

DEPARTMENT	SOLICITATION	PROJECT NAME
Employment Development Department (EDD)	Request for Quote (RFQ) No. 130123	Online/Virtual Information Technology (IT) Training Courses
SERVICES REQUESTED	TOPIC	PUBLICATION DATE
IT Training	Question & Answer Set	July 29, 2026

ATTENTION: ALL PROSPECTIVE BIDDERS:

Following are the questions related to the above-referenced RFQ. All prospective respondents are cautioned to carefully review the following list prior to submitting a proposal as it contains important clarifications not previously contained in the RFQ.

#	QUESTIONS	ANSWERS
1.	Course List (Pages 20–21 of 44): Is the contract limited to the specific course titles listed in Exhibit B-1 (or their direct replacement titles if retired during the course of the contract), or would EDD be able to purchase other IT training courses offered by the awarded vendor under the resulting contract?	Please see Exhibit A, Section 7. c): “In the event that a new class is added to available training courses, it may be offered to the EDD. ITB may also purchase courses outside the contracted list if needed. Both options are subject to being agreed upon and approved by the EDD.”
2.	Estimated Student Volumes: Are there an estimated number of students anticipated for each course listed in Exhibit B-1? If so, would you be able to provide those estimated enrollment numbers by course title?	We cannot provide an estimated number of students for each course. Most of these will be one student per course, though at times we need group sessions of up to 40 students.
3.	Virtual Instructor-Led vs. On-Demand Training: Exhibit A, Statement of Work (Page 13), states that the 1. Purpose is to acquire "online/virtual training courses," which appears to refer to live virtual instructor-led training. However, the following sentence in paragraph 1. Purpose references "technical training, on-demand training, and training subscriptions." Could you please clarify whether the RFQ is intended to include: - o Virtual instructor-led (live online) training, - o On-demand/self-paced training, - o Or both delivery methods?	The primary style of instruction we utilize is live, virtual, instructor-led training. If a vendor offers on-demand/self-paced versions of the course, some of our staff may select that option. We estimate that 90% of the time, staff will select live instructor-led training.
4.	Award Methodology (Page 4 of 44, Section 5.B – Award of the Agreement): Section 5.B states that “The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ.” Could you please clarify: - o Will awards be based primarily on lowest cost, best value, or another evaluation methodology? - o How will proposals be scored? - o Will the award be made to a single vendor or could multiple vendors receive awards?	Clarifying language has been added to Attachment 1, Cost Proposal.

5.	Bidding on the Course List: Is it required that a bidder submit pricing for every course listed in Exhibit B-1, or may vendors submit proposals for only a portion of the listed courses? If partial bids are permitted, would EDD consider awarding different course categories or individual courses to multiple vendors?	Please see Attachment 1, Cost Proposal: “In order to submit a quote, the Contractor must offer <u>all</u> courses listed on Attachment 2, Cost Table.”
6.	Master Course Catalog vs. Requested Course Pricing: In our proposal response, would you like bidders to provide a complete catalog or master list of all available IT training courses the vendor offers, or should the response be limited to pricing and information for only the courses specifically identified in Exhibit B-1?	The contract price list should be limited to the courses specifically identified in Exhibit B-1. However, as per contract language we would like to have the option to purchase other courses on your master catalog as needed. The master catalog should not be considered during the bidding process but can be provided when the contract is executed.
7.	Section 5(b) states that EDD may determine successful bidder(s) by individual items or all items, while Attachment 1 requires bidders to offer all courses and states that the total price will determine the winning bid. Please confirm whether EDD anticipates making one award for the complete course list or reserves the right to make multiple awards by course or group of courses.	The EDD will make one award for the complete course list.