



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM #2

RFP NO.: RFP-0185
ADDENDUM NO.: 2
RFP ISSUE DATE: March 19, 2018
ADDENDUM DATE: March 29, 2018
OPENING DATE: April 10, 2018
TITLE: Commercial Drivers License Training

The following information is provided in response to questions submitted by potential Offerors:

1. Section 2 of the RFP states that the Offeror must provide instruction using the KCTCS curriculum as outlined on the attached document (Attachment A).
 - a. However under Section 6 Permits, Licenses, Taxes and Commonwealth Registration, it states the Offeror shall procure all necessary permits and licenses and abide by all applicable laws. Is the curriculum that is required by KCTCS the same as what is required to be a licensed CDL school under the Ky Commission of Proprietary Education (Commission)?
 - i. **KCTCS colleges are not required to be licensed under the KY Commission of Proprietary Education.**
 - b. Is the Offeror required to be licensed by the Ky Commission of Proprietary Education to perform this training “staff augmentation” service for the KCTCS system at their colleges, using their curriculum and having Offeror instructors approved to meet SAC accreditation requirements?
 - i. **No, you would not have to be licensed by the commission to provide instruction for KCTCS. You will be required to provide KCTCS with instructors who meet the SACS criteria. KCTCS will assist you in that process.**
2. Is this program currently in operation, and now you are looking for a new/alternative supplier?
 - a. **This program is currently in operation. KCTCS is soliciting responses to review the current market.**
3. How many active locations are there in the current program?
 - a. **Currently there are five (5) active colleges, with the potential for change.**
4. How many students went through the program in 2016 and 2017?
 - a. **Approximately 191 students attended the program in 2016, with 127 in 2017.**
5. Can you please provide more detail on the Required Courses you’ve identified? May an outline of the course, the classroom contact hour requirements, the hands-on driving requirements, etc. be made available?
 - a. **Please see “Attachment A” accompanying this document.**

6. Will the vendor be able to use the facilities at the various campuses for the classroom portion of the training?
 - a. **Yes, upon discussion and agreement of the college.**
7. Are there adequate facilities on campus to conduct the behind-the-wheel exercises, or will the vendor be responsible for finding its own off-campus location(s)?
 - a. **Colleges can lease off campus locations for this, at their sole discretion, and are usually a minimal distance from the campus.**
8. Based on the suspected length of these classes, is the program eligible for public funding such as Pell Grants, etc.
 - a. **Financial Aid recruitments of students and any associated funding will be the responsibility of the KCTCS.**
9. Are there any recommendations/restrictions on the student-Instructor ratio for classroom and/or behind-the-wheel training?
 - a. **The student-teacher ratio should be no more than 30-1 in the classroom, 6-1 on the range and 3-1 in the truck.**
10. As part of an internship, does KCTCS currently have relationships with trucking companies, or will it be the responsibility of the successful Offeror to place students into internships?
 - a. **The KCTCS college will assist students in job placement.**

All other terms, conditions & specifications remained unchanged.

Offerors should acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

RFP No.: RFP-0185
Title: Commercial Drivers License Training
Opening Date: April 10, 2018 4:00 PM EST

Name of Firm: _____

Signature: _____

ATTACHMENT A

For example use only Course Syllabus

TRU100: Truck Driving

Tractor Trailer, CDLA I

Catalog Number: TRU100
Course Title: Truck Driving
Credit Hours: 6

Course Description: Prepares students to drive tractor trailer trucks, apply their knowledge of commercial driving regulations, prepare receipts for loads, maintain truck logs according to state and federal regulations, load and unload trucks, inspect trucks and their equipment.

Text and Supplies:

- Tractor-Trailer Driver Handbook/Workbook, 4th Edition
- Official Driver's Daily Log
- Federal Motor Carrier Safety Regulations Pocketbook
- Motor Carriers' Road Atlas

Course Competencies: Upon completion of this course, a student achieving a passing grade will be able to demonstrate proficiency in the following areas, to a degree commensurate with the grade level received. Students will be able to ...

1. Drive truck and trailer according to federal laws and regulations of the trucking industry
2. Complete a driver's daily log and hours of service recap
3. Perform minor maintenance on truck and trailer
4. Handle hazardous materials in accordance with federal and state laws
5. Shift transmission at proper RPM and PMH
6. Perform a pre-trip inspection
7. Read road atlas and choose safest and shortest route to destination
8. Couple and uncouple tractor and trailer
9. Perform four backing maneuvers: straight line, live side parallel, alley dock and blind side parallel
10. Control truck and trailer safely under city and urban/rural conditions

Students who achieve a passing grade should also be able to ...

1. Complete the program of independent study.
2. Pass a basic skills test with 80% accuracy.
3. Pass a road test with 80% accuracy.
4. Complete employment applications.
5. Demonstrate safe operating practices.

Outline:

- I. Classroom
 - a. CDL Preparation
 - b. Driver's Daily Log
 - c. Trip Planning
 - d. Federal Motor Carrier Safety Regulations
 - e. Fuel Conservation
 - f. Road Atlas
- II. Range
 - a. Couple and Uncouple
 - b. Pre-Trip Inspection
 - c. Straight Line Backing
 - d. Parallel Parking (Sight Side and Blind Side)
 - e. Forward Stop

- f. Backward Stop
 - g. Alley Dock
 - h. Vehicle Maintenance
- III. Street
- a. Put the Vehicle in Motion
 - b. Up-Shift
 - c. Down-Shift
 - d. Right Turn
 - e. Left Turn
 - f. Up-Grade Driving
 - g. Down-Grade Driving
 - h. Intersections
 - i. Visual Search
 - j. Speed and Space Management
 - k. Emergency Maneuvers
 - l. Accident Prevention and Reporting
- IV. Night Operation

Course Structure: This class consists of approximately 40 hours of classroom instruction and 120 of on-the-yard and on-the-road training for a total of 160 hours. Demonstration, lecture, and hands-on experience are included in this training.

Course Requirements and Evaluation: The student must pass a Department of Transportation physical exam and drug screen, meet the requirements for commercial drivers as set forth in the Federal Motor Carrier Regulations, and have an acceptable driving record.

Course Component Values	
Workbook	3500 points
Exams 1-2	300 points
Coupling and Uncoupling	100 points
Vehicle Inspection	100 points
Backing Skills	100 points
Total Points Possible	4200

The student's grade will be determined by combining scores from the classroom, range, road, pre-trip, and independent study. The score for each section will be computed by dividing the total number correct by the total number possible to derive a percentage score.

Note: A score of 80% or greater is required on the CDL test by the Federal Motor Carrier Safety Administration to receive college credit for this course.

Grading Scale	
A	90% and above
B	80% - 89%
C	70% - 79%
D	60% - 69%
E	Below 60%