

REQUEST FOR PROPOSAL "RFP" NO.PS20180914 -  
DISTANCE LEARNING PROVIDER FOR VANCOUVER FIRE AND RESCUE SERVICES

**QUESTIONS AND ANSWERS NO.1**

ISSUED ON: July 4, 2018

Q1	Is it possible to grant an extension to the Closing date/time
A1	<b>Unfortunately, no extensions will be considered.</b>
Q2	Could you further explain the application of disbursements as it relates to the specifics this RFP requirements.
A2	<b>Disbursements are for any expenses that are not included in the fee associated with delivering the course listed in the Course Pricing Schedule. These should be described in your proposal. All other expenses not listed are deemed to be expressly included in Course fees.</b>
Q3	Are there specific space or overall page limitations/guidelines for the submission?
A3	<b>PDF files should be limited to a reasonable size (under 5Mb) to avoid exceeding mailbox limits.</b>
Q4	We are accredited for most of the NFPA standards and levels outlined in the RFP While we add standards and levels to our accreditation at any time will this be a limiting factor in considering our proposal?
A4	<b>Refer to Part A - Section 8.7</b>
Q5	While many of our courses and training are online or blended delivery, not all of the standards and levels listed in the RFP are online. As many of the courses have a practical skills component so having face-to-face training and testing components, will this be a limitation in considering our proposal?
A5	<b>Refer to Part A - Section 8.7</b>
Q6	Are there specific reporting periods and formats for providing training reports, records, and program analytics?

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<b>A6</b>	<b>Reports and records will be required as requested and would need to be in a format that could be exported to MS Excel.</b>
<b>Q7</b>	Pro Board and IFSAC have a compliance period of 24 months after a new or revised version of NFPA standards are released. The work scope indicates a 12 month compliance period. Will the VFRS accept the compliance period of the accrediting organizations?
<b>A7</b>	<b>VFRS will consider it but wishes for a 12 month compliance period to ensure staff are being taught to the most current standards in a timely manner.</b>
<b>Q8</b>	Is the intent of VFRS to become a delegated authority under this RFP?
<b>A8</b>	<b>No</b>
<b>Q9</b>	Would the VFRS be willing to adjust the implementation and trial period to October 1 - December 3, 2018?
<b>A9</b>	<b>No</b>
<b>Q10</b>	How many members would be trained and certified/level of NFPA standards each year?
<b>A10</b>	<b>Approximately 30 to 70 members in Fire Officer 1 - 3 to start</b>
<b>Q11</b>	Would VFRS provide a draft of the schedule of offerings for the calendar year of this contract?
<b>A11</b>	<b>Yes</b>
<b>Q12</b>	Is the pricing per member? The estimated hours indicate per standard. Does the VFRS want the estimated hours per course and then broken down to training hours (online and face-to-face) and certification testing hours?
<b>A12</b>	<b>Pricing is requested per member/per standard. The intent is for the vendor to supply the online portion and for VFRS to deliver the face-to-face portion of the training and evaluation.</b>
<b>Q13</b>	There is no mention of remedial training and re-testing in the RFP. Should the proposal include costing for this?
<b>A13</b>	<b>If the Proponent offers such training they should include details and costing in their proposal.</b>