

## **Request for Information (RFI): Technical Assistance/Trainers**

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**Release Date:** May 8, 2020

**Response Date:** June 5, 2020

### **Issued by**

National Rural Transit Assistance Program (RTAP)

### **Background**

The Neponset Valley Transportation Management Association (NVTMA), located in Massachusetts, is under a five-year cooperative agreement with the Federal Transit Administration (FTA) to manage the National Rural Transit Assistance Program (National RTAP). National RTAP provides training and technical assistance resources to rural and tribal transit operators and state RTAP programs nationwide. The program is funded by the FTA as part of the Formula Grants for Rural Areas (Section 5311) program. Since 1987, National RTAP has developed and distributed free training materials and provided technical assistance with the goal of improving mobility for the millions of Americans living in communities with populations under 50,000.

National RTAP's program objectives are to: 1) Promote the safe and effective delivery of public transportation in rural areas and to make more efficient use of public and private resources; 2) Foster the development of state and local capacity for addressing the training and technical assistance needs of the rural transportation community; 3) Improve the quality of information and technical assistance available through the development of training, technology, and technical assistance resource materials; 4) Facilitate peer-to-peer self-help through the development of local networks of transit professionals; 5) Support the coordination of public, private, specialized, and human service transportation services; and 6) Build a national database on the rural segment of the public transportation industry.

National RTAP services include training modules (workbooks, PowerPoints, discs, videos, and online training), various online toolkits, technical briefs, a suite of web-based applications, a robust website, an online Resource Library and staffed Resource Center, webinars, surveys of rural and tribal transit, and a peer-to-peer network. All products and services are provided and distributed for free. For more information about National RTAP, please visit [www.nationalrtap.org](http://www.nationalrtap.org).

National RTAP is issuing this Request for Information (RFI) to solicit proposals from interested and qualified trainers to provide compliance training and technical assistance through in-person workshops, virtual online training and/or webinars to subrecipients of FTA Section 5311,

5311(c), 5311(f) and 5310 funding. National RTAP requests that interested trainers and consultants provide a brief paragraph of their experience providing training and technical assistance to this audience on the topics listed below, including qualifications to provide such training, a comprehensive resume(s), and a brief description of training to be provided. Interested parties should review the attached document for training categories and be sure to fill out the included budget sheet within the document. Completed documents are to be submitted no later than **June 5, 2020 at 5:00 PM EDT**.

### **Compliance Training and Technical Assistance Delivery**

**Deliverables:** The Contractor shall provide at least three (3) annual compliance training courses for rural transit agency staff for each year of the contract. Trainings and technical assistance shall be offered on topics including, but not limited to:

- FTA Certified National Transit Database Training Sessions (49 CFR Part 630)
- FTA Certified Drug and Alcohol Training Sessions (FTA CIRCULAR 9040.1F and 49 CFR Parts 29, 40, 382, 655).
- FTA Certified DBE Training Sessions (FTA CIRCULAR 4704.1)
- FTA Certified Civil Rights/Title VI Training Sessions (FTA CIRCULAR 4702.1 B)
- FTA Certified Transit Asset Management (TAM) Training Sessions (49 CFR Part 625)
- Americans with Disabilities Act (ADA) Training Sessions (FTA CIRCULAR 4710.1)

Compliance trainings will focus on Federal regulations, policy, compliance, reporting requirements and product development pertaining to the following FTA websites:

**NTD:** <https://www.transit.dot.gov/ntd>

**Drug & Alcohol:** <http://transit-safety.fta.dot.gov/DrugAndAlcohol/default.aspx>

**DBE:** <http://www.fta.dot.gov/civilrights/12326.html>

**Title VI:** <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>

**TAM:** <https://www.transit.dot.gov/TAM>

**ADA:** <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/ada-training>

The focus and amount of training and technical support for proceeding contract years will be determined by National RTAP management and staff, biannual State RTAP and Transit Manager surveys, feedback through National RTAP training/workshop/conference evaluations, input from the National RTAP Review Board and new FTA regulations circulars or guidance promoting the implementation of current and future federal transportation authorizing legislation. A fact sheet for the most recent

authorization – the FAST Act – can be found at:

<https://www.transit.dot.gov/funding/grants/fta-program-fact-sheets-under-fast-act>.

Compliance training courses and technical support venues will be advertised through the National RTAP website, calendar, eNews newsletter, and social media sites.

*All compliance training and technical support will either be offered at a physical location or conducted in a webinar/virtual eLearning classroom format for eligible participants to help facilitate broader participation and cost reduction for both participants and National RTAP.*

At the direction of the Contract Manager, the Contractor shall provide a robust annual two or three-day workshop to cover all aspects of FTA compliance required for the FTA Section 5311 Program.

All compliance training courses and technical support shall be conducted at locations selected by National RTAP.

## Budget Form

<b>Direct Labor Cost</b>			
Personnel (name and title)	Hours	Hourly Rate*	Total (Hours x Rate)
Staff Name – Title	____ hrs. @	\$ ____	\$ ____
Staff Name – Title	____ hrs. @	\$ ____	\$ ____
<b>Sub Total – Labor Cost</b>	<b>____ hrs.</b>	<b>N/A</b>	<b>\$ ____</b>

<b>Other Direct Costs (except labor)</b>	
Research	\$
Supplies	\$
Travel	\$
Other Direct Costs (itemize)	\$
<b>Sub Total – Other Direct Costs (except labor)</b>	<b>\$</b>

<b>SUBCONTRACTOR <u>(firm name)</u> Total Cost for Task 1</b>	<b>\$</b>
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**Notes:**

\*Labor rates shall include indirect costs (such as overhead, fringe, and any other items), fee/profit and any other applicable costs to be charged to National RTAP for this agreement.

Add/delete rows to tables above as applicable.

Attach additional Cost Proposal Worksheets for each additional subcontractor, if any.

### **Submitting a Response**

All responses must be submitted to [training@nationalrtap.org](mailto:training@nationalrtap.org) by **June 5th, 2020, 5:00 p.m., Eastern time.**

Responses to this RFI are voluntary. Please do not include any proprietary, classified, confidential, or sensitive information in your response. Submitted information will be considered confidential and will be reviewed by National RTAP staff only. National RTAP will use the information submitted in response to this RFI at its discretion and will not provide comments to any responder's submission.

This RFI is for information and planning purposes only and should not be construed as a solicitation or as an obligation on the part of the federal government, National Rural Transit Assistance Program or any of its partners. No basis for claims against the U.S. Government or any of the organizations listed in the preceding sentence shall arise as a result of a response to this request for information.

### **Inquiries**

Please direct all inquiries to:

Transit Training

National Rural Transit Assistance Program (RTAP)

Email: [training@nationalrtap.org](mailto:training@nationalrtap.org)