The following questions were raised and are answered below:

1. Has an advisory board been formed?
   a. If yes, will the list be provided?
      
      Answer: No, an advisory board has not been formed yet. It will be formed after the contract has been awarded.

2. Does UNLV require specific syllabi formatting?
   
   Answer: Yes, there is a template that is required for all continuing education courses. It is not necessary to have it in the formatting until after the contract has been awarded. It will be provided to vendor prior to the first class offering.

3. Page 19 – Curriculum Requirements 2nd paragraph 3rd bullet indicates the need for a pilot certificate. Does that refer to the remote pilot certificate?
   
   Answer: Yes, the course will need to prepare students to pass the Part 107 knowledge exam for the Remote Pilot Certificate.

4. Page 20 – Instruction Requirements
   
   a. “Hold all requisite certifications and licenses to provide instruction” – Is a teaching certificate required?
      
      Answer: No. The expectation is that the instructor will have the certifications and licenses to operate equipment they are training with and they must have expert knowledge on the curriculum.
b. How do I get information about the CE instructor training?

**Answer:** After the contract is awarded, we will work with the vendor to get instructors trained by UNLV Continuing Education. It will require each instructor to participate in approximately 1.5 hours of online training in subjects like FERPA Laws, Title IX, and Instructor Handbook Training.

5. Will there be any prerequisite(s) for course applicants?

**Answer:** No

6. Clarification of submission documents:

- 1 original hardcopy of the Technical Proposal
- 1 original hardcopy of the Bid Response Form (Section F pdf attachment)
- 1 original hardcopy of the Pricing Proposal with Section E Pricing/Royalty Fee Response Form
- 3 copies (hardcopy) of the Pricing Proposal with Section E
- 1 CD with the Technical Proposal, Bid Response Form, and Pricing Proposal on it

**Answer:** Refer to page 1. Sealed proposals must include, one (1) original and one (1) electronic copy on CD of flash drive, and only one (1) Pricing Response Form is required.

7. Clarification of Pricing/Royalty Fee Response Form:

- Along with this form, which only specifies the price per student, the response should include a breakdown of costs for curriculum materials, instruction, equipment, and facility?

**Answer:** The price per student should be inclusive of any curriculum materials, instruction, equipment and facility. The pricing can be broken down for clarification on how the pricing was determined.

- The price per student is based on the assumption of 20 students per session?

**Answer:** The total price can be based on the assumption of 20 students per session, however, if the price per student will vary depending on the number of students enrolled, that needs to be specified as well and the minimum number of students needed in each session.

8. Clarification of Terms and Conditions Section L – Ownership:

- Our pricing methodology is radically different between “work for hire” and exclusive use license, as we carry the risk and burden for course creation. It is the proposer’s choice to provide a response as “work for hire” or as “exclusive use license”?

**Answer:** The Materials developed by the successful Proposer will remain the property of the successful Proposer with use permissions granted to UNLV and end users.

- If yes, will that impact the evaluation and decision-making process?

**Answer:** See answer above.

9. Clarification of Terms and Conditions Section A – Insurance:

- What is the applicability of automobile liability insurance for the resulting contract?
Answer: Automobile insurance is requested when the contractor will be using a vehicle on UNLV campus.

10. All Instructors must complete the UNLV Continuing Education Instructor Training. Is this provided by UNLV, or is there a cost incurred by the contractor? What is the length of this training? When is it scheduled?

Answer: After the contract is awarded, we will work with the vendor to get instructors trained by UNLV Continuing Education. It will require each instructor to participate in approximately 1.5 hours of online training in subjects like FERPA Laws, Title IX, and Instructor Handbook Training. There is no cost to the contractor for this training.

11. Is UNLV requesting a proposed course schedule or only the proposed hours of required instruction? If a proposed schedule, can the proposer submit multiple schedule options within the same proposal?

Answer: We are just looking for proposed hours at this point. We will work with the contractor to decide on mutually agreeable dates and times once the contract is awarded.

12. Is there a way to not relinquish IP and avoid royalty fees? We would like to hold onto the IP.

Answer: See answer to question 8.

ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS OF THIS REQUEST FOR PROPOSAL REMAIN THE SAME.