



**Purchasing Services Office**

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**Letter of Addendum**

TO: All Offerors

FROM: Kimela Miller, CPO

DATE: 7/10/2024

RE: RFP Number: RFP# 2406028E, Amendment No. 1  
Commodity: First Responders

*Please note:*

This amendment is issued to provide a list of questions which have been received by New Mexico Tech along with our response.

Q1) Section 3.0 Cost table, 4.1.1 and 4.2, The information listed in the table in section 4.1.1 implies a cost narrative, whereas paragraph 4.2 implies rates. Is it NMT's intent for Offerors to provide both?

A2) Rates are required. If you feel a narrative would add value or clarification that should be included.

Q2) Section 3.0 Cost table, 4.1.1 and 4.2, Is it the intent of NMT to price out one of each course and Labor Category types required to complete the requirements or bid each task as a whole?

A2) The intent was to receive hourly labor pricing within each task. An example of the type of SME's required is included in each task. It is essential to include any or all categories of SMEs to demonstrate an understanding of the various types of expertise needed for this request. This will help NM Tech assess the bidder's comprehension of the required SME roles and their suitability for the course content. Hourly rates are required for this bid, not per course. The number of instructors required for classes could change depending on re-writes or changes in presentation requirements.

On average, each resident course has two to three instructors assigned. Sometimes, we allocate two instructors per class and a third floating instructor who rotates among the multiple classes being conducted in the same week as a way of reducing costs. The supporting company will be notified well in advance of the instructor requirements.

Q3) Section 4.1.1, Can NMT please clarify the number of courses and course length Offerors will be responsible for maintaining/ updating/ creating, and the size of each course? Without at least a minimum number of courses we cannot determine estimated travel cost. Will NMT consider making travel either a plug number or not part of the pricing requirement.

A3) If your question regards the number of classes we expect to provide in 2025 the below numbers are provided within the SOW in tasks 1 and 2. For further breakdown of this requirement see below. Task 1 will schedule 60 resident courses and 180 mobile courses. Of the resident courses 45 are three days in length and 15 are 4 days in length. Mobile course locations vary by demand. As no salaries can be charged during travel we are looking to determine if your instructor cadre is located throughout the US where travel saving might be realized. Task 2 will schedule 12 (training weeks for a total of 16 courses) and 20 mobile courses. Of the resident courses 12 are 4 days in length and the other 4 courses are 3 days in length.

If your question is regarding the number of courses NM Tech maintains I have provided you with the following link to our course catalog. These are all the current courses being offered including the course length. There are 12 courses listed and the catalog will indicate if they have a resident component or are presented only as a mobile and or conference course. The only course missing from this current catalog is the Post-blast Investigation course currently in development. This course will be provided as a resident only, two times a year with the expectation of taking 4 days to present.

#### Travel Considerations

- Federal Travel Regulations: Travel will follow federal travel regulations.
- Travel Requirement: Most of the time, travel is not required for SMEs assigned to development. See communication and coordination for more detailed information.

#### Communication and Coordination

NM Tech will notify the supporting company throughout the year regarding the courses that will need maintenance or development. Through this process, the selection and number of SMEs required occurs, and the number of hours allotted for development support will be identified. At this time NM Tech will also determine if SME travel will be required. As travel is limited to federal travel regulations this estimation is not considered by NM Tech when determining best value. Our intent was to get a feel for where your SME's are based.

Q4) Section 4.1.1 table, The RFP included a number of forms to be completed and submitted with the offer but doesn't indicate where the forms should be placed in the overall response. Does NMT prefer them as an appendix?

A4) Yes, that is fine.

Q5) Section 15, task 3, NMT states " Staffing: Contractor will provide one representative for activities 1 and 2 (Sunday through Friday, up to 40 hours) and 2-3 representatives for activity 3 (Sunday through Friday, up to 40 hours). These are part-time positions, with training occurring, typically, one week per month." *Can you confirm that the occurrence is once a month total or once a month per activities?*

A5) Under 2025 funding our current schedule has a one-week course being presented in Playas once a month for a total of 12 training weeks. It is possible two classes can be held during that same week but the one week a month average is an accurate estimation. Any additions or subtractions would be based on available funding and demand. Cancellation without the possibility of rescheduling could reduce the number of classes scheduled but is a rare occurrence.

Q6) Section 15, NMT States "3. Food Management: Provide and manage meals and snacks within federal per diem rates, including onsite cooking and helpers." *In order to properly price this will NMT provide the number of personnel per year or training iteration*

A6) Approximately two weeks prior to the training week NM Tech will provide the number of students and staff that will require meals for each training week scheduled. On average this covers 25 - 30 people during the training (breakfast, lunch and dinner). There is a coffee and snack room provided which will need to be stocked and maintained during the training week. This is not a full-time requirement. Allot for time and personnel to set-up and clean-up for scheduled training weeks.

Q7) Section 15, 2.1, NMT states "2.1.3 Instructors' training and certifications must meet or exceed the NMT/EMRTC Instructor Certification Program Requirements (See Appendix A)." *Will NMT be providing this document?*

A7) Yes, see attached.

Q8) Section 4.1.1 and 4.2, Cost Table, If submitting this proposal as a Joint Venture (JV). Is it NMT's preference that each Company of the JV each submit an individual sealed package with rates, or a single set of rates agreed upon by both companies?

A8) We want a single set of rates and who the lead entity is. When dealing with any issues we require a single point of contact who can resolve that issue. If unable to provide this type of model, then each entity should bid for the tasks they are interested in supporting.

