



Addendum # 1

RFP #2026-01 - EDCT Training Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ANSWERS TO VENDOR QUESTIONS

1. What is the estimated budget for this RFP?

The estimated budget for the RFP is between \$500k-\$700k over 3 years. Contracts will be progressive as work is completed and as funding is available since the projects will be categorically (grant or contract) funded.

2. We understand that we need to provide estimated annual costs for each year of the contract. To estimate the annual cost, could you please let us know the following information: What is the number of courses that needs to be delivered in each year.

The number of courses needed each year is based on workforce and employer demand, as well as ongoing availability of funding. As a baseline, an estimated 80-100 trainings are needed per year, with hours per training ranging from 8-64 depending on the topics in demand, with 16 hours being the overall average.

What is the number of trainings required under each course category in each year.

The number of trainings per category are estimated based on historic data to be approximately the following:

- Business Skills: 25-35
- Computer Skills: 15-25
- Continuous Improvement Skills: 5-10
- Literacy Skills: 5-10
- Management Skills: 5-10
- Manufacturing Skills: 5-10
- Safety Skills: 5-10

What is the number of participants expected to undergo training under each course category in each year.

The number of participants is estimated as an average of 16 per training.

3. Could you please clarify whether Appendix B is SUBCONTRACTOR Profile Form & Designation of Names or Vendor Profile Form & Designation of Names?

Yes, Appendix B is the Vendor Profile & Designation of Names

4. In Appendix B - Section 2: Bid CONTRACTOR must enter a fixed price for each Unit Price item in the space(s) provided on the next page of the Bid Form. Bidder's unit prices shall include all labor, materials, tools, equipment, overhead, profit, and all other direct and indirect costs and expenses to produce and deliver as required. Prices must be net including discounts. – We don't see any Bid form or space(s) to enter fixed price for each Unit Price item provided on the next page of the Bid Form, could you please clarify on this?

Please see Section 4 of the proposal. Contractors should submit pricing and rates that include: Standard service rates for training, Rates for training in the case of a client referral as defined in the Referrals section

5. In Appendix C - Financial Statements – It is mentioned as "Please furnish financial information that accurately describes the financial stability of SUBCONTRACTOR" – Could you please clarify whether we need to provide financial stability of SUBCONTRACTOR or PRIME CONTRACTOR?



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Please furnish financial information that accurately describes the financial stability of your company/entity and any entities you intend to use for these services.

6. Regarding the Referrals section (4.2), if grant funding ends during or after the contract term, can referred employers continue working directly with the contractor outside of this SBCCD agreement for training services not funded by SBCCD grants?

Yes

7. Does SBCCD claim any ongoing relationship rights or restrictions regarding employers after the referral periods expire (beyond the 1-year or 3-year periods specified in Section 4.2)? The language here might be legally interpreted as SBCCD is claiming ongoing rights to referred employers regardless of intent.

By default, once the time period for being considered a "referred client" has concluded, SBCCD will consider an employer a standard client for workforce training services, which means that the first right of refusal clause and alternative rates for a "referred client" would lapse. This does not prevent the contractor from continuing to work with an employer, either through SBCCD or independently. Also, the definition of a "referred client" may be extended to allow for the contractor to maintain the first right of refusal and alternative rates. The intention of this period is to allow SBCCD and the contractor to both benefit from building relationships with employers for workforce training services, and to allow for evolution in those relationships over time.

8. Can contractors maintain separate, private business relationships with employers they initially referred to SBCCD, provided such work does not conflict with active SBCCD-funded training for those employers?

Yes

9. For contractors who currently have direct independent contractor agreements with SBCCD, how will work allocation be determined between the existing agreement and this RFP contract vehicle?

This can be evaluated on a case-by-case basis and may be resolved during the contract negotiation stage of this process, as applicable.

10. Will rate schedules be publicly posted after award, and how will work allocation be determined between multiple awarded contractors?

No. Contracts will be negotiated between SBCCD and vendors whose bid is accepted. If multiple bids are accepted, work will be allocated at the discretion of SBCCD based on factors such as training content, availability, training rates, employer requests, and employers referred by contractors.

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