



County of El Paso Purchasing Department
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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

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**Response: TEA Standards have been replaced by the following: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.