



El Paso County Purchasing Department  
500 East San Antonio, Room 500  
El Paso, Texas 79901  
(915) 546-2048 / Fax: (915) 546-8180

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## ADDENDUM 1

To: All Interested Proposers

From: Claudia Sepulveda, Bid Clerk/Buyer

Date: June 12, 2006

Subject: Bid #06-040 Leadership Course for the County of El Paso

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The Purchasing Department received questions relating to the above referenced proposal. The County Personnel Department has responded to the following questions:

1. What are the approximate dates for the three days of training?  
**July 27, August 9, & August 23, 2006**
2. According to the bid, the bidders must show the course content tailored to County government leadership and management, will we need to present this with our bid or does it occur after the bidder has been selected?  
**For bid purposes, bidders need to provide a description of the courses they provide (i.e. content, exercises, etc.) relative to the topics we are requesting. Also, after the bid has been awarded, we would like to speak with the vendor to let them know how county government works (i.e. organizational structure, etc.)**
3. Is the intended audience new managers, experienced managers, or executive level, or a mix of all?  
**The only audience that will not be a part of this group is the executive level.**
4. Will the three days be consecutive, or spread over a period of time, e.g. once a quarter?  
**We would like for the training to be held on the following dates: July 27, August 9, & August 23.**

5. Do you anticipate participants to do any preliminary preparation, e.g. homework prior to class?

**That would be up to the vendor**

6. Do you desire to view a demonstration prior to actual presentation/training?

**No.**

7. Although not mention, do you desire any ethics training?

**No**

8. Do you anticipate follow-on training for the same group?

**Unsure**

9. Does our name need to be added to the Vendors Receiving Specifications List?

**Vendors may submit a bid whether or not they are on our vendors list. If you would like to be on our vendors list please send us a letter on your letterhead with a brief description of what your company offers by fax to 915-546-8180.**