

Basic Computer Skills RFP  
RFP PY2017.003

Questions and Answers

1. I noticed that several of the pages are to be included in my response. Will an editable PDF version be made available that can type in the blanks and fill in checkboxes, e.g page 7 of both RFPs?

*Below are the attachments in a Word document.  
[Basic Computer Skills RFP Attachments - Fillable](#)*

2. Can the cost of content/curriculum development be included in the budget request, in addition to the cost of workshop delivery?

*Reasonable time is allowed for curriculum development and may be included. Costs are to be outlined on budget section of response.*

3. Is there a minimum number of workshops that must be offered? Is there a preferred workshop delivery schedule (biweekly, monthly, etc.)

*At a minimum workshops are expected to be offered not less than twice each month for basic Computer Skills Workshops, and not less than monthly for Internet Job Seeker Services.*

4. Do all workshop instructors need to be identified in advance? Can we provide a summary of minimum qualifications for all instructors rather than identifying specific individuals?

*Instructors need to demonstrate experience instructing / presenting the subject matter, and if through an organization or institution should be identified in advance of the session(s).*

5. Can we include a cancellation policy in our proposal? For example, if a workshop is cancelled with less than 48 hours' notice, can we specify that the workshop instructor will still receive payment?

*Federal grant regulations do not allow for payment of service or goods not received. MCWN will make every good-faith effort to give a minimum of 48 hour advance notice of cancellation of a class/workshop session. If provider cancels a class a minimum of 48 hours advance notice is requested.*

6. Under Contract and Proposal Information, section G & H, stipulate that the documentation will belong exclusively to MCWN Board and disseminating without written consent is prohibited. Since I have created many job search related presentations already and shared them via my LinkedIn profile using SlideShare, will this be an issue if awarded the proposal? You can view several of my public presentations at <https://www.slideshare.net/BruceBennett3> Note several of the decks were branded or brought to you by the McHenry County Workforce Network and myself as a volunteer presenter to the Network to Success Job Club.

*This only refers to material specifically developed for the McHenry County Workforce Network Board, not materials developed for the general public. These public workshop*

*materials are not meant specifically for board use, thus would not be exclusive to the MCWN Board.*

7. Since this is a series, theoretically comprised of 3 to 4 two hours sessions, how frequently is the series to be offered? e.g. Monthly, Quarterly, Annually?

*At a minimum workshops are expected to be offered not less than twice each month for Basic Computer Skills Workshops, and not less than monthly for Internet Job Seeker Services.*

8. Will existing workshops like *Explore the Illinois Workforce Portal* or *Job Search Workshop* continue to be taught by existing staff or considered for inclusion as training within the proposal?

*MCWN Board is seeking your ideas, suggestions and creativity for the workshops and does not intend to duplicate offerings provided by the "Internet Job Seeker Series" RFP or the "Basic Computer Skills" RFP. MCWN staff will be available to coordinate and / or compliment workshop delivery.*