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## Solicitation Amendment No. 02

Page 1 of 1

<b>To:</b>	<b>Date:</b>
Prospective Bidder / Offeror:	December 1, 2016
<b>Project Title:</b>	<b>Project No.:</b>
System Applications and Products in Data Processing (SAP) Training	RFP 17-29
<b>Description of Solicitation Amendment:</b>	
Included by reference are the Questions and Answers for project RFP 17-29, System Applications and Products in Data Processing (SAP) Training.	
Except as provided herein, all items and conditions of the solicitation, as heretofore changed, remains unchanged and in full force and effect.	
<b>Acknowledgement of Amendment No. 02 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

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## REQUEST FOR PROPOSAL

### PROJECT NO. RFP 17-29

#### System Applications and Products in Data Processing (SAP) Training

#### QUESTIONS AND ANSWERS NO. 1

Date: December 1, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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1. There are six areas of training listed in the Scope of Services. Do you know if these correspond to specific SAP course numbers as listed in their catalog on their website? If so, can you provide them?

**Answer:** The six trainings listed correspond to what HCC has offered in the past with our own in-house training. Some of the topics may align with SAP course content, but these six trainings have been designed to meet local student training needs.

2. What is the expectation on the duration of these courses (day, week, month, semester, other)?

**Answer:** Each SAP course is 6 weeks or 48 contact hours.

3. How will students be registered into courses?

**Answer:** Student first approaches our HCC office for advising and then we will enroll the student in the correct class, through our HCC enrollment system.

4. Will the courses be added to the HCC online catalog or will they be offered as part of an existing course?

**Answer:** Our SAP classes are instructor led and in person, and are advertised in our printed course schedule (three times a year) and through our online course schedule (continuously). The six trainings listed in the RFP represent the six SAP courses that are marketed.

5. Page 6 #9: Minimum of 4 students and maximum of 16. Price is based on student count. Do you want pricing for different ranges of students? Can we provide up to 5 price ranges depending on student count?

**Answer:** The RFP lists the minimum number of students per section to be 4, which allows the course to be delivered at a tuition income that will still support the expenses of delivering the course. The maximum number of student is set at 16 because most of our computer labs have only 16 work stations. Various course section pricing models will be considered (i.e. per student, per course section, ranges based on number of students, etc.).

6. Page 7 #2: Can we provide FFP per course? If so, how should page 7 #2 Total Cost be completed?

**Answer:** Submitting a price for course section to be delivered is acceptable. Keep in mind that the Scope of Services section of the RFP states that "each course [to be provided] at least once each per fall and spring semesters. So the Total Proposed Cost should cover the cost of providing 12 courses sections (6 in the fall, and 6 in the spring) annually.

7. Page 6 #10: Can invoicing be done per class?

**Answer:** Yes, invoicing can be done per class.

8. Page 11 #4a: There is no legal reason that would prevent our firm from conducting business in Texas but do we need to be licensed ahead of the award or can we do that after award?

**Answer:** It is better to be licensed ahead of award, although not a condition for submission. Failure to have any required license at time of award may result in disqualification and award being made to next highest ranked proposal.

9. Are there any page limitations?

**Answer:** No.

10. How much notice will be given in advance of course delivery?

**Answer:** The course schedule will be planned on a semester basis (fall and spring) several months before the start date of the first class. If it looks like a course section will not make (i.e. less than 4 students enrolled), we will cancel the course typically one week before the course start date. At times, and if the training partner agrees, a postponement of a class may occur to give more time for the class to make, rather than be cancelled.

11. Page 6 #3: Is it required we send the entire course or will a table of contents.

**Answer:** Table of contents will do.

12. Do we have to be local only?

**Answer:** No you do not need to be local.

13. Do we need to provide the list of all trainers in the RFP?

**Answer:** It's preferable that a list of trainers be included. At minimum, we do need a description of the qualifications (i.e. experience, education, certification, etc...) representative of the type of instructors that would be used to deliver the courses.

14. What is the number of classes per session-Fall/Spring?

**Answer:** As mentioned in Section 2: Scope of Services, each course is to be delivered at least once each per fall and spring semesters, so that means all 6 courses offered once in the fall and once in the spring for a total of 12 courses annually. This may vary depending on student demand, and the actual schedule will be negotiated between HCC and the Contractor.

15. We are an authorized value added re-seller of SAP and have provided SAP Training in the past. I assume that this qualifies us to respond and be considered in the evaluation/selection process as potential organization to provide training for HCCS?

**Answer:** As long as you are able to provide "proof of authorization for the use of the SAP software products for training," then you are eligible to respond to this RFP. In addition proposers shall respond to all requirements including but not limited to qualifications and experience, past performance, etc. as noted in the solicitation.