

## Questions Received for Sustainable Energy Infrastructure Capacity Building Pipeline - SEICBP (Train Green) Program FY23 RFP

**Q1 - Regarding Table 2 (page 8) in the RFP, the proposal summary, evaluation criteria and points RFP requests that the table being included in the response. How what that looks like to include that on my going to leave the description areas blank? Should we try to summarize pages of descriptions and experience into a couple bullets to fit on a one page?**

**A1** - We recommend you utilize the table to structure your response to each evaluation criteria in the details section of the criteria, removing the existing language to include your response to the best of your ability. Responses are not limited to one page.

**Q2 - Could you share more info about the Train Green participants thus far, specifically how many completions versus registrants, what levels of completion for difficulty levels, typical demographics of participants, years of experience, etc?**

**A2** - As courses get harder, typically the completion rate drops off. We see a high completion rate for the introductory courses because it's just attending them, but for the basic and intermediate courses, it typically depends on the course length and content, as well as the experience level of the attendees. Train Green attracts registrants from varied backgrounds and experience levels, so therefore DCSEU staff review each application to ensure that registrants are qualified in terms of level of understanding, prerequisites, and experience necessary to participate effectively in a specific course.

**Q3 - The RFP mentions a desire for courses related to leadership and project management. Could you clarification your desire to see courses aligned with those skills?**

**A3** - Yes we are seeking courses that train staff to effectively manage project teams and/or crew management skills that might enable someone at the lower level or mid-level with technical skills and experience to move on to a supervisory level. We would also include courses outside of just technical skills to extend to business development or customer relations skills that might go along with this kind of work in the clean energy space.

**Q4 - Are we able to propose more than one course in the same proposal?**

**A4** - Yes, so please submit all of the different courses that you have available in that one proposal, including any new courses proposed.

**Q5 - We are thinking of proposing some courses for the first time. How do you treat multiple proposals for very similar courses?**

**A5** - Each year begins a new competitive process where the scoring system in the RFP is applied to each individual proposal to produce a fair comparison. At the start of the fiscal year, a team of DCSEU staff take a look at initial round of RFP submissions to make initial contract awards, which typically produces a different set of instructors each year based on needs and past performance. Particularly attention is paid to past experience with course delivery, as well as how proposed content fits into the existing structure of Pathways and Difficulty levels. We therefore encourage submitting those courses that you have available that really fit the needs specified in the RFP pages 3 through 6.

**Q6 - What are the expectations are for doing hybrid trainings? Who would be managing kind of the online portion while the training is underway?**

**A6** - Any live instruction that does not require or benefit from being in-person should be expected to be done virtually to save time and money. Typically, when we're looking for hybrid course, we're referring to courses that have an in-person training or testing element such as performance or blower door testing that had that occurs as part of a certification program. Typically, instructors providing the testing sites and locations and coordinate logistics directly with students as the DCSEU does not have testing sites available.

Also to note in the case where there is that in-person course opportunity, we do have the insurance requirement for sexual abuse and molestation insurance coverage. Please factor additional costs into your budgeting when submitting per-head or per-course costs. When live instruction is done only virtually there's no need for that particular coverage.

**Q7 - Can we submit a proposal for a course not yet developed?**

**A7** - Yes, we accept courses in the concept stage if all budgeted elements are included the proposed cost and the minimum required information can be provided in your proposal.

**Q8 - Please describe the rolling submission process post deadline.**

**A8** - Although there is an initial deadline for the first round of courses in each fiscal year, the Train Green RFP accepts proposals throughout the fiscal year, generally up until the end of August. The initial round of proposals received by the deadline are reviewed by a contracting team and judged competitively, particularly when there are similar courses being proposed. Approved courses are then programmed between January and September to create the course catalogue and calendar for the year. If current course needs remain unfilled after the initial round of contracts are awarded, or if remaining budget allows for the addition of new courses to the current FY catalogue, proposals can be submitted and approved throughout the fiscal year