



July 18, 2019

TO: All Bidders under **RFQ No. 19-3003696 Computer Training Services**

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

ADDENDUM NO. 1

Request for Quotes (RFQ) No. 19-3003696 Computer Training Services, is hereby amended as follows:

1. The Request for Quote due date has been extended. Quotes are due on Tuesday, July 23, 2019 at 5:00 p.m.
2. Questions were received, and the responses are indicated below:

1.	<p>Question: The proposed term seems to have a typo. What is the actual proposed term?</p> <p>Answer: The proposed term is August 16, 2019 to June 30, 2021.</p>
2.	<p>Question: Please confirm if the term of Net 30 is after each individual course, or after all the classes have been delivered to 400 students at the end of the term.</p> <p>Answer: Payment shall be Net 30 after successful completion of each individual course and submittal of an undisputed corresponding invoice.</p>
3.	<p>Question: Will the computer being supplied by the government already have the software installed? If yes, what version of Microsoft office is being used currently (Office 365 or Desktop, Office 2013 or Office 2016)? For a class, is there a minimum number of students?</p> <p>Answer: The County's training computers have Microsoft Office 2016 and 365 software installed. The target number of students is a minimum of eight (8) per class. Minimum requirement exceptions for the number of participants in a class are at the County's discretion.</p>
4.	<p>Question: The requirements state that the quote should be inclusive of certificate costs. Is this referring to the certification exams? Is testing required? Should testing be delivered on-site or do you want exam vouchers issued to the students for them to test on their own?</p> <p>Answer: The requirements quote should include a "Certificate of Course Completion" for each employee who successfully completes the training. Testing is not required but vendor competency assessments are encouraged.</p>

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5.	<p>Question: Would DeKalb County be interested in Self-Paced Online Learning for any class or instructor-led only? If it is determined that on-line training is acceptable, is it ok if a vendor can offer some, but not all the classes which are requested?</p> <p>Answer: It is the County's intent to have instructor-led courses for the required training at this time. The RFQ provides opportunity for successful responders to include additional course options which may include self-paced online training. As this RFQ is subject to multiple awards, respondents have the discretion to offer some or all courses.</p>
6.	<p>Question: The quote says on the last line of page 4 that the County can cancel with 3 days' notice with no penalty. Is there any flexibility regarding that portion of the RFQ? If the notice period is firm, is the County open to paying a rescheduling fee should that be necessary?</p> <p>Answer: The County can cancel with three (3) business days-notice without cost. The County will make every effort to reschedule cancelled course within a reasonable timeframe. The County pays for services rendered only, not rescheduling fees.</p>
7.	<p>Question: What is the breakdown of the per participant vs. per class cost? Does the per class cost include up to eight (8) students with the per participant cost representing additional students over and above eight (8) students?</p> <p>Answer: The County requests:</p> <ul style="list-style-type: none"> • an individual cost per participant should the County need to train a group smaller than 8 participants • a flat rate per course based on 8 to 20 participants
9.	<p>Question: Do your providers typically provide full training manuals or handouts?</p> <p>Answer: Yes, past providers have provided full training manuals as reference material for individual participants.</p>
10.	<p>Question: Is there a deadline for the County to cancel an engagement due to inclement weather, to reschedule without incurring additional cost (ex. 24 hours)?</p> <p>Answer: The County will make every effort to provide cancellation notification at least two-hours prior to the scheduled time. Under these extreme circumstances, rescheduling will be based on space and vendor availability. The vendor's compensation will be subject to mutually agreed upon terms, if the training cannot be rescheduled.</p>
11.	<p>Question: If we purchase our training materials, those publisher (not us) holds the copyright. How will this affect the last sentence on page 5, "HRMS reserves the right to utilize all training materials ... without expressed permission ..."?</p> <p>Answer: To protect the County from copyright infringement issues, vendors must have license and/or rights, and express permission to duplicate/distribute to participants for all materials used. However, if training materials are purchased from a third-party, the County requests the vendor provide a licensed copy for each participant for their expressed use, post-training.</p> <p>Copyrighted materials not owned by respondent must be clearly documented on all pages.</p>



12.	<p>Question: If we create our own training materials, how long will the County have the right to use our materials independent of our organization without express permission? For the duration of the contract or in perpetuity?</p> <p>Answer: The successful respondent should provide training materials customized for DeKalb County's use for the duration of the contract and up to one year after.</p>
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3. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this RFQ. Please sign and return this addendum. You may call Sophia Thomas, Procurement Technician, at (404) 371-2936 before the bids are due to confirm the number of addenda issued.

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

Sophia Thomas

Sophia Thomas
Procurement Technician
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

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