Basic Computer Workshops RFQ

Q & A

Q.   When are you looking to start this program - ASAP, or later this summer (~ start of August, for example)?

A. Hoping for late July start if we could get it in place by then.

Q. Does Golden Sierra pay the teacher directly, or do we pay our teacher and receive reimbursement from Golden Sierra?

A. Golden Sierra would contract with and pay the Adult School and they would pay the instructors.

Q. Would these classes/workshops be ones we can fly in our own schedule of classes and direct our students to as well?

A. Scheduled dates/times are negotiable but need to remain consistent (such as every Tuesday at 9:00 am); these classes would be open to anyone who is registered in the one-stop.

Q. Does Golden Sierra have an idea of an anticipated start date for the program?

A. Hoping for late July start if we could get it in place by then.

Q. Will the cycle of classes be provided on a monthly basis, or as an approved vendor, would we be called upon as needed?

A. The classes would be cycled on a monthly basis (i.e. week 1. PC Basics – Using the Mouse and Keyboard would be repeated the first week of each month); refer to sample schedule in Exhibit B.

Q Would the classes need to be held at the two locations on the same day during the week?

A. No, each location can coordinate set day of the week with the selected vendor.

Q. Do the training rooms at the Auburn and Roseville locations already have the necessary computer hardware/software or would we need to provide this?

A. Yes, both sites are fully equipped with the necessary computer hardware/software needed.

Q. Does Golden Sierra have an estimate on the typical class size for these training sessions?

A. Minimum: 4\*  
Maximum: 8

\*Note cancellation policy is Section 3 of application

Q. Exhibit B is referenced but not included.

A. Formatting error; RFQ & Application have been reformatted to correctly identify Exhibit B – Page 11 of RFQ & Page 5 of Application.

Q. Does RFQ have to be received by due date or is postmark acceptable.

A. All applications must be received by July 7, 2014 at 5:00 pm.

Q. RFQ references (1) electronic copy; how should this be submitted.

A. Electronic copy can be submitted via email (by due date) to [magnussen@goldensierra.com](mailto:magnussen@goldensierra.com) or submitted with original via flash drive, cd, etc.

Q. Are the classes intended to be modular where people can come in at any point in the process, or will they be required to be taken in a set series?

A. Classes are intended to be modular/stand alone; clients may come in at any point in the process.

Q. Will the provider need to take any steps to enroll the students in the classes or will they just be given a class roster?

A. No enrollment on the providers part; instructor be provided with roster.

Q. Will the training rooms be separate from other areas of the facility, do they have a projector, and what operating system/version of Office will be on the computers?

A. Training rooms at both locations are in a closed room within each center. The Roseville location has a projector but Auburn does not. Both locations operate on Windows 7 / Office 2010.

Q. Is the Contract Template something that needs to be submitted with the application or is this to be used if chosen?

A. The Contract Template is just a sample to make those submitting applications aware of our contracting requirements should they be selected. This is not required at this time.

Established List posting date has been extended to July 23, 2014; 8:00 am