



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 12, 2019

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL:
Contract #GSS19847-TRAINER
Train the Trainer – Partners in Policymaking

ADDENDUM #1

This addendum is issued to clarify questions submitted by interested vendors as per the RFP as well as those discussed during the Mandatory Pre-Bid Meeting.

Question #1: Does the contract require that a specific number of training sessions be provided within a year? If so, what is that number? Also, does the contract require that sessions take place in each county?

Answer #1: The contract only requires that one training session be held per year. There is no need to hold a training session in each county.

Question #2: Can you please confirm whether or not this requirement MUST be adhered to for any vendor to be considered?

Answer #2: The trainer for this program is not required to be a graduate of the Partners in Policymaking or Junior Partners in Policymaking program. However, the PARTICIPANTS (trainees) must all be recruited from past Delaware Partners in Policymaking or Delaware Junior Partners in Policymaking graduates. A list of past graduates and their contact information will be made available to the successful vendor.

Question #3: Is there an expectation that the curriculum for training will include multiple sessions per participants, i.e., much like Partners in Policymaking, although not necessarily as many sessions, or several one-time sessions for a variety of participants?

Answer #3: The contractor will be required to develop and deliver a speaker training for the minimum of a one-time training session. Multiple training sessions are not expected/required of the contractor, per the objective.

If there is enough interest from potential trainees and if the contractor is amenable to doing so, additional training dates and locations could be added; however, this would not in any way resemble the rigorous schedule of PIP and JPIP trainings.

Participants who receive the training will be asked to present at one future Partners in Policymaking or Junior Partners in Policymaking session on a topic of their choice. Trainees are not expected to speak at multiple future sessions, although they may do so if they choose.

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