



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: OPJ0105 ADDENDUM NO. 1 DATE OF ADDENDUM: February 28, 2014

This addendum is to incorporate changes to the above referenced solicitation:

I. The purpose of this addendum is to respond to questions regarding the above referenced solicitation.

1. Question: The Scope of Work in Solicitation No. OPJ0105 states “It is anticipated for the firm selected to conduct up to six sessions between June 1, 2014 and May 31, 2015.” Can you confirm that this is 6 sessions in total, each session covering one of your desired topics (i.e., PM fundamentals, PMP Exam Prep) with a minimum of 8 participants in each session?

Answer: There will be a minimum of 6 sessions within the stated timeline; it will be a mix of classes covering the topics listed in section 3.D.4. of the SOW. There will be a minimum of 8 participants in each class, otherwise the class will be cancelled and if possible, rescheduled. No charges will be incurred for cancelled classes or, if invoicing has already occurred, credits will be issued for the students.

2. Question: Is there an anticipated maximum number of attendees at any one session?

Answer: The maximum number of attendees is 20.

3. Question: Do you have expectations or limitations as to the timing or length of any one session (i.e., no more than 3 days)?

Answer: Sessions may span over multiple days but will adhere to normal workday hours: 8:30am-4:30pm, CST.

4. Question: Will all participants be attending in person or will there need to be arrangements for remote participation?

Answer: Per section 3.D.2. of the SOW, classes may be presented in person or via virtual classroom.

5. Question: Is there an existing custom lifecycle that needs to be considered, or only generic PMBOK?

Answer: Per Section 3.B.1 of the SOW, course material is based on PMBOK.

6. Question: Is there a budget that we need to be mindful of?

Answer: Budget limit is \$75,000.00.

7. Question: Can you provide an estimated mix of persons (#) needing which type and level of training, or will all 70 need all of the training? This drives course content, schedule, sequence, etc.

Answer: Project Mgmt Fundamentals and Project Mgmt Certification Program (including exam prep): approximately 10-15 students.

All other courses listed: any mix of the 70 Austin Energy PMP's.

8. Question: Have you used outside firms before to deliver PMP or other training? If so, can you provide the name and whether they are precluded from bidding on this work?

Answer: We have used a mix of courses offered at local colleges and the International Institute for Learning (IIL).

9. Question: Are you using an outside firm to help write and manage this procurement? If so, can you provide the name and are they also precluded from bidding the work?

Answer: No, this procurement is managed by Austin Energy.

10. Question: Is sub-contracting allowed for delivery of some of the coursework?

Answer: The Proposer shall complete Section 0900, No Goals Utilization Plan, if a sub-contractor is contemplated, and submit with the proposal response.

11. Question: We are a small woman owned business interested in responding to the above referenced solicitation, however, we would like clarification regarding the MBE compliance. We are certified by the WBNEC (Southwest) and would not subcontract the work. Do we need to verify that our instructors are MBE/WBE compliant?

Answer: If your company is a certified WBNEC, include copies of your certification with your response.

12. Question: The RFP states that you anticipate up to six sessions over a one-year period. However, the curriculum of classes you are requesting could be 15+ days as follows:

- * Project management fundamentals - 2 days
- * Project management certification program, including exam prep - 3-4 days
- * Enhancement of project management skills in the areas of cost, schedule, risk, resource, communication and other management areas - 3 days?
- * Leadership skills, such as negotiating, dealing with conflict, strategic thinking, building effective teams, etc. - 2 days
- * Other related skills, such as business process analysis and Lean Six Sigma - 2-4 day
- * Microsoft Project 2007 – subject to change when AE upgrades its enterprise software - 1-2 days

Are you anticipating that all of these classes are held in one continuous "session", or whether you mean there will be six "waves" of students that will attend all classes during the year? Each "wave" of students may attend 15+ days of training in maybe 3-4 sessions during the year. Could you clarify this?

Answer: The classes are not meant to be all in one session. We are requesting a curriculum of courses, not one long course. The Proposer shall offer the topics as free standing classes. For example, one month the Project Fundamentals course is offered, and then, the following month the Exam Prep class would be offered, etc.

Students may sign up for a variety of classes throughout the year and attend the sessions based on the student's and class availability. AE students may not need every class; some already have their certification, so the fundamentals and certification program classes will not be needed for these students.

13. Question: Is sub-contracting allowed for delivery of some of the coursework?

Answer: The Proposer shall complete Section 0900, No Goals Utilization Plan, if a sub-contractor is contemplated, and submit with the proposal response.

