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## **ADDENDUM # 1**

**Continuous Recruitment # 48 (RFP# 7551043)**

**TITLE: Training Services for State Employees**

**INITIAL SUBMISSION DEADLINE: November 10, 2016 at 01:30 PM ET**

**Addendum Description: Responses to Questions Received**

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### **Responses to Questions Received**

1. **Question:** I wanted to confirm that pricing or budget information is not required as part of this RFP response.  
**Answer:** Confirmed, pricing will be requested as training is identified.
2. **Question:** How many sessions in total will be delivered?  
**Answer:** There is no confirmed number of sessions that will be delivered.
3. **Question:** Will the wide range of participants have integrated training or will courses be separated into classes for staff, managers, and executive level?  
**Answer:** That depends on the training and target audience.
4. **Question:** How long are the courses? Are half-day courses acceptable? Are two-hour webinar's acceptable? Is a full day eight hours with two fifteen-minute breaks and one-hour lunch break?  
**Answer:** Course length will be determined by the department's needs.

5. **Question:** May we submit our course catalog? If not, do you want the following information on the courses? (1) Course Title, (2) Brief Overview, (3) List of Objectives (4) Materials. If needed we can also produce the Duration and Target Audience for each course.

**Answer:** You may submit any attachments that conform to the requirements of the RFP.

6. **Question:** Will the training be held on consecutive days or broken up according to schedules?

**Answer:** Depends on the training requested and/or departmental needs.

7. **Question:** How many participants are in the training sessions?

a. We recommend twenty-five people with one facilitator.

b. If there are more than twenty-five participants two facilitators, we suggest using two facilitators.

**Answer:** Depends on the training requested and/or departmental needs.

8. **Question:** To whom will materials be delivered?

a. Our practice is to deliver materials all tent cards, workbooks, handouts, pre-questionnaires, post-questionnaires, homework and evaluations two weeks prior to scheduled course delivery.

**Answer:** Will vary by department.

9. **Question:** Are you planning on certification?

a. We advocate for an elegant certification with participants name to be given 2 to 3 business days after the course.

**Answer:** Depends on the training requested and/or departmental needs.

10. **Question:** What was the cost last year?

**Answer:** The Department of Administration currently has very limited program offerings and has been managing training programs primarily internally. Funds are allocated for an overall training program. Details on funding are not available to vendors. This CR 48 is a new solicitation to bring in external vendors to assist the State in training program(s).

11. **Question:** Who was the contractor?

**Answer:** The Department of Administration currently has very limited program offerings and has been managing training programs primarily internally. Therefore there is no contractor(s).

12. **Question:** Where can I get a copy of the contract?

**Answer:** See responses to #10 and #11.

13. **Question:** What was the bid tabulation for last year?

**Answer:** See responses to #10 and #11.

14. **Question:** Is there a local vendor preference?  
**Answer:** Please see R.I. Gen. Laws § 37.2.80.
15. **Question:** Is there any bonding required?  
**Answer:** Not at this time. When the State has a specific training project available, any bonding requirement will be identified in the project specific scope of work.
16. **Question:** Can you define your audience? (i.e., roles, organization, etc.)  
**Answer:** Will vary by department.
17. **Question:** Do you have specific issues in mind for which training is a solution? (e.g. onboarding, communication issues, etc.)  
**Answer:** Will vary by department.
18. **Question:** What type of training are you offering now?  
**Answer:** Currently training varies by department. The Department of Administration currently has very limited program offerings.
19. **Question:** What learning management system are using to deliver elearning? If you do not have an internal system, are you using training provider system to deliver learning?  
**Answer:** There is currently no LMS. The State is preparing an RFP for an LMS.
20. **Question:** What other types of learning technology are you using?  
**Answer:** None.
21. **Question:** In the proposal, you've mentioned the use of elearning and blended learning. Can you provide an example of how this has been used in the past?  
**Answer:** This method has not been used in the past.
22. **Question:** Are you using learning paths for roles?  
**Answer:** No.
23. **Question:** How do you track training for each learning path? Is this part of your LMS?  
**Answer:** There is no centralized tracking; the State does not have an LMS.

24. **Question:** Do the following PDF's outline core competencies serve as a roadmap for required training?

<http://www.hr.ri.gov/performance-development/documents/core-competencies-for-non-supervisors.pdf>

<http://www.hr.ri.gov/performance-development/documents/core-competencies-for-non-supervisors.pdf>

<http://www.hr.ri.gov/performance-development/documents/core-competencies-for-supervisors.pdf>

**Answer:** Potentially, but not exclusively.

25. **Question:** Who determines what training is appropriate? (supervisor; employee: HR or combination) *Is it tied to performance evaluations? Tied to performance problems or performance growth?*

**Answer:** Any of the above could determine appropriateness of training; in some cases it is tied to performance.

26. **Question:** Can you share your existing annual training budget or training days per employee? For example, each employee is budgeted to received \$1,800 of training; or, each employee receives up to 10 days of training each year.

**Answer:** Funds are allocated for an overall training program. Details on funding are not available to vendors.

27. **Question:** Can you share the training providers that you currently use?

**Answer:** See responses to #10 and #11.

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**NO FURTHER QUESTIONS WILL BE ENTERTAINED AS OF THIS ADDENDUM.**

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