

ADDENDUM #4

Quotations for Small Procurements
HCV Leadership Training
Solicitation No. 2025-2803

Originally Issued March 5, 2025

Addendum 4 – Issued March 21, 2025

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

ATTENTION: The training duration for completion of the training has been extended to June 30, 2025

QUESTIONS:

1. Can the post-training support be delivered virtually? **Yes**
2. What certifications are needed to meet the qualification statement: *Certified trainers with expertise in leadership development*. **Certifications that demonstrate subject matter expertise.**
3. For the requirement: (4)-four-hours sessions beginning in May 2025 and ending no later than May 30, 2025. Can the training take place in 4 consecutive days, or would you prefer the training to be spread out? If spread out, please specify ideal timeline. **The training should take place bi-weekly on Mondays, Wednesdays, or Fridays in the afternoons starting at 1:00 p.m.**
4. Can the pre and post-assessments be completed virtually before and after the in person workshop or do they need to be completed during the four hour workshop? **Yes**
5. Can the participants be required to complete virtual pre-work before the in person four-hour workshop? **Yes**

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6. Will the group of 7 management team members attend the four-hour workshop at the same time or will we need to offer two different time blocks? **The 7 management team members will attend the trainings at the same time.**
7. Please clarify (4)-four-hours sessions: is it four separate four hour blocks of time for all 7 management team members, or just one four hour block of time for training? **The training should consist of four separate sessions, each lasting four hours with all 7 participants attending the same training sessions.**

END OF ADDENDUM TO DATE 3/21/2025