proposal deadline is March 13<sup>th</sup> or March 15<sup>th</sup>.  
**Response date is March 15<sup>th</sup>.**
2. Please post or provide the Instructions to Offerors containing such things as page limitations, etc. since none were provided in the SAM.gov notice or in the solicitation document.  
**Please see FAR Clause 52.212-2 in the solicitation document**
3. Please post or provide the Evaluation Criteria, since none were provided in the SAM.gov notice or in the solicitation document.  
**Please see FAR Clause 52.212-2 in the solicitation document**
4. Please post or provide the Appendix A, Conceptual Plan, since it was not provided in the SAM.gov notice or in the solicitation document.  
**The conceptual plan will be provided with the solicitation amendment**
5. Is there a specific document template you prefer we use to submit the proposal? Or can we use our own proposal template?  
**You may use your own**
6. Can the technical and budget/pricing proposal be in one document? Or should we submit two separate documents, i.e., one for the technical answer, and one for budget/pricing?  
**Please provide a separate submittal for technical and a pricing**
7. Is there an incumbent involved in this contract opportunity?  
**There is no incumbent involved in this contract opportunity**
8. We understand that the leadership development program kicks off in June. Can you advise as to your organization's schedule for making the final vendor decision?  
**It is our intent to Award mid-April.**
9. Would it be acceptable to include a weblink for the Work Plan Presentation Video Recording?  
**I think this is fine but if we cannot access it, it will be counted against the applicant**
10. Reference Solicitation section 2.3.6 & 3.7 d - Would it be acceptable to propose 1) lead-facilitator and 2) an ICF certified coach for the coaching sessions?  
**The lead facilitator has to be ICF certified**
11. Reference Solicitation page 8 section 2.3.5 - "Examples of assessment tools include but are not limited to 360-degree assessment, TalentSmart's Emotional Intelligence 2.0 assessment, Conflict Dynamics Profile, Influence Style Indicator, Coaching Behaviors Inventory, the Employee Value Equation, and/or a trust assessment. The contractor shall administer a minimum of two assessments, including one 360-degree assessment, to aid participants in identifying professional development goals and opportunities." Does the Government have preference on any two assessments? A few places solicitation mentions 360 degree as a mandatory element. Pls clarify.

**We do not have a preference**

12. Is there preference on which assessments are used? DISC, 360, Strength finder, MBTI etc.

**We do not have a preference**

13. Are the individual reflection essays for participants only, or is the instructor supposed to review and provide feedback on them?

**The course work should be integral to the development of the leaders. All aspects of the program should contribute towards this. Additionally an AAR is mandatory element which is heavily based on the essays.**

14. Classes Other than lunch break between 12:00 – 12:45 p.m should any breaks be provided in between the instruction at 8:00 a.m. – 12:00 p.m & 12:45 – 4:45 p.m ? If so, is there a preference on how long breaks should be i.e. 5,10,15 minutes.

**There is no preference.**

15. There is no mention of Regional Field Trip, Interim Retreat or Year-End/Closeout retreat. Is this an intentional omission?

**There are no retreats. Travel to each District is part of the program.**

16. Reference 2.2.1. – “The contractor will be responsible for providing all labor, program/session design, materials, handouts, paper, plans, diagnostic tools, books....”. For pricing accuracy please clarify what is the minimum # of books to be provided by the contractor.

**There are 12 participants.**

17. Reference 2.3.2 & 4. Performance Requirement Summary Table - Is the program kickoff/orientation full day or half day?

**The scope of work for the program is to be determine with Contractor. We are not dictating time requirements.**

18. Would the Government like to see in the proposal a brief Training Material for Mentors? The materials would describe guidance and best practices for mentoring of participants. The content of the training material would be equal/approximately a 1-hour training.

**Feel free to provide anything that tells your story on how your program is transformational.**

19. Is there a budget ceiling to remain mindful of?

**I don't know how to answer this question. We typically do not tell offerors a ceiling.**

20. Does the response need to include suggested dates for the program schedule?

**No, it does not.**

21. On the Conceptual Plan Appendix A, it appears that the vendor will conduct class on Day 2. Day 3 a.m. is designated for “Leadership Development Curriculum.” Is that also the vendor’s responsibility or only Day 2?

**Yes. Both days are the responsibility of the contractor.**

22. 2.3.2 Virtual Classes - How many inter-session touchpoint meetings should be expected throughout the program? How long are these meetings?

**This is dependent on what the contractor thinks is necessary to provide the program.**

23. Is there an incumbent? **No there is not it is a new requirement.** If yes, who is the incumbent and how many years has the incumbent provided services to NWD for its RLDP? **N/A** Does the incumbent also provide Level 1 and/or Level 2 for NWD? **N/A**
24. Was the previous contract also for base + 3 option years? **No previous contract**
25. What was the total amount of the award for the previous contract for the NWD RLDP? **N/ A**
26. There are 8 RLDP sessions. With each of 5 Districts hosting a session, and NWD hosting 2 sessions, that equals 7 sessions. Is DC week considered to be the 8<sup>th</sup> session? The conceptual plan is just a concept. **It will be up to the contractor to propose how many sessions are required to deliver content. The week in Washington D.C. is required but the contractor will not participate in this week.**
27. What is the total number of hours participants are expected to meet in formal RLDP sessions with the Contract Facilitator? Number of work hours they will charge to overhead? Number of personal hours they are expected to contribute? **It is up to the contractor to propose the duration of each session. We have told the participants to expect additional time outside of the sessions to reinforce session material. How we pay for the participants time is not the contractors responsibility.**
28. We would appreciate receiving a copy of the announcement and application information provided to RLDP applicants. **The DTO is attached.**
29. What details in the budget are required. RFP lists only three items for each option year, something we have not seen before in 20 years of submitting LDP proposals to UACES. **We do not share budget details with offerors.**
30. Would you please provide the RLDP classroom meeting calendar for FY23? **It is up to the contractor to propose the schedule for the program. Location and exact dates will be determined during the Initial Consultation Meeting.**
31. Is the ICF certification a strict requirement? **Yes, it is,** or could it be replaced by a mix of experience/other credentials? For example, our facilitator has a Master's in Organizational Development, has experience in one-on-one coaching with executives, and is a certified coach by organizations such as Gallup Strengths, The Leadership Challenge, and 6 Types of Working Genius, as well as being an Authorized Partner of Everything DiSC and the Five Behaviors. **No, it may not be substituted**
32. Is previous experience with federal employees a strict requirement? We are still working towards our first government contracts. **Yes, it is**
33. Section 3.8 Locations of Work mentions that dates/durations in each location for training are in Appendix A, but the appendix does not contain dates, just the sequence of locations. **It is up to the contractor to propose the schedule for the program. Location and exact dates will be determined during the Initial Consultation Meeting.**
34. The RFP states Omaha, Nebraska and the conceptual plan states Omaha, Kansas which is correct. **Omaha Nebraska.**

35. 2.3.1.3 delivery of course schedule – RFP states 8 in-person sessions and the Conceptual plan states 7 in-person session. Will there be 8 or 7 in person session for pricing? **The number of hours and sessions is dependent on the Contractors plan. Each District is willing to host a session and there will be a session in Washington DC that is not attended by the contractor. Create a scope and schedule to deliver your transformative leadership development. The conceptual plan was provided as a concept.**

**There will be no further questions accepted or answered as of 16 March 2023 at 12:15 PM (Pacific)**