

**ADDENDUM NO. 1**

DATE: May 18, 2018  
TO: All Vendors   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 1 – Web based training  
QUOTES DUE: May 25, 2018, at 2:30:00 p.m. Eastern Time

This addendum is being published to respond to questions asked by a potential vendor regarding the above-referenced Request for Quotes. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

**Question 1:** The course list provided is the minimum required library that needs to be provided at launch by the Vendor, correct?

Response: Yes. The listed provided is a minimum required list. Vendors are permitted to provide options, in addition to, the required list.

**Question 2:** For those courses, we can provide them easily with the flash based / slide style interface. However we also have a 100% video based library. Would it be acceptable to provide two quotes, one which includes the option to film and produce an ongoing video based library for the City?

Response: The City does not intend to contract for services that require video. The City prefers PowerPoint style training programs which require less bandwidth usage.

**Question 3:** Can you provide an approximate number of employees and/or contractors who would be training with this system?

Response: Approximately 1500 courses were taken in the last 12 months by 875 users. Some are single users for custom test purposes and not active users.

**Question 4:** Do you have an estimated start date for this web-based training or is the RFQ just to get an idea of what's available?

Response: It is intended that a contract will result from this request for quotes. A start date will depend on contract specifications.

**END OF ADDENDUM NO. 1**