



# INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3  
Los Alamos, New Mexico 87544 (505) 663-3507  
Procurement Division

**August 14, 2024**

## **TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:**

**Request for Proposals No. RFP25-20**

**RFP Name: Contract Instructors for Community Trainings**

### **Addendum No. 1**

This Addendum No. 1 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides questions received and County's answers to all potential Offerors/Proposers:

1. Is the County interested in live virtual and in-person offerings or only in-person?

**RESPONSE:** County is interested in both trainings that can be conducted in person, and trainings that can be conducted virtually.

2. For in-person offerings should an Offeror include the cost of training space rental and logistics coordination or will space be provided?

**RESPONSE:** Please include the cost of training space rental and logistics coordination as needed as line items in the final budget. However, as described in Scope of Services (E) County may provide programming space as determined by County.

3. Is the County interested in self-paced eLearning offerings or only instructor led offerings?

**RESPONSE:** Self-paced eLearnings would be considered by County as long as awarded Contractors providing such services are able to provide the required reporting as described in the RFP.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 1 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 1 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No.1.

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Signed	Print Name	Date
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Title	Company
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