

Addendum to RFP

Questions and Answers

1. Is this training for law enforcement, public works, civilian managers, or a combination of all?
 - a. The Training is for a combination of Supervisors from all City Departments.

2. How many sessions are you looking to provide? The RFP indicates the length of the training program should be 9-12 months, with 2 sessions facilitated each month (a variance of 18 – 24 sessions). Could you please clarify exactly how many sessions the City is looking to provide its employees?
 - a. The City wants a minimum 9-month program. We will need 2 sessions on the same topic per month to accommodate the number of supervisors and their schedules. We provided a minimum of 13 topics that we would like to have addressed in these sessions understanding there may be some overlap in courses that cover a few topics.

3. How many employees are included in the target audience consisting of first-line supervisors, new supervisors, or those interested in becoming supervisors? How many employees are included in the target audience consisting of mid/top level managers and/or those preparing for an executive position?
 - a. There are approximately 50 employees total that will participate in the program.

4. Given that the City wishes to have two types of training programs (one for first-line supervisors, new supervisors, or those interested in becoming supervisors, and another for mid/top level managers and/or those preparing for an executive position), is the expectation that the first group would complete their training in the first 4-6 months, and the second group would complete their training in the next 4-6 months?
 - a. The City is looking for one program at this time that incorporates training for all supervisors at all levels as training has not been provided before.

5. Is preference being given to in-state/local firms?
 - a. No, but training must be provided in person and all travel costs should be included in the proposal.

6. Is there an incumbent for this training program?
 - a. No

7. Does a Panama City Beach FL license need to be obtained at submission of RFP or upon receipt of award of RFP?
 - a. You would need to provide evidence of licensure at the time you respond to the RFP.