

Questions and Answers Solicitation VA259-17-Q-0124

1. Mediation Training / Mediation Certification / Mediation Accreditation - In the Mediation Industry each one of these terms describe a different level of qualification and training. Throughout the solicitation these terms are used and I just want to ensure that we are all talking about the same training. A 40 hour / 5 day training curriculum given by Certified Mediator(s) is normally recognized as the standard for Mediation Training. This training normally arms the students to successfully understand and utilize proven mediation techniques. Could you please clarify the desired outcome?

a. **Answer:** Page 5 Section 1 under Objective states: *The objective in providing mediation training to VA personnel: is to have certified in-house mediators to efficiently conduct workplace mediations.*

2. Solicitation Number - I just want to make sure I have the correct number. The "IMPORTANT INFORMATION PAGE" and the top of the "COMBINE-SYNOPSIS/SOLICITATION" reference the number VA256-17-Q-0124 and the rest of the document lists VA259-17-Q-0124 - could you please clarify which is the correct number?

a. **Answer:** The 256 should be a 259. *This was typing error.*

3. Referencing SO2 Section B.5 VA259-17-Q-0124(e1) - Line 0001 - Does "per person" mean "per instructor" or "per participant"?

a. **Answer:** *Per person refers to the participants receiving the training. How pricing is arrived for mediation training varies from company to company, whatever means your company use to determine the price, please convert or show what the equivalent would be for "per person". Unless it is your company general practices to price per person, then there is no need to show the equivalent. If you charge a flat fee for set number or maximum number of participants, then divide total amount by the number of participants. [i.e. \$15,000.00 for maximum of 8 participants= \$1,875.00 per person or if 10 participates=\$1,500.00]*

NOTE these are only random examples and it not reflecting any suggested or submit amounts

4. Referencing SO2 Section B.5 VA259-17-Q-0124(e1) - Line 0003 - Air Travel - states Base on Instructor and (1) Assistant and list the quantity as 4.00. Are you looking for one-way airfare?

a. **Answer:** *1Person =1 roundtrip; Therefore, based an Instructor and Assistance, the quantity should be 2 not 4; however if you plan to bring more than one assistance, please made change accordingly-by crossing out the quality and listing.*

5. STATEMENT OF OBJECTIVE (SOO) B.4.4.Period of Performance (page 6) - Just as the VA has scheduling restrictions based on the availability of training space at government facilities, my company may have scheduling restrictions based upon prior commitments, depending on the timeliness with which this contract is awarded. Is the start date of the training class negotiable?

a. **Answer:** **YES**

6. STATEMENT OF OBJECTIVE (SOO) B.4.7.a.c. (Page 7) indicates that adjustments to the per-participant price would not occur until the total number of participants exceeds 18 (6 + 12 additional participants). Is that correct?

- a. **Answer: NO-** Per the SOO Section B.4 sub-section 7 (a) (c) page 7- the meaning is this: When the **total** participants exceed **12**- thus contractor can make adjustment in accordance with the procedures outline in that section. [i.e.... If VA add eight (8) more participants to the already six (6), the new total would be 14 participates]
NOTE: 12 is the threshold for total participants, before any pricing will be considered for changes. Not a number to be added to the original six (6) participants.

7. Section B.4.3.d. states “40 Hours of Training (5) five days consecutive days.” We interpret this to mean “40 hours of training over five (5) consecutive weekdays, beginning on a Monday.” Is this the correct interpretation? Is 40 hours a minimum, maximum, or approximation?

- a. **Answers: approximate 8 hours a day for 5 days**

8. My interpretation of the constraint listed in section B.4.3.e is that these are required qualifications for the instructor(s). Is this the correct interpretation?

- a. **Answers: ALL Constraints list B.4 3 is applicable to the Prime as instructor [and any employee[s] used in position of instructor] and any Subcontractor use as instructor-Please review Section E.1(c) 52.212-1 INSTRUCTIONS to CONTRACTORS [Offerors] first paragraph “Notice to Contractor [Prime-Instructor]**

9. Based on the schedule provided at B.4.4.a., we are inferring that there will be a 30 minute break for lunch every day of training. Are there any constraints on when those breaks occur? Are participants aware that lunch is not provided as part of the training?

Answer: There are no restrictions on when or how the lunch break is given. Generally the Government doesn't expect lunch to be provided for any training section. Each participant is responsible for their on lunch.

10. The designation B.4.7 is used for two sections, “Cancellation/Additional Participates” on page seven and “Adverse Weather Conditions” on page eight. So sections 7-10 should be renumbered as 7-11. Will you be issuing an amended solicitation with corrected numbering

- a. **Answer: The Section 7 on page eight should read Section 8 Adverse Weather Conditions.**

No amendment will occur.

NOTE: The *awardee* of contract documents pages, sections are subject to change.