

Addendum No.1
Request for Proposal No. P24/10072L.
Project Management Training
and Consulting Services

Issue Date: May 9, 2024

ADDENDUM 1:

This addendum will be posted to the Pima Community College webpage by May 9, 2024, by 5 pm (AZ Time)

ITEM ONE (1): QUESTIONS AND ANSWERS

Program Deliverables:

1. Please expand on what you mean in "Develop" in your RFP page 4 at the beginning of the sections for PM Training Program and PM Awareness Program.
In the context of Training, "Develop" means "Organize", as opposed to "create from scratch for Pima", so long as proposed training offerings are available that generally meet the intent of the paragraph.
In the context of Awareness, some of the 2-hour workshops might require some "Development", whereas others could be based on material from longer existing Training offerings.
2. On Page 10 of the RFP, you indicate a preference for a firm that has a license to use PMI or similar agency material. Does that mean you are looking for these four levels of instruction to be from PMI, or will you consider a bespoke program that is based on PMI principles but doesn't leverage PMI licensed content?

For the 3 levels of training (Introductory, Intermediate, Advanced), so long as the material is based on PMI PMBOK principles it will be acceptable. However, in the case of Certification, the material will need to be more specific to the PMI materials as we will encourage the PMI Project Management Professional certification.

3. Follow up: Is the expectation that the vendor develops PM training as outlined for Pima Community College?

No, existing material that the vendor has would be acceptable so long as it is based on PMI principles as stated in 2.

4. Which campus locations will host the PM training?

Any of the following campus locations are potential locations for the on-site Pima training:

West Campus – 2022 W Anklam Road Tucson, AZ 85709-0001

Downtown Campus – 1255 N Stone Ave. Tucson, AZ 85709-3000

Northwest Campus – 7600 N. Shannon Road Tucson, AZ 85709-7200

East Campus – 8181 E. Irvington Road Tucson, AZ 85709-7000

Desert Vista Campus - 5901 S Calle Santa Cruz Tucson, AZ 85709-6000

5. Is there a specific Tucson area that is preferable for the Vendor provided location?

Within 10 miles of the Downtown Campus (1255 N. Stone Ave.

Tucson, AZ 85709-3000) would be preferable. Pima likes the option to use Vendor locations to get attendees away from the Pima offices during the event.

6. Will the PM Team Consulting be a planned activity or on call?

a. How does Pima CC expect to engage the PM Team Consulting?

Preferably it will be a planned activity, but the vendor should provide lead times and amount of consulting available for the various skill levels requested in the proposal. Engagement will be based on a separate Work Statement or Engagement Letter.

7. How is the program to be billed (e.g., by topic, per person, by hour, by session)?

Please see the price proposal sheet (Appendix A). But in summary: Training: Per person for the particular training level at the completion of the training event. Awareness Workshops: Per workshop at the completion of the workshop event. Development: Per hour, Consultancy: per hour.

8. Will non-College employees attend this training (live or recorded), or attend training that leverages these resources?

This is for College employees, faculty and potentially students (although that is not foreseen at this point but shouldn't be excluded). We will plan to record the 2 hour Awareness Workshop sessions (using PCC TV) to further use as broad awareness across the College through inclusion on the Pima internal professional development site (Percipio). We do not plan to record the Training and Professional Development sessions.

The material, itself, is not foreseen to be used external to the College. However, the College may use the material as source material for Training offerings provided by the College to external Partners.

9. Is all training materials due July 1, 2024?

The first anticipated workshop is the end of September 2024, requiring material be available for review by the end of August 2024. The first anticipated Training is November/December 2024 requiring material be available by the end of September 2024.

For the proposal, the vendor is required to submit at least course objectives, target audiences, outlines, training modalities, capacities, and lead times for each of the trainings. The College will provide ample notification at the beginning of the Fiscal Year (July) as to the expected training objectives and timeframes for the year, thereby providing the vendor ample time to organize planning to achieve the objectives.

