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Questions and Answers
RFP Nos. 2019-19 and 2019-20
Posted May 9, 2019

NOTE: Due to the similarity of RFPs 2019-19 and 2019-20, 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.

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.

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

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ANSWER 3 – Yes, this is mandatory training for all employees of the City of Albany (except those employed by the Department of Fire and Emergency Services).

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

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

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.
