

## **Request for Qualifications**

# **GENERAL ADMINISTRATIVE AND TECHNICAL SERVICES**

for

WESTERN ALLIANCE FOR QUALITY  
TRANSPORTATION CONSTRUCTION  
(WAQTC)

January 1, 2007

**WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION**  
**Request for Qualifications**  
**General Administrative and Technical Services**

**SUMMARY SHEET**

1. Project Number: WAQTC 06-001
2. Location: Varies
3. Requested Services: General Administrative and Technical Services as outlined in **Appendix C: Scope of Work.**
4. Source(s) of Funding: FHWA Pooled Fund TPF-5(064)
5. Project Administrator:

Tim Biel, P.E.  
Chair, WAQTC Executive Committee  
Box 148290  
4501 South 2700 West  
Salt Lake City, Utah 84119-5998  
801-965-4859  
[tbiel@utah.gov](mailto:tbiel@utah.gov)

6. Project Manager:

Garth Newman  
Recorder, WAQTC Executive Committee  
Western Alliance for Quality Transportation Construction  
PO Box 7129  
Boise, ID 83707-1129  
[Garth.Newman@itd.idaho.gov](mailto:Garth.Newman@itd.idaho.gov)

7. Advertisement Dates: January 22, 2007 through March 16, 2007
8. Statements of Qualifications (SOQ's) Due Date: **March 16, 2007**

Fourteen (14) copies of the SOQ's shall be delivered to the project administrator, address above, no later than close of business (5:00 PM) on **March 16, 2007**.

Please direct all questions regarding this advertisement and the associated submittals to either the Project Administrator or Project Manager, contact information above.

**SOQ's will not be accepted after the 5:00 PM deadline.**

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9. Type of SOQ Required: In accordance with “Western Alliance for Quality Transportation Construction Guidelines for Preparing Statement of Qualifications” Appendix A.

The Statement of Qualifications has a maximum page-limit of **FOUR** pages.

10. WAQTC Executive Committee Meeting: Monday, April 2<sup>nd</sup>, 2007.

11. Optional Oral Interviews Date: Most RFQ selections will be based on the SOQ scores. However, if the Executive Committee determines it is necessary to have interviews in order to make a selection, interviews will be scheduled based on availability of the Executive Committee members, likely in April, 2007.

12. Notice to Proceed Date: Will be given after selection and negotiations are complete.

13. Completion Date: Annually, based on notice to proceed.

**CONTRACTOR SELECTION SCHEDULE**

<b>Date</b>	<b>Day</b>	<b>Action</b>
January 22	Monday	Distribution by Committee Members/Advertisement of RFQ in newspapers/publications
January 22	Monday	Posting of RFQ on WAQTC website
March 16	Friday	Statements of Qualifications are due at 5:00 PM
April 2	Monday	WAQTC Executive Committee Meeting
TBD	TBD	WAQTC Contractor Selection Interviews
TBD	TBD	Contractor Selection

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**ADVERTISEMENT**

NOTICE OF CONTRACTOR SERVICES

The Western Alliance for Quality Transportation Construction (WAQTC) is seeking the services of a qualified Contractor to perform general administrative and technical services, including training development and support, curriculum analysis and qualification program support for materials testing for 11 western states.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available Monday, January 22, 2007 and may be obtained from the Western Alliance for Quality Transportation Construction Web site [www.waqtc.org](http://www.waqtc.org). **The deadline for submitting the Statement is 5:00 PM on Friday, March 16, 2007.** The right is reserved by the WAQTC to reject any and all Statements of Qualifications.

January 22, 2007

Western Alliance for Quality Transportation Construction  
Timothy D. Biel  
Chairman

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Introduction - See **Appendix C**, which includes:

- Scope of Work (Objectives and Tasks)
- WAQTC Furnished Items

Project Dates:

Contractors are required to meet the dates set for the **optional** oral interviews and negotiation meeting. Contractors are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Contractor shall be responsible to ensure that all personnel proposed under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of WAQTC standard practices.

The Contractor is expected to complete the form, *Proposed Key Personnel to Be Used on WAQTC Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract, including any expected subcontractor personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Contractors list personnel on Appendix B *Proposed Key Personnel to Be Used on WAQTC Project* Form, the Contractor is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Payment for Services Criteria:

Payments will be made based on invoices for work performed. Contractor will be required to submit invoices to Project Administrator or Project Manager for review and approval. Approved invoices will be forwarded to Pooled Fund Manager for payment.

