



June 14, 2023

TO: All Bidders under **RFQ No. 23-3003806 Computer Training Services**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Quotes (RFQ) No. 23-3003806 Computer Training Services, is hereby amended as follows:

1. The Request for Quotes due date has been extended to **Tuesday, June 20, 2023 at 5:00 p.m. EST.**
2. Questions were received, and the responses are provided below:

a.	<p>Question: Is it mandatory to provide both virtual & on-site training or can we submit a proposal for only virtual training?</p> <p>Answer: You may submit a proposal for virtual training only, however the ideal responder will provide the County both options.</p>
b.	<p>Question: For classroom training the capacity is for 12 students, what is the maximum number of students proposed for virtual?</p> <p>Answer: The County considers all proposed training models with each responders proven success track record in the selection process, however, historically the County has maintained 12 as the capacity in both virtual and in-person training environments in support of an effective learning environment.</p>
c.	<p>Question: How do we propose the quote for onsite & virtual separately should we repeat the quote form twice?</p> <p>Answer: The quote form has been revised to allow distinction between the virtual and in-person training models. See the attachment to this addendum.</p>
d.	<p>Question: We have been delivering the classes under the 8 hours, just making sure that falls under this. If we split and the instructor has to return, there is a separate charge.</p> <p>Answer: Responders should provide a quote for a one-day session and/or a two-day session. As stated on the Quote Form, sessions that are 8 to 16 hours will be a two-day session. Anything less than an 8-hour session will be a one-day session. The Quote Form has been revised to allow responders to enter the</p>

	proposed number of hours for a one-day or two-day course. See the attachment to this addendum.
e.	<p>Question: If the County cancels a course at least three business days prior to the scheduled session, the vendor shall not charge the County.</p> <p>Answer: Correct; however, the County will consider the successful responder(s) individual cancellation policy in support of a positive impact for both the County and the needs of the successful responder(s).</p>

3. It is the responsibility of each bidder to ensure that they are aware of all addenda issued under this RFQ. **Please sign and return this addendum.** You may email Angel Frazier at amfrazier@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.

4. All other conditions remain in full force and effect.

Angel Frazier

Angel Frazier
 Procurement Agent
 Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

**ATTACHMENT C
REVISED QUOTE FORM
Computer Training Cost Schedule**

Organization:					
Physical Address:					
Mailing Address:					
Point of Contact:					
Best Contact Number:					
Submitted By:					
Date:					
ITEM NO.	COURSE	COURSE TYPE	HOURS PER COURSE	COST PER CLASS SESSION	COST PER VIRTUAL SESSION
MICROSOFT OFFICE					
1.	<u>Excel</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
2.	<u>Word</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
3.	<u>PowerPoint</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	

ITEM NO.	COURSE	COURSE TYPE	HOURS PER COURSE	COST PER CLASS SESSION	COST PER VIRTUAL SESSION
4.	<u>Outlook</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
5.	<u>Access</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
6.	<u>Project</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
7.	<u>Publisher</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
8.	<u>SharePoint</u>				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	

ITEM NO.	COURSE	COURSE TYPE	HOURS PER COURSE	COST PER CLASS SESSION	COST PER VIRTUAL SESSION
9.	OneDrive				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
10.	OneNote				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
11.	Teams				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	
12.	Visio				
	Beginner	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Intermediate	1-Day Course		\$ _____	\$ _____
		2-Day Course		\$ _____	\$ _____
	Advanced	1-Day Course		\$ _____	\$ _____
2-Day Course			\$ _____	\$ _____	

NOTES TO RESPONDER

NOTE #1: Each session will have a targeted minimum of 8 participants, unless otherwise requested or approved by the County.

NOTE #2: Each class will be 2 to 16 hours in length. 8 to 16-hours sessions will be a two-day commitment, unless otherwise approved by HRMS designated authority.

REFRESHER/ CUSTOMIZED TARGETED COURSES				
ITEM NO.	COURSE	# OF HOURS PER COURSE	COST PER CLASS SESSION	COST PER VIRTUAL SESSION
13.	Excel		\$ _____	\$ _____
14.	Word		\$ _____	\$ _____
15.	PowerPoint		\$ _____	\$ _____
16.	Outlook		\$ _____	\$ _____
17.	Access		\$ _____	\$ _____
18.	Project		\$ _____	\$ _____
19.	Publisher		\$ _____	\$ _____
20.	SharePoint		\$ _____	\$ _____
21.	OneDrive		\$ _____	\$ _____
22.	OneNote		\$ _____	\$ _____
23.	Teams		\$ _____	\$ _____
24.	Visio		\$ _____	\$ _____
25.	Microsoft Shortcuts/Tips		\$ _____	\$ _____
26.	Teams Productivity Apps		\$ _____	\$ _____
VENDOR SUGGESTED COURSE(S)				
Suggested Course			\$ _____	\$ _____
Suggested Course			\$ _____	\$ _____
NOTES TO RESPONDER				
<p>NOTE #3: The Department of Human Resources and Merit System (HRMS) may request refresher or customized courses. Examples of courses are located within Attachment B.</p> <p>NOTE #4: Other courses offered by your organization may be added for consideration for County inclusion in the vendor suggested course section.</p>				