Hazardous Materials Instructor Training (HMIT)  
RFP #126333216

Questions/Answers

1. **What are the payment terms?**

   Invoices are to be submitted after each deliverable. Net 30 days from invoice submission. Travel expenses can be reimbursed after they are incurred.

2. **Are you willing to pay a deposit to commence work?**

   Minnesota Statute 16A.41 prohibits state agencies from prepaying for goods or services.

3. **What about MSU's ability to cancel the contract at will, for any reason, with 30 days notice. What would happen then, to the intellectual property that I (would have) provided to the project?**

   Any deliverables completed would be considered owned by Minnesota State University. The contractor would be paid for any work that was in process or completed that is associated with an agreed-upon deliverable.

   If I turn over detailed plans and work-in-progress to you and then you cancel the contract "at will" what does this mean for the IP that I have provided?

   The contractor would be paid for any work in progress should the contract be canceled. Work completed and paid for would be owned by Minnesota State University, Mankato.

4. **Am I correct in outlining responsibilities this way:**

   **MASTER TRAINER/LEAD TRAINER**  
   This position -- the subject of this RFP. This person will train Instructor-Trainees.

   That is correct. This position will be the lead trainer for each of the training programs. Purpose of the grant is to train trainers for this curriculum. However, based on enrollment, the Minnesota Department of Transportation has also indicated that non-trainers could also be included in the training.
INSTRUCTOR-TRAINERS
These people will be selected by MSU and the lead/master trainer (this RFP), to provide training to the intended audience -- the HazMat Instructors who will sign up for this training.

That is correct. We are also looking for the master trainer to help coordinate outreach and marketing of this program to potential trainees. While this is not intended to be a primary responsibility of the master trainer, the industry acumen associated with person/organization selected will be a helpful addition to the overall success of the program.

HAZMAT INSTRUCTORS
These people will be the audience and the focus of this grant. The Master/Lead Trainer (this RFP) will aid in selecting and preparing the Instructor-Trainees who will in turn provide training to the hazmat employees who are being sponsored by this federal grant.

There is only one level of training indicated in the grant. That is to conduct a national train the trainer initiative. The grant refers to the eventual outcome of the goal where these trainers will be equipped to train other professionals in the field. That activity is an intended outcome of the program, but is not a part of the actual training included in this RFP.

They essentially include conducting 15 training engagements multiple US cities. The master trainer sought through this RFP will also participate in the curriculum review, work with MSUM instructional designers to update the curriculum and apply technology-based enhancements to the curriculum which follow best in class adult learning principles. The project team will assist in the logistics, work with the contractor on finalizing the curricula.