

Request for Proposal Questions
USGBC of Alabama
1 February 2010

1. The RFP asks for two types of courses, LEED GA and LEED AP. There are 4 different LEED AP exams, BD&C, CI, H, and EB OM. Are you asking for one GA exam prep course, and then one over-arching LEED AP exam prep course that covers all of the specialties?

The LEED AP exam prep class would be for BD&C. If the Contractor has other prep classes available now or will in the future, please explain how/if you would like to include those in your class schedule. The Chapter has not researched the viability of holding other types of exam prep classes in each region; although after the award of the Contract the Chapter will be willing to work with the Contractor to assess the needs in each region. In addition, as stated in the "Course Descriptions" section, the Chapter is open to working with the Contractor on developing and implementing other program types.

2. The RFP states in the "course description" that the teaching space will be selected by the chapter. Later on, under "locations" it states that finding and coordinating the location is the contractor's responsibility. Please clarify.

It is ultimately the Contractor's responsibility to find and coordinate the locations for the exam prep classes. The Chapter, along with the regional Branches, will help, when able, in locating free and/or lower cost venues for the exam prep classes.

3. Is there a target length for these presentations, or is that up to the discretion of the contractor?

The *Chapter Guidelines for LEED Professional Exam Study Groups* has a sample structure as listed below. This is only a sample session structure; provide a structure that best meets your financial requirements and the Chapter's educational needs (1-day, 2-days, half days, etc.). The Chapter Guidelines document has been added to the website.

SAMPLE SESSION STRUCTURE

Study sessions are a combination of facilitated, peer-to-peer discussion and personal study. The total program includes 4 hour of facilitated group study sessions and 20 hours per month for each study teams. Study teams will be assigned in Session One and should be comprised of 3-7 persons to maximize learning. The study teams meet weekly outside the facilitated sessions for 10 hours the first two weeks and an additional 10 hours the second two week period.

Facilitated Session One (1-2 hours)

The first session should be one hour and provide an opportunity for the group to meet. During this session, the facilitator outlines the procedures, study agenda, expectations and criteria, organizes study teams, outlines the learning objectives and gives assignments. After this initial session, participants will meet informally in study groups.

Facilitated Session Two (1-2 hours)

The second session should be scheduled about two weeks later. This session should include a facilitated discussion of what was learned through private study assignments since Session One. This is also an opportunity for the facilitator to adjust the study teams if necessary and realign the study content and expectations for the following weeks.

Facilitated Session Three (1-2 hours)

The third and final session at the end of the month is organized where each study team shares what the group members studied and learned. Each participant would be expected to provide input into their study team's report.

4. This is written as an "all or nothing" contract, for one contractor to provide all 12 courses. Is that set in stone? Particularly when you get out of the broad world of LEED GA and into the specialties, different contractors may be better qualified than others to address each content area. I understand that it's easier for the chapter to just administer one contract, but wanted to bring this idea up for consideration.

Please see the response for question number 1 regarding which LEED AP exam type should be covered in the Contractor's proposal. It is up to the Contractor's discretion to partner with other organizations to meet the requirements of this RFP. All parties involved in the exam prep classes shall be listed in the proposal.