Program Delivery:

10. You have indicated a desire for four levels of instruction for the Project Management Training: 1. Introductory 2. Intermediate 3. Advanced 4. Certification training. Is your desire for the certification training to be an internal certification, or is your desire for the certification to be a prep course to complete a formal PMI certification (for example PMP)?

Prep course for the PMP certification.

11. On page 4 of the RFP document, you identify a need for the Contractor to provide modalities that can accommodate 1. Onsite at PCC facilities, 2. Onsite at Contractor Facilities in Tucson, AZ, and 3. Virtual/Live Sessions. For the Onsite at Contractor Facilities, are you expecting Contractor to have permanent facilities, or can they be flexible work facilities that have capacity to hold in person sessions? Also, for the Virtual sessions, can you identify what online technology Pima College uses for Virtual instruction? (e.g. Zoom, MS Teams, Webex, other...)

They can be flexible but need to meet an appropriate level of appearance and

usefulness that would be similar to what the College would offer in a conference and training room setting.

Pima uses Google Meet, Webex and Zoom.

12. Will Pima CC provide staff to coordinate scheduling and logistics for these sessions throughout the annual period, or are you looking for the Contractor to provide that service?

Pima would generally support the registering and scheduling of the events with the attendees and also recording professional development credits. If a Pima training site is required, Pima will make the arrangements for the conference room, IT/AV equipment, etc. If a "Tucson" vendor site is used, Pima will support registration and scheduling. If a virtual environment is used, Pima will support registration and scheduling.

13. On page 10 of the RFP, you indicate you prefer a firm that is an Authorized PMI or similar Agency Training Partner. Are you willing to consider a firm that would invest in that PMI partnership if selected by Pima to provide this service?

Yes, if there is a solid plan in place in the Proposal, as Pima is unaware of the timescales to achieve that Partnership. Any Partnership needs to be based on PMI PMBOK principles. However, the resulting agreement will need to register the commitment contractually such that it does not get overlooked.

14. Are you seeking a single course for each level, introductory, intermediate, and advanced or a program of courses at each level?

The College is open to a variety of vendor solutions.

15. How many days of training are you seeking for each level?

The College is open to a variety of vendor solutions. However, practicalities of available development time for the candidate attendees limits any total course length to 24 hours.

16. Are you looking for your advanced Project Managers to take the PMI PMP certification? If not, please could you specify which certification you require?

Refer to Question 10

17. Are there any other certifications you wish to be included?

18. *The College prefers PMI certifications but would be interested in knowing what other certifications are available that are similar in industry acceptance as the PMI*

PMP.

19. Are you seeking customization to tailor the content to the College requirements?

Refer to Question 3.

20. We are seeking to provide a cost-effective solution for the College, and would it be possible for the Project Management Awareness to be virtual only?

The College is open to a virtual solution but considers an "in person" option very valuable.

21. Would it be possible for the Project Management Professional Development 1 hour coaching sessions to be scheduled for multiple sessions in a day or virtual?

The College is open to a virtual solution and arranging several sessions in one day.

22. In the cost sheet (Appendix A), the first column should clarify what specific information is being requested: are you seeking costs based on the number of participants, the number of classes, or an hourly rate?

Projected Annual No. of On Site Seats/Workshop/Hour	Price Per Annual Onsite Seat	Projected Annual Cost	Projected Annual No. of On Site Seats	Price Per Annual Onsite Seat	Projected Annual Cost	Projected Annual No. of On Line Seats/Workshop/Hour
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See response to Question 7. Additionally see solicitation document page 28 question 3 which allows for additional cost information to be submitted.

All other Request for Proposal RFP No. P24/10072 information/terms and conditions not modified herein remain the same.

END OF ADDENDUM ONE – RFP B24/10072 PROJECT MANAGEMENT TRAINING AND CONSULTING SERVICES

Thank you for your interest in Pima Community College.

Charles C. Eburnoha, Senior Procurement Analyst