

ADDENDUM No.1
No. 2024-120
Information Technology Training Course Registration

Date: November 27,2024
To Whom It May Concern:

Here are responses to questions that have been asked in response to this RFP.

1. The bid is due by physical mail no later than Friday December 13, 2024 @ 2p.m. at which time they will be opened.
2. Regarding insurance requirements, the language in the documents is standard County language. For this proposal as it is for online remote training, there is no need to automobile insurance.
3. Question regarding payment, the county will pay an invoice within 30 days of receipt, which is our standard policy.
4. Are the requested courses for public or private training?
 - a. **It is for county IT staff who can attend a private training session or a group training with participants from outside our agency.**
5. Do vendors have to provide pricing for all the course categories?
 - a. **Lewis County will be awarding this bid per category.**
6. Will Lewis County accept a training solution that consists of instructional videos, on-demand support and expert assistance via live sessions and weekly office hours for personalized guidance and support?
 - a. **No, a live training session is required.**
7. Page 2 / Section 2.1 – States that the County is seeking pricing for live (remote or in person) training sessions. Are we able to quote remote classes only as they would provide the most value to the County?
 - a. **Yes, you may quote remote only. The RFP states remote or in person.**
8. Page 2 / Section 2.1 – States that courses would need to be available for attendance throughout the 2025 calendar year. Is it possible to place County students into open enrollment classes that serve other students as well?
 - a. **Yes. Lewis County participants can be included in classrooms with other registrants.**

9. Page 2 / Section 2.1 – States that Including vouchers to take associated training material certifications is not required but may be included by the training provider. Is it your preference to have two quotes. One for training without exam voucher and a second quote for training with exam voucher?
 - a. **If you have separate pricing, you are welcome to send 2 quotes, and both will be considered.**
10. Page 2 / Section 2.1 – Course quantities. Are these the total number of students per course or expected number of classes? For example, CompTIA A+ would you plan to have 5 students attend classes or would this equate to 5 classes?
 - a. **Total number of students/registrations for the course (Each provider will likely have different quantities and lengths of classes included in the full course/program).**
11. Page 5 / Section 8.2.e – States that all proposals must be submitted to the provided address. Is it permitted to send electronic copies to an email address only?
 - a. **All proposals must be physically submitted in person or by mail.**
12. Does the number at the beginning indicate the number of sessions per topic you would like to run throughout the year?
 - a. **No, not all participants will be attending at the same time and will likely spread between 2 or 3 class dates.**
13. There is a brief explanation in the RFP that says that a minimum of 3 students might make up a session. I am wanting to get clarification as to how many students in total will be participating in training over the course of the year.
 - a. **This training is for the IT Department that currently consists of 5 employees.**
14. Are there specific brands of training being requested
 - a. **No specific brand or company, please provide pricing on training services that your company offers.**

Please reach out if you have any questions.



Brian Hanno
Lewis County Purchasing Director
7660 North State Street
Lowville, NY 13367

**Receipt of Addendum Acknowledgement
No. 2024-120
Information Technology Training Course Registration**

**ADDENDUM ACKNOWLEDGEMENT
ADDENDUM NO. _____**

**Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis,
by signature and recording the date of receipt below.
Bidder:**

Authorized Signatory: _____ Date:

****NOTE: This form must be included in your bid documents if any
Addendum is issued**