

REQUEST FOR INFORMATION (RFI)  
NYS Compliant Sexual Harassment Prevention Training  
Issued by the Business Services Corporation of the Capital Region Chamber

The Business Services Corporation (BSC), the for-profit subsidiary of the Capital Region Chamber, is seeking information from Chamber member organizations who are currently providing New York State (NYS) Compliant Sexual Harassment Prevention Trainings to individuals and/or organizations outside of their organization. The BSC is seeking this information in an effort to

- Identify members that are providing this type of training,
- Determine how the training is being delivered, and
- Assess the feasibility of the BSC proceeding with a request for proposals (RFP) that will identify a Chamber member to partner with for the purpose of offering NYS Compliant Sexual Harassment Prevention Trainings to Chamber members.

The RFI is being sent to all members under the business code "Attorneys or Lawyers, Human Resources, Insurance, Payroll, Training Programs" within the Chamber's membership database.

Please note, only those that respond to the RFI will be notified if a RFP is issued.

A. Interested organizations should respond with the following information:

1. Name of Organization, Address, Contact Person (including email address and phone number).
2. A brief description of your organization.
3. Methods for delivering the NYS Compliant Sexual Harassment Prevention trainings, i.e., in-person, online, webinars (live and/or pre-recorded)
4. Length of each training
5. Level of training provide, e.g., manager and supervisor, staff training, etc.
6. Credentials/experience of the developer/presenter of each method of training
7. Is a Certificate of Completion provided to the organization and/or the individual when training is complete?
8. Cost of training methodology. Is cost based on a per capita participation or is it on a fee basis, tailored to the needs of the organization?

B. If you are delivering online training, please answer the following:

1. Is the online training offered on-demand or at a scheduled time?
2. How do individuals of an organization register for the online training?
3. What are the minimal technical requirements needed to run the online training, e.g., internet speed, software required, etc.?
4. How does your online training meet the interactive requirement of the NYS law?
5. How do you report back to the employer the results of those that have completed the training?

Please also respond to the following:

- The Chamber currently maintains a resource list for members regarding this type of training. Would your organization like to be included on this list? If so, please provide the following information by separate email to Jennifer Sims at [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com). (Organization Name, Contact Name, Phone Number, Email Address, Website)

Responses to the RFI are due via email to Jennifer Sims at [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com) by 4 p.m. on Friday, February 8, 2019. Only those that respond to the RFI will be notified if a RFP is issued.

Questions regarding this RFI are to be e-mailed to Jennifer Sims at [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com) by noon on Monday, February 4, 2019. Verbal questions will NOT be accepted. Answers will be posted online at <https://capitalregionchamber.com/news/request-for-information-rfi-nys-compliant-sexual-harassment-prevention-training/> by Wednesday, February 6, 2019. No individual responses will be sent.

#### Timeline Overview:

RFI Issued: Tuesday, January 29, 2019

Questions regarding RFI accepted until Monday, February 4 at noon. Submit questions electronically to [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com)

Answers posted at <https://capitalregionchamber.com/news/request-for-information-rfi-nys-compliant-sexual-harassment-prevention-training/> by Wednesday February 6, 2019

RFI due by Friday, February 8, 2019 via email to [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com)

Thank you.

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This is a request for information (RFI) only. This RFI is issued solely for information and planning purposes, it does not constitute a Request for Proposal (RFP) or a promise for an RFP in the future. The Business Services Corporation is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that neither the Business Services Corporation nor the Chamber will pay for any information or administrative costs incurred in response to this RFI.