

LTAP eLearning Training Updates

Scope of Services

The Ohio Department of Transportation's (ODOT) Office of Local Programs (OLP), via the Ohio Local Technical Assistance Program (LTAP) Center, provides an extensive online training program, with curriculums focused on various technical areas within ODOT. These courses have made our available training more accessible and efficient for the transportation community. We are seeking assistance with updating some of our courses, based on technical changes in content and length of time since original publication.

Background:

LTAP provides over 750 different eLearning courses for Ohio's Local Public Agency (LPA) community. These courses include various subjects which are required in order for LPAs to apply for and receive Federal project funding. The courses also include prequalification training for the consultant and contractor community in Ohio who seek to perform work for ODOT and LPAs. Traditionally, these training courses were held in-person and ranged from a half (1/2) day to multiple days. Our customers have stated that the eLearning format is much more conducive to training completion. The selected consultant must be familiar with LTAP's catalog of training courses and the target course audiences.

The services provided will include:

- Using Storyline (or Lectora) eLearning software to:
 - Convert existing eLearning training courses to an updated format
 - Incorporate subject matter changes into the existing modules
- Trainings must:
 - Follow ADA guidelines
 - Reference technical training information shared by subject matter experts and/or LTAP
 - Reference manuals and guidance documents as appropriate for the technical area

- The consultant will be responsible for:
 - Reviewing files for completeness
 - Quality assurance review of files
 - Work in cooperation with LTAP and subject matter experts in updating of training materials
 - Providing bi-weekly status reports, detailing status of all active projects
 - Meeting with LTAP staff and subject matter experts weekly to review training materials under redevelopment

The consultant shall maintain a project cost accounting system that will segregate costs for each task.

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 include the hourly labor rates for various employee classifications that may be used, consultant overhead rate and cost of money rate.

This information shall also be provided by all subconsultants on a transmittal letter from the subconsultant addressed to the prime consultant.