Applicable Federal and State Regulations:

The Contractor shall conform to all applicable state and federal regulations.

Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Contractor will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by the WAQTC Project Manager as soon as the contract is approved and signed by all parties and returned to the WAQTC Project Manager.

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Required Statement Contents:

The Statement from the Contractor should contain the information identified in the attached *Guidelines for Preparing Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement will be evaluated by a WAQTC Executive Committee in accordance with the criteria described in the *Guidelines for Preparing Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Contractor. The WAQTC assumes no liability for any costs incurred by Contractors throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Western Alliance for Quality Transportation Construction, are treated as privileged documents, and are disposed of according to WAQTC policies, including the right to reject all statements. The statement of the successful Contractor shall be open to public inspection for a period of one year after award of the contract. Statements of Contractors who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another contractor.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Contractor as a result of working on this contract, shall be delivered to and become the property of the WAQTC. Upon termination of the contract, all files, documents, etc. will be turned over to the project administrator or project manager. Approval of final payment will not be given until all materials are turned over.

*Note: All exams developed and utilized within the WAQTC program are confidential and distribution of exams without approval of the Project Administrator or Executive Committee will be grounds for termination of the contract and possible legal action.*

Contractor and/or Corporate Logos or Branding

Contractor and/or corporate logos or branding identification may not be displayed in documents or products produced for WAQTC.

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## **Appendix A**

### **Guidelines for Preparing Statement of Qualifications**

#### **INTRODUCTION**

These guidelines were developed to standardize the preparation of a Statement of Qualifications (SOQ) by Contractors for services on a project. Submitting a SOQ is the beginning of the selection process and is used as the basis for selecting or for short listing Contractors. If the WAQTC determines interviews are necessary prior to selection, Contractors will be invited to an interview by the WAQTC.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Contractors and submitted to the WAQTC. Preparing a SOQ instead of a detailed proposal reduces the time requirements for the Contractors and simplifies the review process for WAQTC personnel.

#### **SOQ SECTIONS**

**The Statement of Qualifications should contain the following sections in the order listed:**

1. Introductory Letter
2. Project Team
3. Capability of the Contractor
4. Appendix B

#### **SOQ EVALUATION CRITERIA**

1. **Introductory Letter** – The introductory letter should be addressed to:

Tim Biel, P.E.  
Chair, WAQTC Executive Committee  
Box 148290  
4501 South 2700 West  
Salt Lake City, UT 84119-5998

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the WAQTC.

Include the mailing and e-mail addresses and the phone number of the primary contact person for this contractor selection process in the introductory letter.



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**No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

2. Project Team -- The Executive Committee will evaluate how well the qualifications and experience of the members of the project team relate to the specific project. The WAQTC recommends the following information be provided.
- Describe the qualifications and experience of key personnel on your project team. Include personal SOQ's for each member of your project team. Personal SOQ's are limited to 1 page maximum, and are not considered part of the 4 page limit for overall SOQ.
  - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet may include the following. Note: Columns may be combined in order to meet the font size and margin requirements.
    - Name of Project Manager
    - Year
    - Type of Project
    - Project Location
    - Project Description
    - Cost Estimate
    - Services Performed
    - Client
    - Reference Contact and Telephone Number

A maximum of **40** points is available for this section. Up to 20 points will be awarded based on the Administrative Experience of the Project Team Members. Up to 20 points will be awarded based on the Technical Experience of the Project Team Members, with primary emphasis on experience in materials testing and inspection.

3. Capability of the Contractor – The Executive Committee will evaluate the Contractor's capability to perform the work.
- Describe your firm's knowledge and experience with WAQTC practices and procedures.
  - Describe your firm's organizational approach to perform the work. Address both administrative and technical responsibilities.
  - Describe any unique qualifications your firm has to perform this type of work.
  - Describe your firm's internal quality and cost control procedures.

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A maximum of 40 points is available for this section. Up to 20 points will be awarded based on the Organizational and Quality Control Capabilities of the Contractor. Up to 20 points will be awarded based on the Technical Capability of the Contractor.

4. Cost Evaluation - Provide hourly rate for each of the proposed personnel, categorizing primary personnel work function as management, administrative or technical.

A maximum of 20 points is available for this section.

5. Location - A maximum of 10 bonus points will be awarded to Contractors located within 100 miles of the main administrative offices of one of the WAQTC Member states.

