

**Request for Quote (RFQ)  
Computer Training Vendors**

**Services for the Period of:  
June 5 to June 30, 2017**

**AMENDMENT #1**

The Request for Quote (RFQ), Computer Training Vendors services for the Period of: June 5 to June 30, 2017, is hereby amended with the inclusion of the following:

**B. Quote Specifications**

**Provider will also need to deliver the following:**

- Laptops and internet access (minimum of 20 stations)
- Curriculum
  - I. Basic Computer Skills Training
  - II. Introduction to Microsoft Office Word/Excel

• \$100 per unduplicated SCSEP eligible participant, sign in signature log required. **SEP**

**National will guarantee 15 Participants per class, if attendance does not fall below that number, contractor will be paid for 15 participants.**

Deduct (all inclusive non-optional) travel, tuition, meals, transportation and internet services, and 15% local for materials.

This amendment was released May 15, 2017.

This amendment, released May 15, 2017, will be considered a part of said RFQ.

**Request for Quote (RFQ)**  
**Customer Service Training Vendors**  
**Services for the Period of:**

June 5 to June 30, 2017

**B. Quote Specifications**

Provider will also need to deliver the following:

- Instructor (with appropriate credentials - NRF)
- Proposed Locations within the counties
- Laptops and internet access (minimum of 20)
- Curriculum
- I. Teach the Customer Service training plan and administer the online test

II. Create an email account for participants if they don't have one already.

III. Register participants for SER On-line Entrepreneurship Business Training (OEBT)

- Proposed Schedule (During the weeks of June 5 – 30, 2017) – (8:30 am – 4:30 pm with a 30-minute lunch break primary customer service training 9:00 am – 3:00 pm)
- NRF Certificate of Completion or completing document for each Participants
- \$100 per unduplicated SCSED eligible participant sign in signature log required **SED**

**National will guarantee 15 Participants per class if attendance should fall below this number, no reduction will be paid for 15 participants**

- Proctor (all inclusive) travel, trainer, meals, computer lab, computers and internet services and lite lunch for participants
- Attend a 1-day training at SER National Office to become a proctor

This amendment released May 15, 2017 will supersede previous information included in the

**Request for Quote (RFQ)  
Soft Skills Training  
Services for the Period of:  
June 5 to June 30, 2017**

**AMENDMENT #1**

The Request for Quote (RFO): Soft Skills Training Services for the Period of: June 5 to June 30, 2017, is hereby amended with the inclusion of the following:

**B. Quote Specifications**

Proposer will also need to deliver the following:

- Curriculum (Power point presentation, handouts, booklets)
- Proposed Schedule (During the weeks of June 5 - 30, 2017) - (8:30 am - 4:30 pm with a 30-minute lunch break)
- Certificate of Completion for Participants
- \$100 per unduplicated SCSEP eligible participant, sign-in/signature log required **CFR**
- **Number of participants: 15. Participants are a class of attendees. Should full class be number, contractor will be paid for 15 participants.**
- Budget: (all inclusive, non-negotiable) travel, trainer, meals, materials and supplies and lite lunch for participants

This amendment released May 15, 2017 will supersede any previous information included in the RFQ released May 9, 2017 and is to be considered a part of said RFQ.