

Minnesota Board of Firefighter Training & Education

RFP Q&A

Question 1

Received on: 1/16/08

What does the position pay for the Training Board Exec director position?

There is no specific planned pay amount for the position. The RFP will be funded for the RFP package which includes the Executive Director position as well as other the other areas of expenditure addressed in the RFP. There will be a 10% retainage of the overall amount until the successful conclusion of the contract.

Question 2

Received on: 1/17/08

Is the responder who gets this position required to Have / Hire a clerical or secretary person? A person who gets this contract may be able to perform the duties without such a position & could save the state \$ and keep that funding where it is intended to go to, the MN Fire Service.

In developing the RFP, the Board anticipated that the projected workload to accomplish the varied tasks of the RFP will require support staff. The respondent's clear definition on how the tasks will be accomplished will be considered in the evaluation of the response.

Question 3

Received on: 1/17/08

Are they required to have an office outside of a residence right away? I would propose for the first year to have it in a home office and move it if things are going well. This would also keep the cost of the proposal to a minimum. If need be an office with meeting room could be obtained, but it will cost \$. Let's keep that to a minimum and get the training \$ to the fire departments where it belongs.

An office in the general area defined in the RFP (*within a 40-mile radius of St Cloud, Minnesota*) will be required as soon as possible at a mutually agreed upon location.

Question 4

Received on: 1/17/08

Will the board be having meetings at the centralized office of the Executive Director, or could the meetings be held at another location such as a fire station in the local area? This may allow for having the meetings move around the state and also not require the central office to have a meeting/board room.

Yes, the Board will be having meetings at the centralized office of the Executive Director. The Board in concert with the Executive Director may from time to time decide to meet in other locations.

Question 5

Received on: 1/20/08

The sample tasks state to: Develop and maintain the Board's website. Is it the contractors responsibility to budget and pay for not only the development and monthly expense of the website, or is it part of the provided telecommunications connections and equipment?

It is the contractor's responsibility to budget for the development and maintenance of the Board's website (the Website will be the property of the Board). The Board is responsible for support of that activity (software, connectivity, and equipment).

Additional Notes:

Clarification

The name of the Board is misstated in one portion of the RFP document. The proper title is *Board of Firefighter Training and Education*.