



ANDREW M. CUOMO
Governor

**Request for Proposals for Professional Services for
Community Development Block Grant-Disaster Recovery
For Myers Briggs Type Indicator, Testing and Review**

Q&A Issued August 27, 2019

SP# 201908_074

Question #1: Does GOSR provide the online MBTI materials?

Answer #1: No, GOSR will not provide the online MBTI materials.

Question #2: Does the contractor provide laptops and printers?

Answer #2: The selected contractor is required to provide all necessary materials or equipment for the training.

Question #3: Will the job titles of those who will be taking the MBTI be provided?

Answer #3: All staffing levels will be required to take this training which will include line staff, senior management and executive staff. Titles may be provided to the selected contractor.

Question #4: Can we provide an alternate time response?

Answer #4: No alternate time proposals will be considered. See Addendum #1 for this solicitation.

Question #5: Does GOSR have an account with Myers-Briggs to purchase the assessments? If not, is it expected that the contractor purchase the assessments and include this cost in the pricing?

Answer #5: The selected contractor is required to provide the entire service including purchasing and providing the electronic assessment. See Addendum #1 of this solicitation.

Question #6: Will assessments be completed online in advance of the workshop or do you expect participants to complete paper-based assessments at the workshop?

Answer #6: An electronic assessment is required to be completed in advance of the workshop. See Addendum #1 for this solicitation.

Question #7: Are you open to participants completing online assessments in advance of the workshop and having their reports printed in advance and distributed to them at the workshop?

Answer #7: Yes, please refer to See Addendum #1 for this solicitation.

Question #8: Does the contractor need expertise in providing EEO, Diversity and Inclusion Training or is expertise in providing professional/interpersonal skills training/management training/MBTI workshops sufficient?

Answer #8: The contractor does not need expertise in providing EEO, Diversity and Inclusion Training. The selected contractor should have background, experience and expertise in providing MBTI Training. See Addendum #1 for this solicitation.

Question #9: Will participants in each class be at the same level organizationally?

Answer #9: Managers and non-managers may be split into different training sessions but this is not guaranteed.

Question #10: Will this training be provided to the same staff attending the Communications and Practical Skills for Managers training?

Answer #10: Yes, all staff members are required to attend both trainings.

Question #11: Will GOSR provide a contact who will work with the contractor to understand the rationale for the MBTI training and the learning needs of the audience? If so, will this contact review and approve the training agenda/approach?

Answer #11: Yes, the selected contractor will work with GOSR's HR department.

Question #12: Is there a training evaluation that GOSR wants the contractor to use to assess the training/trainer(s)? If not, do you expect the consultant to provide the evaluation?

Answer #12: GOSR does not have a training evaluation to use to assess the training/trainer(s). The consultant should provide the evaluation survey.

Question #13: What is the contractor expected to be provided for the individual learning progress report?

Answer #13: This is an evaluation of the workshop that is completed by/collected from each participant following the workshop to gauge their understanding of each topic covered.

Question #14: Will GOSR supply a projector and screen or does the consultant need to provide this equipment? Will GOSR supply flip chart easels, paper and markers?

Answer #14: GOSR will provide a projector and screen. The contractor should supply all other necessary materials.

Question #15: Will the training be delivered over the course of one or two consecutive days in each location or will multiple trips to each location be required? If multiple trips are anticipated, please provide the expected number of trips, so we can factor that into our estimate.

Answer #15: The training will take place over the course of multiple days/trips. The estimated number of trips per location is provided in Addendum #1 for this solicitation.

Question #16: Is this training mandatory or is it being offered to staff and subject to registration by interested individuals?

Answer #16: The MBTI testing and review training will be mandatory for all GOSR staff members.