



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

Insert Date April 3, 2012

TO: ALL OFFERORS

**FROM: Pete Teague
STATE CONTRACT PROCUREMENT Administrator**

**SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS12650-
PROFESSIONAL TRAINING SERVICES – INFORMATION MEETING
MINUTES AND QUESTION AND ANSWERS**

ADDENDUM #2

All other RFP terms and conditions remain the same.

**ADDENDEES AT THE GSS12659-PROFESSIONAL TRAINERS INFORMATION
SESSION OVERVIEW OF QUESTIONS, ANSWERS AND DICUSSION FOLLOW.**

GENERAL INFORAMTION

DATE, TIME AND LOCATION	CHAIR(S)
Friday, March 30, 11AM to Noon – Haslet Building	Barbara McCleary: OMB Training Pete Teague: GSS Contract Administrator

ATTENDEES AND FIRM REPRESTED

NAME	FIRM
John Dyer	FPMI Solutions – Federal Management Institute
Neil McCoy	Pixstar, Inc
Zack Engel	Elevate America
Jeremy McEntire	Polytech Adult Education
Barbara McCleary	State of Delaware - OMB Training
Pete Teague	State of Delaware - GSS Contracting
David Root	State of Delaware -DEDO Workforce Development
Robbie Weakland	State of Delaware – DelDOT Human Resources
Wendy Brown	State of Delaware – DMS Procurement
Kathy Mickle-Askin Kathy (via phone)	State of Delaware – Department of Corrections
Hojnicki Michael (via phone)	State of Delaware – DTI

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GENERAL DISCUSSION:

Barbara McCleary provided a brief overview of the needs of the state regarding this RFP summarized as: All proposals are welcome whether for a single training course area or for multiple training course areas. Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

Pete Teague provided a review of key dates, minimum requirements, selection criteria and thoughts regarding how to ensure proposals are complete and not either non-responsive or non-responsible. Key points: Ensure all forms are signed (notarized if required), and that all requested information is included in the bid package; be cautious not to obviously over commit in your proposal; use the provided exceptions form to state (and suggest alternatives) any exceptions to the RFP; bidders are welcome to offer added value services (recommendations based on experience) for the state’s consideration. Also, bidders are reminded to view www.bids.delaware.gov often to stay abreast of any changes in dates, requirements or plans concerning this RFP, and that all additional questions should be sent via e-mail. Also, bidders were reminded to only contact the primary point of contact as noted in the RFP.

QUESTIONS AND ANSWERS

QUESTIONS	ANSWERS
Is the state interested in proposals that discuss Learning Management Systems?	Yes, although this is not the focus of the RFP or program at this time
What is the typical class size?	This depends on class type and varies by agency. Typical class size is 25 – 30 but can as small as 8 – 12
How many hours of training were there last year?	Estimate 10K hours but it could be more or slightly less since we (OMB) do not necessarily see all agency training plans and implementation
What is the frequency of training – how many days per week?	In recent months, OMB (at least), has observed 4 to 5 days a week of training classes held
What is class access to computers like?	Varies by agency but DelDOT indicated instructors need to be prepared to limited classroom access.
How much on-line training is offered?	Limited at this time but again, varies by agency
Is an on-line training option required for all courses?	No, online training is not necessarily appropriate for every course; indicate the mode of delivery available from your company in your proposal.

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Is there a preferred Software Environment?	The state does mandate a particular platform but generally, Microsoft Office is the common platform. NOTE: Not every agency is on the same revision of Office.
How many trainers does the statue use today?	The state hires training consultants on an as needed bases by agency; DHSS reports it could be hundreds over the course of the year
How many courses would be offered over the term of the contract?	There is insufficient data to provide on this question. Again, it will depend on agency needs and available funding.
What are hours will the training be provided and classes held?	Typically Monday – Friday from 8AM to 4:30PM but some agencies, for example, the DHSS may have occasional needs for late evening courses.

END.



