

Request for Proposal
Employee Training Services
Questions and Answers

1. Will a copy of all of the questions that are asked be posted for public view? **Yes.**
2. I am searching hotels, and want to verify that the training classes will be held at the address listed on the cover page of the RFP? (900 7th Street, N.W. Second Floor, Washington, DC 20001). **Yes, the classes will be held in our training rooms located at 900 7th Street, N.W., Washington, D.C. 20001.**
3. Will we need to submit receipts, air travel, etc.? Are these expenses paid separately after the price on the schedule? **No, the price quote will be fixed. All expenses should be included in your total quote.**
4. The closing date listed is Sat., June 5. Is that correct? **Effective May 28, 2010, DCRB extended the proposal deadline until Monday, June 7, 2010 at 5:00 PM.**
5. What is the time frame for providing the training? Will it be totally within the current fiscal year? **Training should occur within the next 6-8 months, at a mutually convenient date and time.**
6. Are resumes of prospective trainers part of the proposal or included in exhibits? **Resumes of all prospective trainers are required to be included in Part C of the proposal.**
7. We've noticed the requested information in the executive summary (page 2 of the proposal) and number 2 in the transmittal letter (page 6 of the proposal) are the same. Do we need to repeat the information in both sections? **Please provide a response to both sections where information is requested.**
8. Can we use our own format (providing the requested information of course) for the executive summary or is page 2 a form we have to use? **DCRB requests that you use the format for the Executive Summary that is outlined in the solicitation.**