Questions and Responses
San Francisco Municipal Transportation Agency
RFP No. SFMTA-2018-39, As-Needed Specialized Training Services
June 27, 2018

1. What is the difference between a Subcontractor and a Vendor?

   **Answer**: In this solicitation, “Vendor” (also referred to as Contractor or Consultant) refers to a person or a company that seeks to do business with the SFMTA by submitting a proposal, obtaining a contract, and carrying out the contracted services. Subcontractors (also referred to as subconsultants) are a type of contractor. The key point is that the Subcontractor forms a contractual agreement with the Contractor (also referred as the Prime Contractor), rather than directly with the SFMTA. The Contractor is ultimately responsible for ensuring that the Subcontractor carries out and satisfactorily completes the task to which it has been assigned as well as all other contractual requirements included in the Agreement.

2. What is considered a Joint Venture and how does it also differ from a Vendor or a Subconsultant?

   **Answer**: A joint venture is a business arrangement in which two or more parties agree to pool their resources for the purpose of responding to the RFP. In a joint venture, each of the participants is responsible for profits, losses and costs associated with it. However, the venture is its own entity, separate from the participants’ other business interests. Please refer to Appendix A of the RFP for further information, responsibilities and required forms, or contact Lome Aseron, SFMTA Contract Compliance Office at (415) 701-5332 or Lome.Aseron@sfmta.com.

3. Will Proposers have access to approach and speak with union representatives?

   **Answer**: Proposals should utilize information provided in the RFP and related materials. Union representatives are informed about the RFP and will determine, union by union, if they are interested in engaging in the training development process.

4. Will the training take place in SFMTA facilities or will the Contractor have to designate a training space of its own?

   **Answer**: The Agency expects that training will take place at SFMTA or other City-owned facilities. Rental of facilities should not be included as part of Proposal
submissions. The Agency will include funding for unanticipated services, such as rental of facilities, as part of the resulting Agreement.

5. What is the typical amount of time given to similar types of training?

**Answer:** At this time, the SFMTA does not offer comparable training. The only similar training available is a City Department of Human Resource’s “Managing Implicit Bias” workshop that can be completed in one or two days.

6. What is the ideal training rotation based on the current shift schedules of the organization?

**Answer:** This will be determined in collaboration with the Contractor during the assessment and development phase of the work.

7. Since the main body of the Proposal is limited to 15 pages. Can additional information be included in the exhibit section? How many pages can the exhibit be?

**Answer:** Yes, exhibits may contain supporting information/documents and should be limited to 20 pages.

8. Is there any existing data from previous surveys related to this or similar SFMTA challenges?

**Answer:** Background information and materials on SFMTA culture and organizational structure including the findings from previous focus groups, employee town halls and annual employee surveys will be made available to the successful Contractor(s).

9. Given that there are only 4 rows for subcontractors information on Form 2A, what is the best way we can provide you with more subcontractor information?

**Answer:** Proposers may use additional copies of Form 2A to list additional subcontractors.