

Introduction

The American Association of State Highway and Transportation Officials (AASHTO) provides value to our member state departments of transportation through a variety of training and development opportunities that strengthen the transportation workforce of today and equip leaders of the future. Among other learning platforms AASHTO provides and facilitates, the following current leadership development courses offer transportation professionals knowledge and skills at various stages throughout their career:

- **National Transportation Management Conference (NTMC)**--provides emerging managers in departments of transportation the skills they need to make the transition from technical to management responsibilities. In a four-day series of workshops held in various locations across the country, participants are introduced to the tools, techniques and best practices needed for effectively managing people and projects.
- **National Transportation Leadership Institute (NTLI)**—provides enhanced leadership skills to middle managers and above who are generally regarded as high potential employees. The course is a thirteen-day immersive experience with subject matter ranging from management fundamentals to advanced and sophisticated concepts designed to supplement technical expertise oriented to highway and transportation department operations. Participants engage in self-analysis, group discussions, problem-solving and other activities to enhance management skills. Participation is limited to those who are selected through an application process.
- **National Transportation Advanced Leadership Institute (NTALI)**—offers a unique senior executive four-day experience in Washington, D.C. with exposure to emerging national policy insights, Congressional staff, and USDOT leadership. Participants should be senior transportation leaders interested in developing post-graduate level knowledge and understanding of organizational and executive transportation leadership skills and federal policy. Participation is limited to those who are selected through an application process.

Additional course descriptions and supporting materials are provided in Appendix A.

These current leadership development courses are administered through separate agreements with different providers. It is the desire of AASHTO to contract with a single provider to harmonize and modernize AASHTO's leadership development series to ensure alignment with the changing workforce needs of our member state departments of transportation.

Considerations:

- Courses should build on each other and create a curriculum of life-long leadership development with common themes, approaches and language.
- Courses should attempt to pay homage to the longstanding traditions of renowned AASHTO leadership training while looking to the future.

- Changes in workforce composition are imminent, including retirement of the Baby Boomer generation, and Millennials entering into management positions with fewer years of experience. Emotional intelligence and other soft skills training remain critical.
- Rapid changes in technology, culture, and the workplace are prompting need for different skill sets and expertise, requiring different management approaches.

AASHTO invites bidders to submit proposals to this Request for Proposals for the **American Association of State Highway and Transportation Officials Leadership Development Series**.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the close of business March 6, 2020 to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aaashto.org. AASHTO will strive to answer questions and post those answers on the AASHTO website (and by email to prospective bidders) as an amendment to the RFP by close of business March 13, 2020. Offers must be sent by email to Mr. Strat Cavros no later than 4:00pm EDT May 15, 2020.

AASHTO contemplates entering into a 5-year firm fixed price agreement (by completed course) for acquiring services on the basis of administration, development and delivery of curriculum in AASHTO's leadership development series as outlined below.

Outline of Services to be Provided

The following define the services and products anticipated under the contract.

General

Across all courses in the series, the contractor will secure meeting space and arrange for lodging for participants. Lodging should be within close proximity to the sessions and every attempt should be made to secure lodging at the prevailing federal rate. Determination of meals to be included with each session will be negotiated with selected bidder and cost of meals should not be included in proposal. All participants will be employees of AASHTO member departments, including associate members, and the US Department of Transportation. The contractor will also be responsible for coordinating the application submittal, review, and selection process with AASHTO leadership and facilitating course registration. Course content should be reviewed with AASHTO leadership annually.

AASHTO Management Institute (Currently National Transportation Management Conference)

Contractor will conduct 4 days of training content at no less than 5 geographically diverse locations throughout the United States per year. Number of participants should not exceed 50 per session. Tuition shall include all instructional costs and materials. Participants are responsible for the costs of their own transportation and lodging.

AASHTO Leadership Institute (Currently National Transportation Leadership Institute)

Contractor will conduct one course each year. Duration of course to be proposed by bidder. Up to three options with applicable content and cost may be proposed. Number of participants should not exceed 50 per course. Tuition shall include all instructional costs and materials. Participants are responsible for the costs of their own transportation and lodging.

AASHTO Executive Institute (Currently National Transportation Advanced Leadership Institute)

Contractor will conduct one, four-day course each year in Washington, DC. Number of participants should not exceed 30 per year. Contractor will coordinate agenda closely with AASHTO Policy and Government Relations staff for Congressional and USDOT exposure. Tuition shall include all instructional costs and materials. Participants are responsible for the costs of their own transportation and lodging.

Contract Administration

The contractor shall submit invoices to AASHTO within 30 days following the completion of each course. The invoice shall be accompanied by a summary of the sessions and all participant feedback.

Technical Proposal Content

The bidders' technical proposal shall be no more than 20 pages and include the following information:

- Name, contact information, and description of organization's interest in and qualifications for providing this service
- Listing and short biographies of proposed instructors
- Sample curriculum for each level of training
- Suggested locations for sessions to be held for level one and level two sessions
- Description of approach to be taken to administer, develop, conduct, review, modify, and update curriculum, including any possible subcontractor arrangements

Cost Proposal Content

The bidders' cost proposals shall be no more than 2 pages and include the following information:

- Cost summary and signature of proposing official
- Detailed methodology of costs
- Estimates of annual cost increases and related methodology

Proposal Ranking/Selection Criteria

The following criteria will be used to make award to the successful bidder in descending order of importance:

- Technical approach
- Qualifications of institution/firm/organization/ and proposed instructors
- Cost