

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Christopher Rossman
Director of Purchasing



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February 28, 2008

ADDENDUM #1
MULTI-STEP BID

Bid No. & Title: 08-018 Computer Training Courses

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the technical offer and shall be part of the contract.

CLARIFICATIONS

Vendors Responsibilities

- The Vendor is to produce course materials (books), as well as course material in the following formats .pdf, .doc, .html, etc. for each identified training session.
- Course dates and times will be determined following the award of the Bid.
- The Likert Scale should be based on a seven (7) point system.

Knowledge Base

- The vendor is responsible for either providing an existing Web-based Knowledge Base with the appropriate security features and/or developing a Web-based Knowledge Base with the appropriate security features for the specific use of Kane County staff and/or Elected Officials.

Course Outline Requirements

- Access Course 1 is a two day session.
- Access Course 2 is a two day session.
- Each session will be conducted from 8:30 a.m. to 4:30 p.m and include 2 fifteen minutes breaks (one fifteen minute break between 9:30 a.m. and 10:30 a.m. and one fifteen minute break between 2:30 p.m. and 3:30 p.m.). A one hour lunch will be conducted from 12:00 p.m. to 1:00 p.m.

Pease indicate your receipt of this addendum in the bid response.

Sincerely,

Jim Hansen
Asst. Director of Purchasing

**PUBLIC NOTICE OF
INVITATION FOR BID**

COUNTY OF KANE

MULTI-STEP BID 08-018 COMPUTER TRAINING COURSES

Kane County is accepting a Multi-Step Sealed Bid (#08-018 COMPUTER TRAINING COURSES) seeking competitive technical offers in phase one from a qualified and experienced Vendors to facilitate in the instruction of computer training courses to various Kane County employees and Elected Officials. In phase two the Vendors with acceptable technical offers will be invited to submit sealed bids.

Bid documents may be obtained at the Kane County Government Center, Purchasing Department, Bldg. A, 719 S. Batavia Avenue, Geneva, IL, 60134. Vendors interested in obtaining this bid document; may register to be on vendor list by faxing contact information to the Kane County Purchasing Department @ (630) 208-5107, then the bid document will be emailed or mailed to your attention as requested.

Bids will be due in the Kane County Purchasing Office, located at Bldg. A, 719 S. Batavia Ave., Geneva, IL 60134, at 2:00 PM., Wednesday, March 12, 2008, when the submitting Vendors will be publicly read aloud.

AN EQUAL OPPORTUNITY EMPLOYER