

RFP 200-25-84004 Excavator Damage Prevention Training In-Person Scope of Work Attachment K

Training Parameters—In-Person Scope of Work

Presentation

The respondents shall deliver a PowerPoint presentation to each assigned excavator undergoing training. The PowerPoint presentation, developed and owned by the Indiana Utility Regulatory Commission (IURC), shall be provided to the respondent for instruction. The respondent must present the content in a professional, dynamic, and engaging manner, ensuring active participation from trainees throughout the session.

The respondent shall adhere strictly to the content of the PowerPoint presentation, refraining from introducing personal opinions or external material. However, the respondent may tailor the presentation in real time to enhance its relevance to the specific audience. In explaining the slides, the respondent may reference their industry expertise while complying with all legal interpretations of Indiana 811 law as determined by the IURC.

Each presentation shall have a duration of 60 to 90 minutes. If the respondent requires clarification regarding IC 8-1-26, other statutes, or IURC regulations, they must consult the IURC for guidance.

Testing

Upon completion of the PowerPoint presentation, the respondent shall administer a test to all trainees. A bank of test questions must be developed by the respondent and submitted to the IURC for approval.

The respondent shall generate a 20-question examination from the approved question bank, either manually or using software procured at their own expense. The test may be conducted in either paper-based format or electronically, contingent upon prior approval by the IURC. The respondent shall be responsible for grading all examinations.

A minimum passing score of 75% is required. Trainees who do not achieve this threshold must schedule additional training sessions until a passing score is attained. The respondents shall review all incorrect answers with trainees and maintain indefinite records of the test results, providing such records to the IURC upon request.

Live Case Study Review

Prior to conducting a case study review, the respondent shall examine the details of the excavation damage case that resulted in the violation. The IURC will furnish all necessary case-related documentation.

RFP 200-25-84004 Excavator Damage Prevention Training

In-Person Scope of Work

Attachment K

The respondent shall discuss the circumstances surrounding the violation with excavator trainees, either before or after delivering the PowerPoint presentation. During this review, the respondent must analyze operator and excavator reports, outlining the specific actions that led to the violation. The respondent must ensure comprehensive understanding of the investigation findings and legal implications.

Further, the respondent shall evaluate the underlying business practices that contributed to the violation and assess whether modifications to standard operating procedures are warranted. Leveraging their industry expertise, the respondent shall provide recommendations for revising excavation protocols, operational practices, or safety measures to mitigate future infractions.

In instances where an excavator disputes the respondent's assessment, all discussions must be conducted in a calm, professional manner. The respondent shall focus on assisting the excavator in comprehending the case details and implementing improved safety protocols, without rearguing the case.

The case study review shall extend for a duration of 30 to 60 minutes, depending on the complexity of the violation.

Location

All training sessions shall be conducted within the State of Indiana.

The respondents shall provide a training venue within 50 miles of the excavator's principal place of business, at their own expense. Alternatively, the excavator may opt to provide a venue or consent to travel beyond 50 miles to an agreed-upon location for training. Training sessions may also be conducted at the excavator's premises.

Scheduling

Training shall typically be conducted separately for each excavator company, with no restriction on the number of trainees per session. However, multiple companies may be trained concurrently, provided the total number of attendees does not exceed 15. If more than 15 individuals are scheduled to participate, the respondent shall arrange separate training sessions.

The respondent must maintain an active email account, telephone number, and website to facilitate training session scheduling.

Within 30 days of an order requiring training, the respondent shall initiate contact with the excavator to arrange a suitable training date. Training availability must include a minimum

RFP 200-25-84004 Excavator Damage Prevention Training

In-Person Scope of Work

Attachment K

of one Saturday per month and at least four evening sessions per month, scheduled based on excavator needs.

Collection of Training Fees & IURC Payment

The respondent shall collect the excavator training fee before conducting training. The fee may be adjusted by the IURC on a case-by-case basis.

All training fee proceeds, minus payment system fees, shall be remitted to the IURC no less than once per month. The respondent must provide an itemized record of payment system fees upon remittance.

The IURC shall compensate the respondent with a flat fee for each training session completed, irrespective of the number of companies trained simultaneously. In addition, mileage expenses for in-person training shall be reimbursed based on federal mileage rates. The respondents shall submit invoices and mileage reports on a monthly basis for reimbursement.

Training Fees & Mileage

- **Flat Fee:** The respondent shall submit a bid specifying a flat fee per completed training session, inclusive of a detailed breakdown of associated costs.
- **Mileage Reimbursement:** The IURC shall reimburse mileage expenses at the federal rate for privately owned vehicles. Current reimbursement rates can be accessed at GSA mileage reimbursement.

Training Progress Reports

The respondent shall submit biweekly progress reports to the IURC, detailing:

- Case number
- Name of the trainee company
- Training completion date
- Number of attendees
- Whether training was conducted in person or virtually
- Name of the instructor leading the training

An excavator shall not be deemed compliant with training requirements until its trainees have successfully completed training, passed the examination, and remitted payment to the respondent in full.

RFP 200-25-84004 Excavator Damage Prevention Training In-Person Scope of Work Attachment K

Committee Attendance

The respondent shall make every reasonable effort to attend the monthly **Utility Pipeline Protection Advisory Committee (UPPAC)** meetings and provide oral updates.

Additionally, the respondent shall attend the following meetings upon request:

- **Indiana Damage Prevention Council meetings** (summary email to be sent to IURC staff upon request)
- **Stakeholder meetings**
- **Other damage prevention-related meetings**

Succession Planning

The respondent shall designate a successor—an individual or entity approved by the IURC—to assume training responsibilities in the event the respondent ceases operations.

Additional Information

- The respondent may request a copy of the current training PowerPoint presentation.
- The Commission approves approximately 50 training courses per month.
- The IURC cannot guarantee a minimum or maximum number of training assignments.
- Given the IURC's preference for in-person instruction, virtual training fees shall exceed in-person training costs.