

OES Online Training Conversion

Scope of Services

The Ohio Department of Transportation's (ODOT) Office of Environmental Services (OES) maintains an extensive environmental training program. To make our training classes more accessible and efficient, OES is seeking a consultant to assist in converting many of these classes to an online format as well as develop additional (new) online training courses and update previously created courses.

Background:

ODOT-OES requires that consultants be prequalified to conduct environmental work on ODOT projects. To ensure that ODOT staff and prequalified consultants understand the environmental laws and ODOT's policies and procedures for environmental compliance, OES offers a series of training courses. Traditionally, these training courses have been held in person and range from half a day to a week in length. OES' objective is to increase efficiency and improve the training experience by offering training courses in an online format. This would provide environmental training to ODOT staff, LPAs, and consultants in a more cost effective and efficient manner. The selected consultant must be familiar with our environmental training courses and environmental program.

The services provided will include:

- Using Storyline E-Learning Software:
 - Convert existing in person training courses into an online format
 - Create new online training courses that previously were not offered as in person training courses
 - Update existing OES online training courses
- Trainings must:
 - Follow ADA guidelines
 - Follow ODOT's branding guidelines
 - Reference existing training materials (slides, handouts, etc.) provided by OES
 - Reference OES manuals and guidance documents
- The consultant will be responsible for:
 - Review for completeness of files
 - Quality assurance review of files
 - Work in cooperation with OES and ODOT's Local Technical Assistance Program (LTAP) staff in the development of training materials
 - Completion of weekly and monthly status reports, detailing status of all active projects
 - Meet with OES staff weekly to review training materials

Qualifications

- The consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.
- The price proposal shall consist of a statement from the consultant that they have a clear understanding of the scope of services. The proposal shall also include the names and starting hourly rates of the personnel doing the work and beginning consultant overhead rate, plus the average ODOT overhead rate to calculate net fees.

- A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, beginning overhead rate, average ODOT overhead rate to calculate net fees; and, all services and unit prices shall also accompany the proposal.
- Consultant must be familiar all of ODOT-Office of Environmental Services environmental training courses.