

RFP 200-25-84004 Excavator Damage Prevention Training
Virtual Scope of Work
Attachment L

Training Parameters—Virtual Scope of Work

Presentation

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

The respondent shall strictly adhere to the content of the PowerPoint presentation and shall not introduce personal opinions or additional materials beyond the provided content. However, the respondent may tailor the presentation in real time to enhance its relevance to the specific audience. When explaining the slides, the respondent may reference their industry expertise while ensuring compliance with all legal interpretations of Indiana 811 law as determined by the IURC.

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

Testing

Following the completion of the PowerPoint presentation, the respondent shall administer an examination to all trainees. The respondent shall develop a comprehensive bank of test questions, which must be 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 examination may be conducted in either hard-copy format or electronically, subject to prior approval by the IURC. The respondent shall be responsible for grading all examinations.

A minimum passing score of 75% is required. Trainees who fail to achieve this threshold must schedule additional training sessions until a passing score is attained. The respondent shall review all incorrect responses with trainees and retain indefinite records of test results, providing such records to the IURC upon request.

Live Case Study Review

Prior to conducting a case study review, the respondent shall thoroughly examine the details of the excavation damage case that led to the violation. The IURC will provide all relevant case documentation.

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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 resulted in the violation. The respondent shall ensure a comprehensive understanding of the investigation findings and legal implications.

Additionally, the respondent shall evaluate the underlying business practices that contributed to the violation and assess whether modifications to standard operating procedures are warranted. Drawing upon their industry expertise, the respondent shall propose recommendations for revising excavation protocols, operational practices, or safety measures to prevent 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, refraining from re-arguing the case.

The case study review shall have an estimated duration of 30 to 60 minutes, depending on the complexity of the violation.

Location

Training sessions shall be conducted within the State of Indiana. Under this scope of work, all training sessions shall be conducted virtually.

The respondents shall facilitate training through a widely available software platform of their choosing, at their own expense. The respondent shall verify that each individual trainee has access to a personal device equipped with a camera, and both the trainees and the respondent shall remain on camera for the entirety of the training session.

For virtual training sessions, the respondent shall employ interactive engagement techniques, such as posing questions, facilitating discussions, and implementing real-time participant involvement strategies. The IURC retains the authority to request modifications to the virtual training policies to further enhance excavator participation.

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.

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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 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 prior to conducting training. The fee may be modified 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 fee for each completed training session, irrespective of the number of companies trained simultaneously. Additionally, the IURC shall reimburse the respondent for mileage expenses incurred for in-person training sessions. The respondent shall submit invoices and mileage reports monthly for reimbursement.

Training Fees

- **Flat Fee:** The respondent shall submit a bid specifying a flat fee per completed training session, inclusive of a detailed breakdown of associated costs.

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

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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.

Committee Attendance

The respondent shall make every reasonable effort to attend 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 should they cease training operations.

Additional Information

- The respondent may request a copy of the current training PowerPoint presentation.
- The Commission approves approximately 50 trainings 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.