



RFP No. FY25-292 - Update Commercial Driver License (CDL) Test System Audit Curriculum

Questions & Responses

1. The RFP does not ask for resumes or bios for the principal investigator or any key personnel. Should offerors provide this information, either within the Technical Solution section of Volume 1, or in an appendix?
Answer: Please provide any additional details that you believe to be relevant and or beneficial to the bid in the appendix.
2. Can AMMVA please provide either a not-to-exceed budget amount or an approximate number of hours for this project?
Answer: AAMVA expects the bidder to submit a proposal based on the documentation provided. The level of effort should be based upon the materials related to the modernized test system and the current (2005 test system audit curriculum) audit program. Both sets of documents are available to all bidders.
3. Does AAMVA anticipate the three in-person meetings will be held at AAMVA's headquarters or hosted by the selected awardee? If hosted by the selected awardee, should the budget include travel expenses for AAMVA and FMCSA attendees?
Answer: AAMVA expects the winning bidder to provide travel expenses for their staff and participants only. AAMVA will provide funding for its own staff and Jurisdictional participants. FMCSA is responsible for providing funding for any staff they see fit to participate.
4. Will AAMVA provide the awardee with any documentation not publicly available (e.g., through AAMVA, Code of Federal Regulations, State Driver License Agencies, etc.) or otherwise unable to be obtained by the awardee due to the proprietary nature of the documents?
Answer: Yes. AAMVA will provide any guidance or best practice materials related to current jurisdictional working groups and the FMCSA liaison is responsible for FMCSR documentation.
5. Task 6 is broken down into 2 parts (a. prepare courseware and final draft materials for field testing in 2 jurisdictions, and b. conduct pilot testing after successful field testing). Does sub-task a. also include actually conducting the field testing, or simply preparing the materials?
Answer: AAMVA expects the winning bidder to be present during the field test to monitor the use of the project created materials and make necessary adjustments/corrections. Pilot testing the audit program will be conducted by a selected jurisdiction with user feedback expected as part of the process. AAMVA does not expect selected contractor to be present for the pilot test.
6. For Task 6, does AAMVA have pre-determined field test jurisdictions selected, or should the awardee plan to seek out these locations in coordination with AAMVA?



Answer: The awardee can expect to be part of the field test location selection process as part of participating in both in-person and any virtual meetings held with the jurisdictional working group.

7. May Highway Safety Services respond to this RFP, even though our President, Brett Robinson was a former employee of AAMVA from 1996-2005 and is currently a subcontractor to AAMVA projects?

In RFP No FY25-292 Update CDL Test System Audit Curriculum, Section 5.1 RFP Exhibit B: Certifications and Assurances it states "In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document."

Our company, Highway Safety Services would like to respond to this RFP. The President of Highway Safety Services (HSS), Brett Robinson, will be working on this proposal and project, if awarded. He worked for AAMVA from 1996 – 2005. Since 2005, Mr. Robinson through HSS has continued to assist AAMVA as a subcontractor to revise the Certified Commercial Examiner training materials, CDL Train-The-Trainer training materials, and the original CDL Test System Audit Curriculum. Mr. Robinson through HSS was also responsible for the project to develop the 2022 Modernized CDL Testing System. Mr. Robinson continues to serve as the lead instructor for the AAMVA CDL Train-the-Trainer courses and CDL Modernized Update Courses. Mr. Robinson is very familiar with the Modernized CDL Testing System and materials for training driver license examiners/third-party testers, trainers, and auditors. In this capacity, may HSS respond to this RFP?

Answer: Yes, they may bid if a former employee is included as a SME (subject matter expert) as the RFP was created and worked on by current AAMVA staff only. There was no outside assistance used during the creation of this RFP.

8. May Highway Safety Services respond to this RFP if we propose to utilize Kevin Lewis, a former AAMVA employee as a subcontractor on the possible contract?

Mr. Kevin Lewis retired from AAMVA December 31, 2023. HSS has utilized Kevin Lewis as a subcontractor for projects related to driver education and training, and if possible, we would like to utilize his expertise in this proposal and project. We are uncertain if his prior duties related to the preparation of this RFP. In this capacity, may HSS utilize Kevin Lewis as a subcontractor in response to this RFP?

Answer: Yes, they may bid if a former employee is included as a SME (subject matter expert) as the RFP was created and worked on by current AAMVA staff only. There was no outside assistance used during the creation of this RFP.