

**Solicitation No. 24062-20-808****Amendment #2**

Solicitation No. 24062-20-808 is hereby amended as follows:

**1. DELETE M1****INSERT M1:**

M1: The bidder – or the bidders resource SR1 (Facilitator – Instructional Methodology) - must demonstrate a minimum of 6 years (72 months) of experience in instructional design, specifically in learning methodology and developing the design content for executive leadership development programs within the last 8 years (96) months.

**2. DELETE M2****INSERT M2:**

M2: The bidder – or the bidders resource SR1 (Facilitator – Instructional Methodology) - must have provided the following:

- The necessary tools to design and develop a variety of activities in an executive leadership development program;
- Identifying the content, including identifying source material, develop real comptrollership case studies, practical exercises and reference items, such as suggested readings, books, articles, videotapes, and static media; independent readings, suggested articles, studies;

Reviewing the design documents, scripts, and the final deliverable to verify content accuracy.

To demonstrate compliance with M2, the Bidder should provide all of the following information:

- Name of Client Organization;
- Project description;
- Description of the roles and responsibilities of the proposed resource in the project;

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- Project duration, including start and end dates in months and years
- (i.e.: January 2019 to January 2020 - 12 months); and
- Client contact name, position, current telephone number and email address of client reference.

Note: In the case where the timelines of two or more projects overlap, the duration of time common to each project will not be counted more than once.

3. DELETE M5

INSERT M5:

M5: The Bidder must demonstrate that the proposed resource SR3 Facilitator - (online learning) has experience in the design and development of on-line training for executives.

4. DELETE R1

INSERT R1:

R1 The proposed resource SR1 Facilitator –Instructional Methodology should demonstrate experience in the design and the development of executive leadership development programs to a wide audience of senior executives, who are moving towards the next level of their career.

5. DELETE R2

INSERT R2:

R2 The Bidder should provide a detailed description of their approach and methodology for performing the project described in the SOW in the RFP.

6. DELETE R10

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INSERT R10:

R10 The Bidder should demonstrate a minimum of four on-line learning programs designed specifically for senior executives in a financial management capacity for financial and nonfinancial executive audiences and provided on-line support to participants.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**