

REQUEST FOR PROPOSAL

For

LOCATOR TRAINING 2021

Oregon Utility Notification Center
Board of Directors

Distributed - November - 2020

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INTRODUCTION

The Oregon Utility Notification Center Board of Directors (Board) is seeking the services of a qualified vendor to perform onsite locator training.

This Request for Proposal (RFP) is intended to be used by the Board as a tool to evaluate vendors as to their ability to perform onsite locator training and to select the successful vendor.

The successful vendor will be asked to enter into a contract, which is to start January 1, 2021, and will be set to expire on December 31, 2023.

This RFP and the successful vendor’s Proposals shall become part of the final contract between the Board and the vendor.

SECTION 1: *Submittal of Proposal*

Proposals must be received no later than Monday, November 23, 2020 by 5:00 p.m. PST.

Proposals must be emailed to:

Mitch Burghelea, Training & Education Committee Chair
mircea_burghelea@cable.comcast.com
cc: kitty@digsafelyoregon.com

The Proposal shall show the name and address of the Vendor. Email shall be plainly marked “Proposal – Locator Training”.

SECTION 2: *Scope of Work*

2.1 GENERAL

Vendor will perform up to three onsite, one-day locator training sessions per year at various locations around Oregon. Vendor will also perform up to three virtual online training classes.

- OUNC will arrange for and provide the training location, breakfast and lunch for the students and the instructor on training days, and administer the registration process.
- Training sessions shall consist of classroom and field training focused on improving locators troubleshooting shooting techniques, skills to consistently provide accurate and complete utility location information, knowledge of current utility locating laws, and mastering locate equipment.
- Virtual online training shall consist of same subject matter as the onsite training in a 6 to 8 hour day. Can be broken into two hour sessions.
- Participants will be given the option to take a pass/fail test at the end of the session. Passing participants will be presented with a completion certificate.

2.2 CONTRACT PAYMENT SCHEDULE

Vendor shall invoice the OUNC Board upon completion of each one-day locator training session and or virtual training.

SECTION 3: *Proposal Instructions*

3.1 RIGHT OF AWARD OR REJECTION

Proposals shall specifically stipulate that all terms and conditions contained in this RFP are included in the Proposal and accepted by the vendor. It is understood that the Proposal will become a part of the public file on the matter without obligation to the Board. The Board reserves the right to reject any or all proposals for good cause, in the public best interest.

3.2 INCURRING COSTS

The Board is not liable for any costs incurred by the vendor in the preparation or presentation of the proposal.

3.3 PROPOSAL EVALUATION AND VENDOR ACCEPTANCE

A Selection Committee of at least three people will be appointed to evaluate the Proposals received. The Proposals will be evaluated on the completeness and quality of content as described in Section 4 and the corresponding pricing proposal. Decisions will be communicated to the bidders by December 10, 2020.

SECTION 4: *Proposal Contents*

Each Proposal shall include, at the minimum, the following items:

A. Cover sheet

B. Training Team

Provide the names, locations, and qualifications of the potential team members that would be assigned to perform the locate training.

C. Supportive Information

Supportive material may include graphs, charts, photos, resumes, additional references, platform for virtual online training, etc.

D. Pricing Proposal

Vendor shall provide a proposed one-day, onsite, locator-training price. Vendor shall provide a proposed one-day, virtual online training price as well.

- Travel expenses (airfare, car rental, meals, and hotel) for the locator trainer to travel to and from the locate training will be reimbursed at actual cost. Travel time to and from the locate training shall be included in the per training price. (Travel should be planned as far in advance as possible to take advantage of discounted rates. Air travel should be in coach class only. No car larger than a mid-size should be rented. Any hotel expenses considered excessive or unreasonable will not be reimbursed. Instead, in those cases, lodging reimbursement will be limited to the U.S. Government GSA lodging rate for the city in question as listed in the most recent OAG Official Traveler – Travel Guide. Breakfast and lunches will be provided by the OUNC on training days. Reasonable meal reimbursements will be made for the instructor on the two days of travel and dinner on training days. Meal reimbursement will not exceed: \$15 Breakfast, \$20 Lunch, and \$30 Dinner. Receipts will be required for all reimbursements.)

SECTION 5: *Inquires*

All questions shall be submitted electronically, no later than November 9, 2020 to:
mircea_burghelea@cable.comcast.com
cc: kitty@digsafelyoregon.com

As appropriate, questions and answers will be provided electronically to all vendors who received the RFP no later than November 16, 2020.