

1. Q: Where and at what time will the proposal meeting be held on Jan 25th? A: The Pre-Bid Meeting and Info Session was held via a Teams link on Friday, 1/27/22 from 10:00 – 11:30a. We have posted a recording of the meeting, including PPTs of course, and an active usable budget template Excel spreadsheet, plus instructions again, here: [On-The-Job Training \(ncdot.gov\)](#) under “References”.
2. Q: Are the funds that will be expended through this contactor [sic] be state funds or federal funds? A: As indicated in the RFLOI documents and Pre-Bid meeting, these are pass-thru Federal-Aid Highway funds.
3. Q: If we are a new potential vendor, will we have time to get our rates approved by NCDOT prior to the February 21, 2022 due date of the our RFLOI? A: No. If selected to enter contract negotiations, all staff and sub-consultant rates will be reviewed and approved or not at that time.
4. Q: Do you have a number of individuals that you would [sic] to serve through this program this year? A: As per the information shared in the RFLOI package and Pre-Bid meeting/slide deck, the minimum number of enrolled participants required to begin a cohort is 12. And there must be 4 such cohorts per approved and launched Academy.
5. Q: Does the chosen vendor(s) have to create the curriculum, or can we purchase the materials? I ask because a lot of these items are industry standards that are purchased by organization like ours for our construction training program, i.e. OSHA, CRP, etc. A: Vendors can do both as needed. If additional curriculum/materials are needed outside of the those provided by the training provider/s, please budget as itemized supplies.
6. Q: Will these proposals be shared with individuals outside of the assessment team? I may have confidential information in our proposal. A: No.
7. Q: Do you have a ceiling or floor funding level? A: NCDOT procurement does not allow for such disclosure at this time.
8. Q: Besides Urban League of the Carolinas, do you have other organizations in the state that are providing this training currently? If so, can you share the name(s) and location(s) with me? A: There are no HCTAs currently in operation. See Pre-Bid PPT slide deck for related information.
9. Q: Please advise if we need to register with NCDOT to gain access and submit the LOI. When I click on the link for LOISS portal, I receive a prompt for a login and password. Your guidance will be most appreciated. A: Per the RFLOI, the LOI should be submitted via NCDOT LOI Submittal Management System (LOISS) using the link provided at the top of page 9. OCR now utilizes its online LOI Submittal Management System (LOISS). To submit an LOI utilizing this system, the "submitting employee" at each "submitting Firm" must have their own, individual NCID (as a note, each prequalified Firm should already have an individual in the company with an NCID – as required by the online Prequalification System). NCIDs may be obtained at this website: <https://ncid.nc.gov/> (locked NCIDs may also be unlocked via the self-service portion of the NCID website). Once the "submitting employee" has their completed NCID, they may proceed

to upload their firm's LOI to OCR's LOISS. This site is very similar to other web-based upload and form-fill sites.

NCID sync issues – Help contact: Once a user has an NCID (whether prior to this advertisement, or pursuant to this advertisement) and said user receives an error message, or has issues, when attempting to login to LOISS, please contact NCDOT - CM Support at dot.cmsupport@ncdot.gov to have your NCID synchronized. **Please explain that you are trying to access the LOISS application on the OCR site** and include your NCID (do not include your password) and the error message you are receiving. This syncing of your NCID to LOISS should be a one-time occurrence. Firms' users are urged to **early** create an NCID (if needed) and have it synced with LOISS (if necessary) to avoid any potential delays or missed deadlines when submitting your firm's LOI.

NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.

Once logged into LOISS, the Firm should locate and click the 'LOI Submission' button in the left menu bar. After clicking the 'LOI Submission' button, the Firm should identify the specific Opportunity for which they wish to submit an LOI. The Firm will click the link for their desired Opportunity, and **UPLOAD** one copy of their LOI, as a .pdf file, to OCR's LOISS at the Advertisement/Opportunity-Specific 'LOI Submittal' LINK shown in the section above entitled '**LETTER of INTEREST (LOI) Submittal Link**'.

10. Q: Will this be run as the same course that was setup for the last HCTA grant HEO-3150 for the community college system? A: Yes. Community Colleges are free to run this training through the two such codes (one for the occupational parts and one for HRD).
11. Q: Is there a set hours per week and total hours for the course? A: No. The RFLOL document package provides a recommended number of hours but please base yours on student needs and available resources.
12. Q: Is there a minimum and maximum for the budget request? A: Please see the response to question 7 above.
13. Q: When will the budget document be accessible in the Excel format? A: The budget template Excel spreadsheet, plus instructions again, has been posted at [On-The-Job Training \(ncdot.gov\)](#) under "References".
14. Q: In the training Friday a curriculum was mentioned by FHWA, where is that found? I have searched but had no luck. A: The reference during the Pre-Bid Conference pertained to the basic curriculum outline provided by FHWA available in the RFLOI materials.
15. Q: Will the marketing materials have salary/wage information on them? If not, can we add that if we are accepted. A: No.
16. Q: Is each class required to be 6 weeks or is there flexibility? A: Six weeks – 5 for occupational instruction and the 6th week for placement/employment activities - is the minimum expected. If a potential vendor would like to propose more time – perhaps for even more technical skills instruction or HRD/soft skills, or evening classes – please do so and it will be considered.

17. Q: Will any sub-contracts between the host entity and other service partner vendors/consultants have to be signature notarized? A: Yes

18. Q: Should the bidder include any matching funds or in-kind donations from other related and allowable Federal, state, local and/or private (i.e., foundation) grants or sources? A: Yes, as mentioned during the Pre-Bid meeting and in the RFLOI materials.