5. Appendix B - The Contractor is expected to complete the form, *Proposed Key Personnel to Be Used on WAQTC Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract. **The completed form must be included in SOQ's but will not count as one of the allowed pages.**

When Contractors list personnel on Appendix B *Proposed Key Personnel to Be Used on WAQTC Project* Form, the Contractor is agreeing to make the personnel available to complete work on the contract at whatever level the project requires. Replacements of Key Personnel must be pre-approved by Project Administrator or Project Manager.

### SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the WAQTC's Executive Committee.

1. **Fourteen (14) SOQ Copies** (Number sequentially from one to ten on the upper right hand corner of the Introductory Letter.)
2. **Black & White Only** (Exception: Letterhead may be in color.)
3. **8½ x 11 Paper Only** (Refer to No. 11 of SOQ Format Requirements for further details.)
4. **One (1") Margins** (Exceptions: Contractor Name/Logo and Page Headers/Footers may be within margin)
5. **Size 10 Font** (Size 10 or greater font everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced.)
6. **Charts, Graphs, and Pictures** (Optional and Counted as Page(s))
7. **Staple Upper Left Corner**
8. **Page Headers/Footers (May be within 1" Margins)** (Include Project Number, Project Location/Description, and Current Date.)

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9. **No Additional Front or Back Page Allowed** (Introductory Letter Is Top Page).  
10. **Appendix B is required.** (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Statement of Qualifications. **A one-point penalty will be assessed for each applicable violation of the above (#1 through #10) format requirements for a maximum 10-point penalty per SOQ.**

11. **Four (4) Page Maximum** (Introductory Letter and Appendix B do not count towards the page maximum.)

A page is defined as a single-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

The Introductory Letter and Appendix B will not count towards the page maximum.

**Any SOQ that exceeds the four-page maximum may be disqualified and may not be reviewed by the Executive Committee.**

#### WAQTC EXECUTIVE COMMITTEE

The Executive Committee will be comprised of representatives from the current WAQTC Member states. The Executive Committee members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Executive Committee may then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

Most RFQ selections will be based on the SOQ scores. However, if the Executive Committee determines it is necessary to have interviews in order to make a selection, the members will develop the format of the interviews in the Executive Committee Meeting by completing the *Interview Format Worksheet*.

#### SELECTION INTERVIEWS

If the WAQTC Executive Committee determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

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**“SELECTING BY CONSENT” PROCESS**

The final selection process will be performed using the “Selecting by Consent” (SBC) process.

The SBC process is a scoring process that aids the Executive Committee in developing the final ranking of contractors through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Executive Committee Meeting. After the interviews are conducted, the Executive Committee scores each segment and question by consent. Consent is defined as the willingness of all Executive Committee members to accept a decision reached by a collaborative process. The final selection ranking of contractors is based on the final scores developed by the Executive Committee.

**SUMMARY**

The Statement of Qualifications (SOQ) should be clear, concise, and it should provide the WAQTC's Executive Committee Members with an understanding of the Contractor's ability to undertake and complete the proposed project in a thorough and timely manner.

# Appendix B

## Proposed Personnel to Be Used On WAQTC Project

Name	Title	Certifications	Education

Include all key personnel who are proposed to work on WAQTC project including sub-contractors. Add additional pages if needed.

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## **Appendix C**

### **A. SCOPE OF WORK**

#### Purpose

This contract will provide for supportive services for the development and refinement of a training and qualification program for construction inspection and materials testing technicians by the Western Alliance for Quality Transportation Construction (WAQTC), a cooperative technology transfer effort of multiple western states and FHWA. The WAQTC also promotes modifications and refinements to current AASHTO methods and procedures, through a combined effort. This contract will provide support and coordination for the tasks involved with these modifications.

#### Background

In the mid 1990's, several western state and federal highway agencies recognized the need to have qualified materials test technicians and laboratories conducting acceptance testing and inspection on materials purchased and incorporated into transportation projects. This organization of highway agencies was formed as the WAQTC, which produced five technician training and qualification modules for use within their organizations. Current member organizations include Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington highway agencies and the FHWA Western & Central Federal Lands Highway Divisions. WAQTC is actively seeking to expand beyond the current member agencies.

