

**CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES**

**REQUEST FOR PROPOSAL**

**INDUSTRY SPECIFIC TRAINING SERVICES**

**ADDENDUM No. 1**

**AUGUST 26, 2013**

**The deadline for the Intent to Propose Form has been extended to August 30, 2013.**

Sign-in sheets from the pre-proposal conference held on August 12, 2013, are attached.

**Change to the RFP:**

Under Scope of Services, page 11 – Water, Waste Water, and Electrical Industry Training – remove Backflow prevention.

**Answers to questions received:**

1. How many employees would we be training over the 2 year contract period?

Answer: CPR and First aid Training is a requirement for all DPU employees. To give a specific number over the two (2) year period would be somewhat difficult; however, all new hires are required to enroll and receive training as well as those employees whose certifications are soon to expire. The course would be available to those who are in need.

2. How is the training schedule determined?

Answer: The training scheduled/catalog is printed quarterly and all classes that are available are in the catalog. Employees, who are requesting training, must submit a registration form with their supervisor's approving signature. Training must be directly related to the employee's job duties and responsibilities. The CPR/AED/First aid course would be added to our calendar and catalog as a safety requirement.

3. Would the training be conducted on site at DPU facilities, or at our facility?

Answer: The training may be conducted at your facility.

4. Are the dollar amounts in the "Reimbursable Policy" in Appendix C of the packet we received considered part of the estimated contractual value, or in addition to that?

Answer: The Reimbursable Policy is a part of the estimated contractual value.

