

**1. Are vendors allowed to bid on sections and/or Training Topics as outlined in the RFP?**

**Response:** No. Proposals should include all sections and/or Training topics outlined in the RFP. The selected vendor will be responsible for providing training on all sections/topics outlined in the RFP.

**2. Provide a list of the top 10 common Administrative Review findings across the state in order of popularity for targeted training.**

**Response:** In order of popularity the following are the top 10 common Administrative Review Findings: Certification and Benefit Issuance, Menu Production Records, Counting and Claiming, Professional Standards, Civil Rights Training, Maintenance of the Nonprofit School Foodservice Account, HACCP Manual, Nutrient Analysis, Local School Wellness Policy, and Verification.

**3. Please clarify that all training will be conducted via Zoom or webinars and that no in person training is required.**

**Response:** Due to the COVID 19 Pandemic and statewide travel limitations and restrictions, all scheduled trainings for this project will be conducted virtually. In-person events will not be conducted for the Administrative Review Trainings.

**4. Are the dates correct for the Development of Follow-Up Plans for LEA's on the timeline? Page 9 of 42. Documented as a start date of 10/1/2021 with a deadline of 11/30/2021 which is out of sync with the rest of the calendar.**

**Response:** The dates identified for the development of the follow-up plan are approximated based on the completion of the Performance Standard I training. Development of the follow-up plan will take place concurrently with Performance Standard II training development to ensure a plan is developed and in place for follow-up calls to take place at the conclusion of the General Areas Training. All dates/timelines for project progress identified in the RFP are an estimate based on current progress to date and are subject to change. Once a vendor is selected, NDA FND will work with the selected vendor to identify an appropriate finalized timeline for all objectives and deliverables identified in the Scope of Work.

**5. Page 38, #4, it states that the completed questionnaire shall be received no later than 4:30 pm PT by 4/12/2021. What is the correct date since that time is after the RFP?**

**Response:** The date for the completed questionnaire should have stated the same as the RFP timeline on page 18. **No later than 4:30 PM on 5/10/2021.**

**6. Do the newly issued USDA waivers for the 2021-2022 school year have any effect on this contract? (scope, timing, etc.)**

**Response:** Not to our knowledge at this time. NDA anticipates all sponsors will elect School Year 21/22 NSLP Seamless Summer Option operational flexibilities, however they will still receive the full NSLP Administrative Review trainings defined in this SOW.

**7. For post-training follow-up, are follow-up calls/meetings conducted in a group setting or one-on-one basis?**

**Response:** Post-Training follow-up calls will be conducted in a virtual video call format, in groups of approximately 10-15 NSLP sponsors per call, or ≤30 attendees. Groups will be based on sponsor size and type, to include urban districts, rural districts, charter, Bureau of Indian Education schools, and Residential Child Care Institution facilities.

**8. What is a projected number of unique participants over all training topics?**

**Response:** NDA FND has estimated there will be approximately 225 total (75 attendees x 3 sessions per topic) participants through all sessions. Local Education Agencies (LEAs) will designate individual(s) to participate in the three (3) Train-the-Trainer (TTT) sessions. Because we are using a TTT model, we anticipate many will be repeat attendees to all three sessions. Our estimate is approximately 100 unique participants.

**9. Does a Nevada Business License need to be secured prior to the proposal submission?**

**Response:** As stated in the RFP:

“The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://nvsos.gov>.”

**10. May the contract utilize a contractor-owned Learning Management System for training delivery?**

**Response:** This may be allowable if the LMS provides an enhanced user learning experience, NDA-FND access to materials, reports, tracking, evaluations, etc., and there are no user connectivity, extra equipment or software requirements, fees, etc. Additional discussion and review will be needed to ensure there are no Information Technology (IT) or other state agency-related concerns.

**11. Is there an option to provide the “live” virtual trainings over multiple days in shorter sessions rather than the 8-hour training day stated in the RFP?**

**Response:** As stated in the RFP:

"The duration of each training session will be determined by the Contract Trainer(s) ensuring adequate and reasonable time is allocated to cover the three AR Training areas; however, no session should exceed 8 hours (one business day) in length."

There will be some flexibility with the scheduling of sessions. NDA-FND will collaborate with the selected vendor to determine an appropriate schedule for training sessions based on the needs of the Local Education Agencies (LEAs), contractor recommendations and overall project timeline.