

Request for Proposals RFP
#20064R
Early Intervention Statewide Web-Based Training
Amendment #2
Issued March 13, 2023

The following are official modifications, which are hereby incorporated into RFP #20064R: Early Intervention Statewide Web-Based Training.

Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in red text.

The information contained in this amendment prevails over the original RFP language.

Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

4.1.A Maintain and Deliver Existing Early Intervention Training Courses

1. Maintain Existing Training Courses

The DOH has ten (10) self-paced (asynchronous) web-based training courses that are currently available on an LMS. A listing of the current trainings can be found in **Attachment C** of this RFP. The Contractor must continue to make these training courses available to EI stakeholders in an LMS identified by the Contractor and approved by DOH. **The existing self-paced (asynchronous) courses must be available to early intervention stakeholders within 90 days of the start of the contract.**

4.1.B Develop and Deliver New Training Courses

1. Develop and Deliver New Training Courses on Early Intervention Topics

The Contractor will develop and deliver one (1) new live (synchronous) online training course and then make it available on a DOH approved LMS as a self-paced (asynchronous) training course, *per contract year*. The Contractor is expected to develop and deliver the first new training within nine (9) months of the start of the contract.

At the discretion of DOH, the Contractor will be responsible for developing **and delivering** two (2) additional trainings over the life of the contract in addition to the one (1) training per year. The Contractor will develop a total of seven (7) trainings over the life of the contract; one of the two (2) additional trainings will be developed in years 1-3, and the other additional training in years 4-5. Each training is expected to be between four (4), one-hour modules and six (6), one-hour modules. The Department and Contractor will coordinate a schedule prior to the start of the year to set a training development **and delivery** schedule.

Table 1: Sample Training Development and Delivery Schedule

	Topic	Development and Delivery Timeframe
1	Providing Family-Centered Services In-person or via Telehealth	Year 1
2	Families' Rights in the EIP	Year 2
3	Assistive Technology Devices (ATD) and Services	Year 2
4	Relevant EIP Topic to be Determined by DOH	Year 3
5	Relevant EIP Topic to be Determined by DOH	Year 4
6	Relevant EIP Topic to be Determined by DOH	Year 4
7	Relevant EIP Topic to be Determined by DOH	Year 5

4.1.G.1 Learning Management System

The Contractor will identify and use a web-based learning management system (LMS) to deliver live (synchronous) and self-paced (asynchronous) trainings approved by the DOH. **Currently, TalentLMS is being utilized for the Learning Management System (LMS). The awarded Contractor may choose to use the same LMS or another of their choice, but either scenario requires prior approval of the Department before implementation. The approved LMS must be available to early intervention stakeholders within 90 days of the start of the contract.**

6.2 Technical Proposal

Section D.1.C Make-up Plan for Canceled Live (Synchronous) Training Sessions

The Bidder should submit their proposed Make-Up Plan for handling the cancellation of live (synchronous) training.