

December 18, 2013

Notice to Potential Bidders

**BULLETIN NUMBER 7  
INVITATION FOR BIDS  
CAREER TECHNICAL EDUCATION COURSES AND/OR LIFE SKILLS COURSES  
INVITATION FOR BIDS NO. 516-SH**

This Bulletin Number 7 is being issued to (a) provide responses to questions that were received by December 2, 2013. The responses attached to this Bulletin Number 7 as Attachment 1, Questions and Answers, are final and become a part of the Invitation for Bids (IFB); and (b) revise Appendix B-1, Statement of Work B-1, Career Technical Education Courses, Attachment B-1, Instructor Duties and Minimum Qualifications for Career Technical Education Courses, and Appendix B-2, Statement of Work B-2, Life Skills Courses. The following revisions shall be incorporated into and become a part of the IFB.

A. Appendix B-1, Statement of Work B-1, Career Technical Education Courses, Section 5.0, Days and Hours of Operation, add Subparagraph 5.1.2 as follows:

5.1.2 Each eight (8) hour course or six (6) hour course, as the case may be, shall begin with an initial 0.5 hour instructor preparation period followed by 7.5 hours of actual course instruction for each eight (8) hour course or 5.5 hours of actual course instruction for each six (6) hour course, as the case may be. The preparation period and instruction period shall be contiguous over the eight (8) or six (6) hour course, as the case may be.

B. Attachment B-1, Instructor Duties and Minimum Qualifications for Career Technical Education Courses, The Duties and Minimum Qualifications for the Computer Technology course shall be deleted in its entirety and replaced with the following:

Duties: Instructs inmates on the basics of computer operations and the use of the Microsoft Suite, including Word, PowerPoint, Excel, and Access. Duties also include servicing the computer lab with basic intranet needs and software management.

Minimum Qualifications: Must be A+ and Microsoft Office Professional certified.

C. Appendix B-2, Statement of Work B-2, Life Skills Courses, Section 5.0, Days and Hours of Operation, add Subparagraph 5.1.2 as follows:

5.1.2 Each six (6) hour course shall begin with an initial 0.5 hour instructor preparation period followed by 5.5 hours of actual course instruction. The

preparation period and instruction period shall be contiguous over the six (6) hour course.

All other Terms and Conditions of the IFB remain in effect.