



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**INVITATION FOR BID # 12820
AMENDMENT # 1
FOR ITB WORKPLACE VIOLENCE**

DATE: 6/14/23

ITB # 12820 IS AMENDED AS FOLLOWS:

1. State responses to questions and comments in the table below amend and clarify this ITB.

Any restatement of ITB text in the Question/Comment column shall NOT be construed as a change in the actual wording of the ITB document.

ITB SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Specs		<p>1 Please clarify the Training Requirement which states “Eight (8) hours of training per day for up to fifty (50) staff in each training.” (Noted on Page 1 of the Specifications document.)</p> <p>Does this mean 8 hours per day for the training event inclusive of time for lunch and reasonable breaks for training participants and the trainers?</p>	<p>Yes, 8 hours of training .. Each training will have 50 participants.</p>
Specs		<p>2 Please clarify the Training Requirement which states the following from Item 5, Page 2, in the Specifications document.</p> <p>5. Workplace Violence Training Delivery</p> <p>a. Each county health department and rural region shall be visited by the vendor for in person training.</p> <p>All public health and regional office staff will attend the training in their respective work sites.</p> <p>Train-the-Trainer courses must be provided within each region to the appropriate staff who are qualified to teach this training in the future.</p> <p>Is it the intent that training will occur at no greater than 8 locations during the year to fulfill the contract? If the number of locations will be greater, can you clarify the maximum number of locations that are anticipated to be scheduled to have training?</p>	<p>The Workplace Violence Training course will be taught in each region or at a county health department.</p> <p>The train- the- trainer will be offered with in each region. The train the trainer will allow qualified staff to teach this course in future.</p> <p>The Forty-Two (42) Sessions of Workplace violence, domestic violence, and armed intruder trainings in a public healthcare setting and Thirteen (13) Train- the Trainer courses must be taught at one of the eight regional health offices or predetermined location with in 95 counties with the State of Tennessee. The site locations will be determined by Tennessee Department of Health.</p>
		<p>3 Please clarify the Training Timeline Requirements which states “Consecutive trainings must occur across the public health regions within</p>	<p>The Forty-Two (42) Sessions of Workplace violence, domestic violence, and armed intruder trainings in a public healthcare setting and Thirteen (13) Train- the Trainer courses must</p>

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		<p>this twelve (12)-month time frame.” (Noted on Page 2 of the Specifications document.)</p> <p>Please clarify your intent of the term “Consecutive”. Is it sufficient to complete all training as ‘consecutive’ relative to each individual TDH staff member (i.e., each TDH staff person will receive all training in consecutive days without gaps) or do all required sessions have to be scheduled in multiple consecutive weeks until the contract scope is completed (i.e., there are no gap weeks where training is not provided once started)?</p> <p>It is presumed that the contractor’s staff travel and training schedule will occur during normal business hours, with the exception of the contractor’s desire to travel on weekends to meet the needs of the TDH.</p>	<p>be taught with in a 12-month period by the vendor.</p> <p>The training should be completed in multiple consecutive weeks until the contract scope is completed (i.e., there are no gap weeks where training is not provided once started)</p> <p>All course delivery will happen Monday -Friday 8am-5pm.</p>
		<p>4 Please confirm that the contract award is not based on a QBS process but is based on the lowest price that satisfies ALL specifications and contract requirements.</p>	<p>Correct. Contract award is based on the lowest bid that satisfies all specifications and T&C requirements.</p>
		<p>5 Are handouts required?</p>	<p>Yes, a curriculum handout is required. Please see Training Requirements section 8 of the specifications release #2.</p>
		<p>6 Is the vendor responsible for printing and supplying handouts?</p>	<p>Yes. Please see Training Requirements section 8 of the specifications release #2.</p>
		<p>7 Is the vendor responsible for printing and supplying the course evaluation document to all students?</p>	<p>Yes, the course evaluation documentation referenced in Training Requirements section 6 of the specifications release must be printed out for students.</p>
		<p>8 Is the training day 8 hours of training plus a one-hour lunch break or 7 training hours plus 1 hour lunch?</p>	<p>The training should be eight hours with an hour lunch included. For example, training from 8am – 12Noon (1 Hour Lunch) training from 1-5.</p>
		<p>9 Is each class comprised of just one 8-hour session?</p> <ol style="list-style-type: none"> 1. Workplace Violence Training for Healthcare- Train the Trainer Trainings. 2. Workplace Safety Training, Workplace Violence for Healthcare 	<ol style="list-style-type: none"> 1. 42 – 8 Hour session of Workplace Violence, Domestic Violence and Armed Intruder training in a public healthcare setting 2. 13 – Train- the- Trainer courses that will be provided to our staff, which will facilitate the sustainability of this program once the vendor is finished with the initial courses.
		<p>10 Should we include all travel costs in our pricing?</p>	<p>Yes. You should include travel costs in your training.</p> <p>See T&Cs 1.50. Compensation Firm, “...The prices identified includes all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Contractor.”</p>

ITB SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		11 Will you provide a laptop, projector and other audio visual equipment necessary at each training site	The vendor should be prepared to provide a laptop, projector and other audio/visual equipment at each site. Most sites have this equipment but there may be a site that does not.

2. **ITB Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this ITB not expressly amended herein shall remain in full force and effect.