



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
Division of Purchasing
Joseph Thomas, Purchasing Director
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1
RFP #20-0005
CAREER DEVELOPMENT TRAINING COURSES

January 30, 2019

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Career Development Training Courses.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Is the expectation that we will submit responses for all classes, or might the County select multiple organizations to provide training?

Answer: Each vendor should provide responses for the courses they are interested in facilitating. The county will select a single provider for each course from those expressing an interest.

2. What is the budgeted amount allocated for this training?

Answer: There is no fixed budgeted amount. Vendors are asked to provide their per-session fee for each course they wish to facilitate.

3. When will the selected organization(s) be asked to begin training for the county?

Answer: We estimate that we would like to begin providing the classes selected by Mid-March. We will coordinate with each selected vendor to schedule dates for the year.

4. Does the county have a preferred format that the proposal should follow?

Answer: We do not have a preferred format, but expect the following:

- *Vendors should provide a description of the course material, including key topics and an explanation of how the course objectives outlined in the RFP will be addressed*
- *Each vendor should provide responses for the courses they are interested in facilitating. The county will select a single provider for each course from those expressing an interest.*
- *Vendors are asked to provide their per-session fee for each course they wish to facilitate.*
- *Each vendor should include the cost of providing training materials, as needed, for a class size of 30.*

5. Is the vendor responsible for the printing of training materials?

Answer: Yes. Each vendor should include the cost of providing training materials, as needed, for a class size of 30.

6. How did the county determine these courses as training needs?

Answer: These courses were selected based upon the developmental needs of our employees in order to support the strategic plans of the organization.

7. Who conducted the county's training offerings in the past?

Answer: The courses included have previously been provided by various vendors.

8. Who needs the training (e.g., job level, positions, etc.)?

Answer: The majority of the courses may be attended by employees at all levels. "Building a Successful Team" will be primarily attended by those currently in supervisory positions, and "Leadership in the Workplace" will be primarily attended by those in or seeking leadership roles.

9. Does the vendor need to be located in Kansas?

Answer: The vendor does not have to be located in Kansas, but will need to be able to travel to Kansas to present the trainings on site.

10. Should our proposal for classes be based on each course being given (3) times per year or a price based on a single course delivery?

Answer: Vendors are asked to provide their per-session fee for each course they wish to facilitate.

11. For planning purposes do you currently have the dates scheduled for each course or will those be announced at a later date? We would like to have an idea so we can check those dates with our schedules.

Answer: We estimate that we would like to begin providing the classes selected by Mid-March. We will coordinate with each selected vendor to schedule dates for the year.

12. Please clarify, are the hours for "Building a Successful Team" course expected to be a minimum of six (6) or seven (7) hours?

Answer: 6 training hours.

13. Are there any set expectations on how many times per year each of the courses will be held in a year?

Answer: Our expectation is that each course will be delivered three times annually. As we will not be initiating classes until Mid-March, this year some courses may be delivered only twice. We will coordinate with the selected vendor for each course to schedule the dates.

14. Could a discount be accepted by the county if a course is held more than once per year or if a vendor is the only or a primary vendor for the course offerings?

Answer: Our expectation is that each course will be delivered three times annually. As we will not be initiating classes until Mid-March, this year some courses may be delivered only twice. Each vendor should provide responses for the courses they are interested in facilitating. The county will select a single provider for each course from those expressing an interest.

15. What is the expected timeframe for the courses to begin during 2020?


Answer: We estimate that we would like to begin providing the classes selected by Mid-March. We will coordinate with each selected vendor to schedule dates for the year.

16. For the RFP bid process, is a brief outline of the training topic to be delivered the expectation, or to what length of detail is expected regarding course content?

Answer: Vendors should provide a description of the course material, including key topics and an explanation of how the course objectives outlined in the RFP will be addressed.

Firms interested in submitting a proposal *must* respond with complete information and **deliver on or before 1:45 p.m. CST, Tuesday, February 4, 2020**. Late proposals will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”



Britt Rosencutter
Buyer

BR/hp