The WAQTC is dedicated to improving the quality of transportation products and services through a comprehensive Technician Training and Qualification Program (TTQP). The TTQP provides member organizations a variety of training materials organized into modules and qualification testing exams that are developed and maintained by an independent organization. The training is based on AASHTO Materials Testing procedures or on proposed procedures being considered for standardization.

The WAQTC is also dedicated to the improvement of AASHTO specifications through reviewing, revising and championing improvements through the AASHTO Subcommittee on Materials. This involves the creation of draft updates to AASHTO specifications in AASHTO format, and the distribution of those updates to appropriate members of the SOM for review and comment.

The successful bidder on this proposal will provide administrative support and coordination of the WAQTC operating body while also providing technical expertise for the development and maintenance of the training materials and exams for qualification. Expertise will be required in the development and implementation of adult learning in continuing education training. In addition, technical expertise will be provided in the highway engineering field of construction and materials testing that will be applied to the evaluation of proposed changes to testing procedures or processes. The contractor may be asked to represent the WAQTC at meetings and conferences.

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The work is established in the following identified Tasks:

**Task A: Administrative Support of WAQTC Operations**

- Task A1. Facilitate strategic plan implementation and operations procedures updates
- Task A2. Prepare and manage annual WAQTC work plan
- Task A3. Coordinate & facilitate semiannual meetings of the Executive Committee
- Task A4. Coordinate & facilitate meetings of the Qualifications Advisory Council (QAC)
- Task A5. Maintenance of WAQTC Website
- Task A6. Newsletter
- Task A7. Maintenance of email list-serv
- Task A8. Draft Document Review for format and style.
- Task A9. Action Item Tracking and Facilitation

**Task B: Technical Expertise provided for training materials maintenance & development**

- Task B1. Lead and facilitate the Maintenance of Training Materials and be the technical lead with instructional materials design
- Task B2. Facilitate the Development of new modules Training Materials and be the technical lead with instructional materials design
- Task B3. Conduct Reciprocity Audits of DOT programs
- Task B4. Development of presentation materials

**Task C. Travel Reimbursement**

Technical Requirements/Criteria:

All materials and electronic files must be provided using Microsoft suite of software (i.e. MS Word, MS Excel, MS PowerPoint) except when noted otherwise. Acrobat Reader PDF documents may be accepted for materials that are not to have content modified.

Printed copies of all materials will conform to the established standards of WAQTC (Administrative Manual, instructional supplies, Exams, etc.)

## **B. Work Task Descriptions**

TASK A: Administrative Support of WAQTC Operations

**Task A1. Facilitate strategic plan implementation and operations procedures updates**

The contractor will be required to coordinate the WAQTC Strategic Plan development during the first year of the contract and thereafter maintain the plan as it may be revised. The WAQTC Executive Committee members will provide the primary inputs and goals for organization into the plan. It is anticipated that the strategic plan will include the development of four (4) new modules by the year 2008 and will be identified in the strategic plan. An annual review and update of the strategic plan will be facilitated by the contractor.

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The WAQTC Administrative Manual will be updated on an annual basis by the contractor, or as directed by the Qualifications Advisory Committee (QAC) or the Executive Committee (Administrative Manual available for review). Facilitate review by the QAC and other representatives of member organizations via various meeting formats, hard copy reviews, or e-mail as appropriate.

The Strategic Plan and the Administrative Manual will be published on CD and printed for distribution to member organizations and also published on the WAQTC Website with revisions published or posted accordingly

Deliverables: WAQTC Strategic Plan & Administrative Manual

**Task A2. Prepare and manage annual WAQTC work plan**

The contractor shall coordinate the development of the annual goals and work schedule of the WAQTC based on a long-range strategic plan that will be established in the first year of the contract. Recruitment and retention of member organizations and the enhancement of existing agency qualification programs will be integral to the work plan.

The contractor shall develop an annual program of meetings for the Executive Committee and the Qualifications Advisory Committee as appropriate. It is anticipated to continue the historical practice of holding one QAC meeting annually and two semiannual Executive Committee meetings in the spring and fall that are identified in Tasks A3 and A4.

The contractor shall coordinate with the QAC to schedule and facilitate the review and revisions as needed of training materials for modules on an annual basis. The training materials shall incorporate adult learning principles and methodologies and shall be prepared in the standardized WAQTC format. The technical content of the material will be reviewed by members of the QAC for accuracy and correctness prior to publication.

The contractor will be required to coordinate with and assist in the management of contracts that WAQTC may enter into for the development of new training materials.

