



DATE OF ISSUE: November 10, 2021

TO: Potential Providers of Services

RE: **Questions and Answers to RFI 220000000004
Management Training**

Please Note:
The RFI submission date has been moved to November 23, 2021

Q1) What is the expected mode of training?

A1) Considering current COVID environment, plan for online delivery primarily. As conditions evolve, we would be open to a combination of in-person and virtual/online training, separately or concurrently.

Content and best delivery mode for content must factor into final decision.

Q2) If the mode of training would be classroom training where will be the training delivered?

A2) On-site at MSHDA

Michigan State Housing Development Authority
735 E. Michigan Ave.
Lansing, MI 48912

Q3) Who will provide the location/equipment to conduct the training?

A3) Selected vendor will have access to MSHDA's existing audio/visual equipment.

Q4) What is the expected number of participants to be get trained?

A4) Training will be open to all MSHDA staff (270 employees). Do not expect all 270 staff to attend a singular session at once. Anticipate breaking into smaller groups to provide best delivery of content.

Will consider the recommendation of the selected vendor based on content.

Q5) What will be the number of cohorts?

A5) All divisions could "travel" through training as a cohort, depending on divisional structure. MSHDA will base this on the recommendation from this RFI

Q6) What will be the minimum number of participants expected to get trained per cohort?

A6) MSHDA will base this on the recommendation from this RFI.

Q7) Is there is any duration for the courses which MSHDA is looking for?

A7) 2-hour maximum length preferred

Q8) Is there is any Incumbent Vendor for this contract?

A8) There is no incumbent vendor.

Q9) Is sub-contracting allowed?

A9) Yes sub-contracting is allowed.

Q10) Is there is any vendor preference?

A10) Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to submit proposals.

Q11) Is there is any standard pricing format?

A11) Currently what we are seeking is a recommendation on pricing best practices for this type of program.

Q12) In reference to:

"Feedback from annual State of Michigan employee engagement surveys identified various training needs among MSHDA staff and revealed staff's desire for leadership development and other related training."

May we see the survey results?

A12) The results are currently not available; they will be provided in the RFP stage of the process.

Q13) In reference to:
"The training should be geared toward all MSHDA staff, supervisory and non-supervisory, to enhance their abilities and understanding of Human Centered Management."

What is the number of MSHDA employees that will be participating, and what is the preferred occupancy session size?

A13) MSHDA will consider the recommendation of the vendor to deliver the content

Q14) What is the anticipated length of the introductory session? What would the schedules look like?

A14) To accommodate staff preferences and considering/assuming a virtual delivery method for content, 2 hours maximum.

Schedules – Will consider the recommendation of the vendor to deliver the content.

Q15) Is it expected that the vendor delivers the initial training?

A15) Yes. Training Review Committee and/or Agency Leadership will participate as appropriate.

Q16) Are train-the-trainer guides in scope?

A16) We are looking for a vendor to conduct training.

Q17) What is the anticipated length of the subsequent sessions? What would the schedules look like?

A17) See A14

Q18) Is it expected that the vendor delivers the subsequent training?

A18) Yes

Q19) Are train-the-trainer guides in scope for subsequent sessions?

A19) See A16

Q20) In reference to last bullet on page 3:

"Hands on guidance for managers and their direct reports as they discuss expectations and evaluations. One session will involve managers and their direct reports discussing their annual evaluation."

- a. Is this a request for a Performance Playbook? Yes
- b. Does the working session need to be facilitated? Yes
- c. Is direct 1:1 coaching with managers desired? Maybe.

A20) Separate session with management would be a good option.

Q21) Are the annual refresher courses envisioned to be the same content/process repeated; or will new content need to be developed?

A21) MSHDA envisions that vendor would update content with current best practices.

Q22) Will participants need to be tested at any point in the curriculum?

A22) No

Q23) Is there any past or historical data or bid issues, awarded for the same?

A23) No, this is a new project for MSHDA.

Q24) Who needs to receive the Q&A and RFI response?

A24) All communications and correspondence for this RFI must be directed to Joseph Kelly, MSHDA Procurement.

Joe Kelly
Kellyj11@michigan.gov