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### ADDENDUM 1

To: Interested Proposers  
From: Elvia Contreras, Inventory Bid Technician  
Date: August 24, 2015  
Subject: RFP# 15-041, Inmate Academic and Vocational Services

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**The Purchasing Department has received the following questions to the proposal mentioned above:**

1. What is the total number of trainees that will be served?

**Response: No trainees will attend. Only inmates who request to attend and after they are vetted through inmate files. Class size is limited to 15. Providers should be prepared for high turnover.**

2. How many trainees will there be per class at both the Downtown and the Annex facilities?

**Response: No trainees will attend. Class size is limited to 15.**

3. What types of offenders will participate in the trainings?

**Response: Inmates will submit request to attend offered classes through Inmate Files. They will be vetted to determine eligibility to participate in the program.**

4. The El Paso Community College credentials all of its instructors according to the SACS and THECB requirements for post-secondary instruction. The RFP refers to instructors having to "be certified to TEA standards." Please clarify.

**Response: TEA Standards have been replaced by the following:  
Require documentation from a license and accredited institution.**

5. Please clarify the following: "Provider is required to present documentation of accreditation for Adult Basic Education, GED, and ESL." What type of documentation is expected?

**Response: Require documentation from a license and accredited institution.**

6. What is the total number of instructional delivery hours you expect per year? That is, are the 92 hours per month covering 12 months for a total of 1,104 hours per year?

**Response: 23 hours per week. 10 hours at the Downtown Facility, 13 hours at the Annex.  $23 \times 52 = 1196$ . May be willing to work out a holiday schedule that is beneficial to both parties.**

7. EPCC follows an academic calendar that allows for employee time off during certain holidays and times of the year. For example, 2 days in November for Thanksgiving, 2 weeks in December for winter break, Martin Luther King Day, etc. Will you require students to attend class during these breaks?

**Response: See response to questions 6.**