Deliverables: Annual work plan

**Task A3. Coordinate & facilitate semiannual meetings of the Executive Committee**

The contractor will establish a fall meeting location (city) arrange accommodations (meeting space and hotel arrangements for travelers), refreshments, and audio visual equipment for a meeting of approximately 15 to 20 people, and secure a meeting room for a second meeting held in conjunction with the WASHTO Construction & Materials meeting in the spring of each year by coordinating with the WASHTO host agency. The contractor will be required to prepare and distribute letters of invitation to the meeting approximately three months in advance of the proposed date; coordinate invitational travel authorizations and approval of vouchers in accordance with FHWA guidance; and prepare a final accounting of invitational travel expenses paid from the Pooled Fund Project. Facilitation of the meetings will include preparing an agenda at least two weeks prior to the meeting, attendance at the meeting, taking notes of action items identified at the meeting, and preparing minutes of the meeting for distribution within three weeks of the meeting.

Deliverables:

1. Two meetings held annually and meeting minutes prepared, distributed and posted on website within 21 days
2. Documented accounting of invitational travel expenses paid.



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**Task A4. Coordinate & facilitate meetings of the Qualifications Advisory Council (QAC)**

The contractor will establish a meeting location (city) arrange accommodations (meeting space and hotel arrangements for travelers), refreshments, and audio visual equipment for a meeting of approximately 10 people. The contractor will be required to prepare letters of invitation to the meeting approximately 3 months in advance of the proposed date, coordinate invitational travel authorizations and approval of vouchers in accordance with WAQTC Executive Committee direction, and prepare a final accounting of invitational travel expenses. Duties of facilitating the meetings include preparing an agenda at least two weeks prior to the meeting, attendance at the meeting, taking notes of action items identified at the meeting, and preparing minutes of the meeting for distribution within three weeks of the meeting.

Deliverables:

1. Meeting held annually and meeting minutes, distributed and posted on website within 21 days,
2. Documented accounting of invitational travel expenses paid.

**Task A5. Maintenance of WAQTC Website**

The contractor will be required to assist in the regular maintenance of the WAQTC website ([www.WAQTC.org](http://www.WAQTC.org)) located on FHWA Western Federal Lands Division server in Vancouver, WA by providing electronic files.

The materials for training courses and the qualification exams will be provided to the FHWA WFLHD webmaster to be placed on the website as downloadable files. All approved meeting minutes and other general WAQTC program information of concern will be updated at least quarterly, contact names of member agency personnel will be updated as changes are reported.

Deliverables: Electronic files for downloading, display, or archiving on the website

**Task A6. Newsletter**

The contractor will develop a semiannual publication to keep member organization personnel, personnel holding WAQTC certificates of qualifications, and other interested parties informed of WAQTC initiatives and activities. The newsletter may consist of articles and graphical information determined appropriate by the contractor and the WAQTC Coordinator. It is anticipated that a minimum size will be three sides of an 8½"X11" page. Maintenance of an accurate and up to date mailing list will be required on a semi-annual basis. The newsletter will be posted on the website with historical issues archived for viewing.

Deliverables: Two newsletters each year

**Task A7. Maintenance of email list-serv**

The contractor will maintain a list-serv of current emails for the Executive Committee and QAC Committee. Maintenance of an accurate and up to date email list will be required on a semi-annual basis.

**Task A8. Draft Document Review for format and style.**

The contractor will review draft documents produced by members of the Executive or QAC committees for compliance with appropriate format and style requirements, specifically WAQTC and AASHTO formats. Contractor will edit and correct documents as necessary and directed.

**Task A9. Action Item Tracking and Facilitation**

Contractor will track and follow-up on assignments and action items given to members of the Executive and QAC committees to facilitate timely completion.

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**TASK B: Technical Expertise provided for training materials maintenance & development**

**Task B1. Lead and facilitate the update and modification of existing Training Materials and be the technical lead for design of instructional materials**

The contractor will be responsible for revisions to the existing WAQTC instructional and testing materials under the direction of the QAC. The work will consist of coordinating reviews and suggestions for revisions of all training module material by member agency personnel or by individuals holding WAQTC qualification. Development will consist of preparing classroom materials and instructor guides that conform to WAQTC **standards** (sample materials are available for review).

