

Section 1.02 and 1.04

How many total comprehensive training summits and Special Training Sessions are expected to be held each year? What is the difference between a comprehensive training summit and a Special Training Session? What services would be offered at both comprehensive training summits and Special Training Sessions? What services would be offered at a comprehensive training summit that would not be offered at a Special Training Session? What services would be offered at a Special Training Session that would not be offered at a comprehensive training summit?

- **3 comprehensive trainings per grand division (firm number)**
- **Up to 3 special trainings (possible, see bottom comment regarding price proposal)**
- **Comprehensive training will be a full day summit with financial literacy training, lunch, personal finance training and exhibitors.**
- **Special trainings will likely be an abbreviated version held at required teacher in-service training consisting of only the financial literacy training.**

Section 1.04 mandates a maximum of three additional Special Training Sessions per year per Grand Division of the state. Are these in addition to the comprehensive training summits outlined in section 1.02, or in place of them?

- **These trainings are in addition to the comprehensive trainings.**

What is the desired number of comprehensive training summits per year per Grand Division of the state? What is the desired number of Special Training Sessions per year per Grand Division of the state?

- **3 comprehensive trainings in each Grand Division of the state.**
- **A possibility of a maximum of 3 special trainings in each Grand Division.**

Section 2.09

What is desired number of webinars that will be provided each year? What sort of content is expected to be delivered via webinar? Will these webinars be offered in addition to the comprehensive training summits and Special Training Sessions, or in place of one or more of them? What is the desired time length for a webinar?

- **Webinars are not a required part of the contract but the commission would like to see it explored for future possibilities.**

Pro Forma Contract, p. 8 – 9

Section A.1.p requires that the contractor will provide to the TNFLC, among other things, the personal email addresses of each teacher who attended a summit. Given that no one can require a teacher to hand over personal information, this might be a concern. Also, Section A.5.b only asks for an email address, without specifying what sort of email address it should be. What is the appropriate email address that should be used for reporting summit activities? Is a work email address considered an adequate substitute for a personal email address?

- **As the commission will be handling registration, the TNFLC will collect email addresses. Should the contractor be in the position to collect additional email addresses, work or personal email addresses will be adequate.**

Pro Forma Contract, p. 8

Section 2.16 of the Objectives section of the document requires that reports be submitted to the TNFLC monthly. Sections A.4.a and A.4.b requires reports be submitted to the TNFLC monthly or as needed. What is the appropriate frequency of reports to be submitted to the FLC?

- **The contractor will submit monthly reports to the TNFLC providing that training activity has occurred within the given month. The TNFLC reserves the right to request additional reports as needed.**

Pro Forma Contract, p. 10

Section C.4. stipulates that the contractor shall not be compensated for travel, etc. Does this include travel to and from comprehensive training summits and/or other events contracted by the TNFLC?

- **Travel Compensation. Compensation to the Contractor for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time.**

The Contractor must include (in addition to other invoice requirements of this Contract) a complete itemization of travel compensation requested in accordance with and attaching to the invoice appropriate documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations."

Pro Forma Contract, p. 11

Section C.5.b.3 indicates that the invoice submitted to the TNFLC for services rendered by the contractor shall not include shipping charges. Does this include shipping charges for Financial Fitness for Life curriculum to be delivered to the contractor or other location in order to facilitate training at a summit or other session?

- **Shipping costs should be built into the per summit cost proposal.**

TNFLC Comments:

- **A separate per summit cost proposal should be provided for the special summits as the frequency of such summits has not been determined.**