

**Questions and Answers**  
**RFP Nos. 2019-20 and 2019-21**  
**Posted May 7, 2019**

**NOTE: Due to the similarity of RFPs 2019-20 and 2019-21, questions regarding these RFPs are posted to both. Please ignore inapplicable questions and answers. (E.g., a questions regarding audio-visual equipment would not apply to WEB-BASED training.)**

**QUESTION 1** - May a vendor state “travel and related expenses to be billed at cost”? Or would the City need an estimate of the expenditure?

**ANSWER 1** – The City would prefer an estimate of travel expenses (if a vendor requests compensation/reimbursement for those costs). Stating “reimbursement for mileage at 75 cents per mile from our Headquarters to each training site ” or “reasonable cost of meals for any full-day of trainings” would be sufficient.

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**QUESTION 2** - What's the employee life-cycle for which the training is being created? (i.e., onboarding, leadership development, compliance...)

**ANSWER 2** – This is training to comply with New York State Law.

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**QUESTION 3** - In this mandatory training, who are the participants?

**ANSWER 3** – Yes, this is mandatory training for all non-public safety employees of the City of Albany.

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**QUESTION 4** - Would training have a 1-year shelf life?

**ANSWER 4** – Yes. New York State requires employees receive this training annually.

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**QUESTION 5** - Do you provide classroom space and audio-visual equipment (i.e., projector)?

**ANSWER 5** – Yes, classroom space will be provided at a City location. Reasonable audio-visual requests will also be accommodated by the City. Please identify audio-visual needs in the RFR Response.

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