Classroom materials may consist of but are not limited to; participant training workbooks, instructor manuals, MS PowerPoint presentations, demonstration videos, various demonstration aids, and secure Qualification Exam questions. In addition, Training Evaluation forms, instructor & lab proxy qualification checklists, and personnel qualification certificates (wall & pocket sized) may be required.

Training modules and qualification Exams revisions required will be prioritized in the annual work plan and may be requested by the Executive Committee.

Final materials will be submitted in electronic format on CDs (or other approved electronic storage format) and at least one printed copy.

*Deliverables:* Revised Training Module materials with associated Qualification Exams in accordance with the process identified in the WAQTC Administrative Manual

**Task B2. Facilitate the Development of new Training Materials modules and be the technical lead for design of instructional materials**

The contractor will be responsible for working with third party contractors to develop new modules of WAQTC instructional and testing materials under the direction of the QAC. The work will consist of coordinating reviews and suggestions for revisions of proposed training module material by member agency personnel or by individuals holding WAQTC qualification and conducting reviews to assure that classroom materials and instructor guides conform to WAQTC **standards** (sample materials are available for review).

Classroom materials may consist of but are not limited to; participant training workbooks, instructor manuals, MS PowerPoint presentations, demonstration videos, various demonstration aids, and secure Qualification Exam questions. Training Evaluation forms, instructor & lab proxy qualification checklists, and personnel qualification certificates (wall & pocket sized) may be required.

Training modules and qualification Exams revisions required will be prioritized in the annual work plan and may be requested by the Executive Committee. It is anticipated that up to four new modules to be developed using this task.

*Deliverables:* Reports of review with recommendations prepared of each new Training Module materials with associated Qualification Exams.

**Task B3. Conduct Reciprocity Audits of DOT programs**

The contractor will develop a program of auditing the WAQTC member organizations to ensure that the qualifications criteria are being adhered to within the program and technicians receiving WAQTC qualification are being properly trained & tested. An Auditing Program Manual will be developed in the first year of the contract and used to pilot two audits in lieu of conducting a full program of audits. Audit reports will be presented to the Executive Committee for approval and posted on the website for

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information. It is anticipated that a two-year cycle for the audit program is needed resulting in an average of 6 audits conducted per year. Additional or supplementary qualifications required by member agencies that are more stringent than WAQTC qualifications will be identified.

Methods of auditing may include the following but not limited to these options:

- a. Desk audit of Qualification Statements
- b. Practical evaluation of state program administration
- c. Evaluation of effectiveness of the agency program

Deliverables:

1. Auditing Program Manual,
2. Individual audit reports
3. Annual summary evaluation of audits

**Task B4. Development of presentation materials**

The contractor will be required to develop presentation materials on the WAQTC program as needed for oral or paper presentations to member organizations as directed for use by personnel from member organizations. Presentations may include organizational recruiting or program marketing efforts, technology transfer opportunities, annual activity reports, or technical presentations on training modules and test methods/procedures and may include issues related to the operations and benefits of WAQTC.

Deliverables: Custom presentation materials on CD in MS Powerpoint, MS Word, MS Excel and/or HTML format.

**TASK C: Travel Reimbursement**

**Task C. Contractor Paid Invitational Travel**

The contractor will be required to arrange travel and lodging for Executive Committee Meetings and Qualification Advisory Committee meetings and subsequently will reimburse the travelers for reasonable costs in accordance with GSA travel regulations. The contractor will be reimbursed the combined amount of all costs paid out after a review and approval by the Project Administrator or Project Manager for each event that has invitational travel authorized.

Deliverables:

1. Pay individual travelers
2. A full accounting of paid invoices/vouchers for each authorized traveler for each event.

**C. WAQTC Furnished Items**

- WAQTC Bylaws, Administrative Manual, and Program Requirements (available online at the WAQTC Web site [www.waqtc.org](http://www.waqtc.org) under "Publications")
- Example of Training Module Materials (available online at the WAQTC Web site [www.waqtc.org](http://www.waqtc.org) under "Publications")
- List of member organizations contacts (available online at the WAQTC Web site [www.waqtc.org](http://www.waqtc.org) under "Publications")
- WAQTC world wide web page address (see WAQTC Web site [www.waqtc.org](http://www.waqtc.org))
- GSA 2003 Travel Regulations and Per Diem Rates (see <http://www.gsa.gov/Portal/browse/channel.jsp?channelId=-9838&channelPage=/channel/default.jsp>)