Q9) SOW, tasks 1, 2, and 3, Each of these four sections of the RFP make a reference to Appendix A, but this appendix has not been provided. Will NMT please provide this document?

A9) This was an oversight and should have been included. As stated in question 7, Appendix A is the instructor certification program and will be provided.

Q10) Section 4.1.1, Can NMT please clarify the number of courses and course length Offerors will be responsible for maintaining/ updating/ creating, and the size of each course? Without at least a minimum number of course we can not determine estimated travel cost. Will NMT consider making travel either a plug number or not part of the pricing requirement.

A10) This is a repeat of Q3 - See answer above.

Q11) What is the possibility they will extend the due date? A lot of the questions have major pricing impacts.

A11) We would not be against moving the submission date to **July 31, 2024** but no further extensions would be allowed.

Q12) Section 15. Scope of Work, Statement of Work, Task 1, page 11, and Task 2, page 13. Question for clarification, "**Is the ILERSBA course a component of Task 1 or Task 2?**"

A12) The ILERSBA course would be a component of Task 2.

**All other terms and conditions of the RFP remain unchanged. All Offerors are required to confirm the receipt of this amendment in their RFP response.** The new proposal due date is **July 31, 2024** at 2:00 p.m. local time.



# Attachment

## Instructor Certification and Evaluation Program

== Tags      Delivery

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Last updated      @ July 9, 2024 9:18 AM

The NMT/EMRTC Instructor Certification Program follows the NDPC Instructor Certification Program and includes certifying instructors to teach NMT courses and conducting annual and general performance evaluations. The certification process involves meeting course requirements, completing course training sessions, summary passing a teach-back evaluation, and completing the ISEE course.

Annual evaluations are conducted using curriculum material specifically prepared for the evaluation. The Instructor Evaluation Form is used to assess instructor performance, and results are discussed with the instructors and attached to their record.

### Overview

The NMT/EMRTC Instructor Certification Program is modeled after the National Domestic Preparedness Consortium (NDPC) Instructor Certification Program, aligning with DHS/FEMA recommendations. NDPC members are responsible for ensuring instructors adhere to the NDPC's Instructor Certification Program.

Instructor performance is evaluated when/during:

- Certifying Instructors to Teach NMT Courses
- Annual and General Performance Evaluations

# Certifying Instructors to Teach NMT Courses

The NMT/EMRTC Instructor Certification Program involves the following steps for certifying NMT/EMRTC instructors to teach NMT courses:

## 1. Meeting Course Requirements

- a. Individuals must meet instructor requirements before seeking instructor certification for a course; instructors must have the appropriate background, experience, and discipline required to teach the course.

## 2. Completing Course Training or Shadowing Sessions

- a. Individuals must attend the dedicated course training session to observe both instructional and operational processes utilized in the course. During this session, or shortly after, instructors will receive the course Instructor Guide for studying. When a dedicated course training session is not available, instructors must observe and shadow the delivery of the associated parent course.

## 3. Successfully Passing a Course Teach-Back Evaluation

- a. Individuals must satisfactorily complete instruction of the associated parent course at a NMT training facility. During their instruction, their performance is evaluated and evaluation results are documented in the individual's instructor file. In the event that an individual does not satisfactorily complete the evaluation, the evaluator may elect to remediate any deficiencies.

## 4. Completing the ISEE Course

- a. Individuals must complete the Instructor, Standards, Excellence, and Expectations online course; the course provides information on the training program, program partnerships, course catalog, train-the-trainer program, and general adult learning theory information.
- b. This requirement applies to new instructors only or if a new version of the ISEE course is available since an instructor's last evaluation.

# Annual and General Performance Evaluations

Individuals certified as instructors must also undergo annual performance evaluations. Annual performance evaluations follow the steps outlined above. Annual evaluations are conducted at NMT training facilities and instructors.

Evaluators will periodically conduct general performance evaluations by observing the delivery of a course. Any performance issues will be communicated to the instructor and program administration for proper resolution.

## Instructor Evaluation Form

The Instructor Evaluation Form is the tool used by Evaluators to assess instructor performance during teach-back sessions or routine course delivery observations.

The evaluation form includes five questions, evaluated on the following rubric:

No	Did not meet requirement specified (0 points)
Somewhat	Requires improvement (1 point)
Yes	Met requirement (2 points)

Evaluators should provide comments for any question answered as "No" or "Somewhat" to explain the assessment.

After answering each question, the Evaluator will calculate the total points using the following scoring scale:

0-4 points: Not satisfactory	Instructor does not meet standards and requires administrative follow-up
5-7 points: Satisfactory	Instructor meets standards, but improvement is needed
8-10 points: Excellent	Instructor meets all standards

Evaluation results should be discussed with the instructors, evaluation forms will be attached to the instructor's record and shared with the instructor.

# How to Complete Instructor Evaluation Form

Instructor evaluations can be completed electronically or using a paper version of the Instructor Evaluation Form. The following sections provide instructions on how to complete an evaluation using both methods.

## Electronic Evaluations

To complete an Electronic Evaluation:

1. Open the Evaluations Database and add a new record.
2. Complete the evaluation information fields and on-screen evaluation form.
  - a. The top of the page will allow you to input various pieces of information including the evaluation type, instructor, and evaluation score.

## Paper Evaluations

To complete a Paper Evaluation form:

1. Download and print the Instructor Evaluation Form (Paper)
2. Complete the paper evaluation form.
3. Open the Evaluations Database and add a new record.
4. Complete the evaluation information fields.
  - a. The top of the page will allow you to input various pieces of information including the evaluation type, instructor, and evaluation score.
5. Scan or photograph the paper evaluation form and upload using the "Paper form upload" option.