



SOLICITATION ADDENDUM

Solicitation Number: RFP-21-BWDD-45 Addendum #1 Page 1 of 5

Solicitation Due Date: October 29, 2021 at 3:00 p.m. Local Time

CITY OF PHOENIX
HSD Procurement
200 W. Washington Street
18th Floor
Phoenix, AZ 85003

Workplace Readiness Skills Training

In accordance with the Section I – Instructions, 12. Addenda, the Solicitation is hereby amended as set forth below.

Revise Section III, Article 15. Proposal Submittal Format to the following:

15. PROPOSAL SUBMITTAL FORMAT

The electronic offer should be:

- Typewritten for ease of evaluation;
- Signed by an authorized representative of the Offeror;
- Submitted with contact information for the individual(s) authorized to negotiate with the City;
- Submitted with a table of contents with the following major sections in separate PDF documents labeled accordingly:

- Tab 1 General Information**
- Tab 2 Soft-Skills Training Curriculum**
- Tab 3 Service Methodology**
- Tab 4 Qualifications and Experience of Key Personnel**
- Tab 5 Bid Price Schedule**
- Tab 6 Organizational Capacity**
- Tab 7 Other Required Submittals**
- Tab 8 Signed Addenda**

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. Is the City requiring a separate table of contents for each major section?	1 table of contents is needed for your submission. Upload each tab and its required responses in separate PDFs labeled accordingly. Upload attachments in separate PDFs labeled accordingly.
2. Reading the SOW it is requesting the vendor to develop and facilitate the 3rd day of the 5 day workshop session identified in Section II attachment 2. Does the vendor also need to be able to facilitate the entire 5 day session identified in Section II attachment 2?	No, the only day required is the 3 rd day.



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<p>3. LMS - A. The city is asking for the vendor to provide and maintain a learning management system that will allow for the delivery of education courses, training programs or learning to city of phoenix participants. Is this intended for the sole delivery of the SOAR workshop session and would a learning platform such as Adobe connect or Zoom for Government meet the requirement?</p>	<p>Yes.</p>
<p>4. The City is asking the Contractor to allow City of Phoenix participants access to the LMS as needed, at no cost. - is this for the sole purpose of attending the session the participant is registered for that week?</p>	<p>Yes.</p>
<p>5. The city is asking the contractor to maintain a course library in the LMS to meet course requirements for "Skills for Success in the Workplace." And that the contractor uses all reasonable efforts to maintain the library and display it's relevant content and course work for access and use by the city participants. Is this intended to be for the current sessions registered participants during class facilitation for that week's session only?</p>	<p>Yes.</p>
<p>6. Does a virtual delivery platform such as Adobe connect, or Zoom for government meet the intent of the learning management system listed in the proposal as long as it meets the requirements in section II page 38 - LMS items A-D?</p>	<p>Yes</p>
<p>7. Am I supposed to submit my Birth Certificate and Passport in the Submittal documents or just mail them to you?</p>	<p>Submit the required documents in the format as outlined in the solicitation documents.</p>
<p>8. Am I to submit a background check via the City of Phoenix before I submit the contract</p>	<p>Submit only the required documents as outlined in the solicitation documents.</p>



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9. I cannot find Addendums, any questions that were asked in regards to the RFP, the Solicitation Disclosure.	All documents, and questions received regarding the solicitation until the Submittal of Written Questions due date and time will be complied in an addendum and posted to the City's Solicitation website. Please refer to the Schedule of Events in the solicitation document.
10. What criteria will you use to decide when to use virtual or in-person delivery?	Attachment 2 of Section II – Professional Services Draft Agreement identifies the days of the workshop for in-person and virtual delivery. Delivery locations and schedules are subject to change.
11. What instructional features led you to decide no more than 40 participants per virtual session?	A City decision to ensure participants receive individualized instruction is necessary in many lessons, depending on the learning and technology ability of the participants.
12. Are participants required to complete sessions 1 and 2 before session 3?	In most situations, yes.
13. Do you anticipate ever having virtual and in-person sessions simultaneously?	No.
14. What evaluation criteria will be used to determine the success of the program?	End of class surveys are conducted and used to identify success and areas of improvement during meetings with the contractor.
15. What data & analytics reporting would you like from the offeror beyond the standard survey at the end of each session?	The reporting requirements for RFP-21-BWDD-45 have been clearly outlined in the solicitation documents.
16. Tab 6 is titled "Strategies to Address Homelessness Plan Alignment." Can you clarify who the targeted population is for this program?	This is an error. Please see Solicitation Addendum #1 for correction.



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17. Is experience leading soft-skills training workshops in Maricopa County required or preferred?	It is neither required nor preferred.
18. RFP reference SECTION II – PROFESSIONAL SERVICES DRAFT AGREEMENT Exhibit A, Subsection 4. LMS B. “Contractor will allow City of Phoenix participants access to LMS as needed, at no Cost.” <i>How long does the city want participants to have access to the Online LMS courses after class? Weeks, Months, Year, Perpetual?</i>	Week, when registered for the workshop.
19. RFP reference SECTION II – PROFESSIONAL SERVICES DRAFT AGREEMENT Exhibit A, Subsection 4. LMS D. “Contractor will maintain a course library (Library) in LMS to meet the course requirements for "Skills for Success in the Workplace." Contractor will use all reasonable efforts to maintain the Library and display its relevant content and coursework for access and use by the City participants” <i>Would the city like to offer participants access to additional Online LMS courses that may not have been taught during the workshops, but will further enhance the mission of the SOAR program?</i>	The requirements for RFP-21-BWDD-45 have been clearly outlined in the solicitation documents.
20. RFP reference SECTION III – SUBMITTALS, Subsection 16.4 Tab 4 – Qualifications and Experience of Key Personnel. Question 7 “Submit a current organizational chart that indicates specific position titles and sets forth lines of authority, responsibility, and communication in accordance with policies established by the governing body or management. The chart should accurately reflect the existing positions performing the proposed service and any new positions the Offeror is proposing specific to this solicitation.” <i>A number of the smaller organization may only have a small/limited number of resources, and which are most likely structured in a one-to-many service model. As such a detailed organizational</i>	The requirements for RFP-21-BWDD-45 and point values per applicable graded section have been clearly outlined in the solicitation documents.



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chart representing specific positions, lines of authority, and communication flows may not exist. Is a detailed organization chart a requirement for submission, and what is the point value being placed on this response?

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____