



SOLICITATION ADDENDUM

Solicitation Number: RFP-2021-WES-358 Addendum #2
Page 1 of 2

Solicitation Due Date: November 4, 2021, 2:00 p.m. Local AZ Time

CITY OF PHOENIX
Water Services Department
Procurement Division
200 W. Washington St., 9th Floor
Phoenix, AZ 85003

SCIENTIFIC, REGULATORY, AND TECHNICAL BASED TRAINING SERVICES

Please make the following changes to the above referenced solicitation.

The following applies and will supersede any conflicting provisions, instructions or attachments in the RFP.

CHANGE:

Section VI – Submittals, Item 2 – Offer Submittal Format: Change to read:

2. The written 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 and tabbed per the following major sections:
 - **TAB 1 – Title Page and Cover Letter**
 - **TAB 2 – Table of Contents**
 - **TAB 3 – Company Experience**
 - **TAB 4 – Method of Approach**
 - **TAB 5 – Sample(s) of Course Curriculum**
 - **TAB 6 – Key Personnel**
 - **TAB 7 – Subcontractors**
 - **TAB 8 – Submittal Documents and Signed Addenda**
 - **Attachment B – Pricing Workbook (Excel Workbook)**

QUESTIONS AND ANSWERS

(The following are questions submitted and are represented as they were received.)

Item No.	Question	Response
1	Page 61, Section 13.2.B. asks for three events the consultant has managed in the past two years where similar services were provided. Would you like three per category that we are submitting on or three total?	Yes. Offerors will provide a description of three events in which Offer has managed in the past two years that include some or all of the services in Section V – Scope of Work each training category.



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Item No.	Question	Response
2	<p>Page 54, Section 6.10, Method to document student comprehension trends identified through review of student evaluation forms. Can you provide a little more clarity on what the City is looking for?</p> <p>Note: Usually course/seminar/instructor evaluation forms are general (e.g. Was the level of detail sufficient to meet course objectives? Was the instruction and associated training materials clear and understandable? Did it answer your questions?). Answers to such evaluation form questions may not provide sufficient information on student comprehension of the material.</p>	<p>The City desires to use student evaluations to assess if students feel they have gained an understanding of the subject matter and to provide instructor feedback. At a minimum, evaluations should assess student understanding of the material; whether training (and/ or instructor) increased the individual's knowledge of the subject matter; whether the course content contributed to the student's ability to perform job functions.</p>

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

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____