



Response to Questions on Request for Proposal:

Development and administration of on-line class / technical
training for technicians of acoustic measurements

Sponsoring organization: Institute of Noise Control Engineering of the USA

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This document provides responses to questions about the RFP that were received by March 18, 2022 as stated in the RFP. This document is posted on the INCE-USA website.

- 1) [Will the committee] consider adding all the Federal and military noise standards as well (FAA, FTA, HUD, DOT, FERC, OSHA, MSHA, etc.) to the program?

Response

The initial goal of this program is to start with testing standards that are used in the building industry, which are widely used by various parties throughout the industry. Section 1.1 of the Education Provider proposal states that the structure of this new INCE-USA program is intended to be scalable to allow for additional testing standards, such as those listed and others not mentioned, to be added in the future.

- 2) On Page 13, for bullets # 3 and 4 under 4. Fee Proposal, it says, "...including a working web portal". Does this mean that the proposer will be coordinating web hosting?

Response

Section 1.2 of the Education Provider proposal states that moodle.com is planned to be used for the learning management system for this course. We strongly recommend using Moodle as a course management and hosting service, as other INCE-USA courses are already incorporated into that platform. However, exceptional proposals using other hosting platforms will be considered.

- 3) Under "4 Fee Proposal" it states, "The Completion of the first 10 students to take the course (monthly)". I understand that these benchmarks are open to negotiation, as stated in the paragraph above this bullet point. However, I was wondering about how INCE-USA was imagining this to work. As the content creator, it sounds like INCE-USA is also expecting the proposal to be the teacher behind the content created. We request that INCE-USA expand on how you are imagining this benchmark to work to help us understand more about how INCE-USA was imagining the proposal to continue to be engaged with the class after the course is set up.

Response

The intent of this course is to be asynchronous delivery of the education, such that the Education Provider is not expected to actively manage the course. If the Education Provider anticipates the need to supplement the online course, please elaborate on the scope and fee associated with the approach that is planned in your proposal submission. See Section 2.5.4 in the Education Provider proposal for more details.



- 4) “5.2 Deliverables” list organization charts with Project Manager, Tech Lead, Course Instructors, and production managers and technicians. Do all of these people need to be INCE Board Certified or can just the Project Manager be INCE Board certified and meet the requirements listed in the “5.1 Qualifications” Section?

Response

Section 5.3.1 of the Education Provider proposal requires the date when the INCE-USA Board Certification was obtained by the lead of the project be submitted with the proposal. The Committee expects that either the Project Manager or Technical Lead must be INCE-USA Board Certified in good standing at the time of the proposal submission (no later than April 15th, 2022).

- 5) I had one more follow up questions (sic). We weren’t sure about how to submit our proposal. Our final question is “Will the review committee accept pdf proposals sent via email or do hard copies need to be provided?”

Response

The Committee is seeking the proposals to be submitted as PDF documents with attachments that may include multimedia (videos, etc.) using multimedia players that are commonly available to typical users. All submissions shall be emailed to the INCE-USA Business Office at ibo@INCEUSA.org. If there are large attachments (over 5MB), we highly recommend including a link to a cloud storage service of your choice where the files can be accessed.

- 6) Page 15 of the RFP states, “The Committee may contact any parties or other entity, whether or not included in the applicant’s reference list, and use such information in the evaluation process.” Please clarify whether references are requested as part of our RFP response, as we do not see directions to submit references in 5.2 Deliverables or 5.3 Selection Criteria.

Response

References for candidates’ experience in providing a course with similar educational content are welcome, but not required. To be effective, references shall include the contact name, organization, phone number, email address, and a brief description of how the reference is familiar with the candidates’ experience.

- 7) How should the proposal be submitted?

Response

See the response to Question 5 above.