



DEPARTMENT OF THE ARMY
CIVILIAN HUMAN RESOURCES AGENCY
SOUTHWEST REGION
301 MARSHALL AVENUE
FORT RILEY, KS 66442

REPLY TO
ATTENTION OF
PECP-PAC-A

TO WHOM IT MAY CONCERN:

The United States Army, Civilian Human Resources Agency, South West Region, Human Resources Development Division (HRDD), Fort Riley, Kansas is soliciting proposals for standard "off-the-shelf" courses for Fiscal Year (FY) 2010, listed in enclosure (1). The required courses may be conducted at one or more Army installations or Army Corps of Engineers locations in the Southwest Region, or via Distance Learning technology. The list of possible locations is provided in enclosure (2). In this instance, Distance Learning is defined as video tele-training.

The Southwest Region will be responsible for providing classroom space and standard equipment used in providing on-site training (e.g., projector, VCR, butcher block chart paper, boards for writing, chalk or dry-erase markers). If broadcasting via Distance Learning technology, the organizations will arrange to schedule their VTT classroom and connect to receive the training.

Proposals must be submitted on a per course basis. The Southwest Region is responsible for all contacts with the vendor and logistics for conducting training for the organizations of this Region. All scheduling is done through the Southwest Region HRDD. Vendors should not accept enrollments directly from the organizations. Enclosure (3) provides the form for submitting the course proposals via electronic mail. Please contact us if you experience problems with the form.

Proposals will be evaluated against the following criteria:

1. Ability of proposal to meet identified needs.
2. Record of past performance.
3. Previous experience and knowledge in content area.
4. Cost effectiveness and timeliness of delivery.
5. Ability and experience in conducting courses through the use of Video Tele-Training.
6. Ability to accept payment by Government Purchase Card (Visa Credit Card) from multiple customers in the same course.

Your proposal must clearly indicate the total cost for conducting a course for the Southwest Region. Please remember to indicate whether the proposal is for presenting the course in an on-site format or via Distance Learning. You may submit a proposal for any or all of the courses listed; however, **separate proposals must be submitted for each course individually.** Questions regarding submissions should be referred to Ms. Tonya Clark at (785) 239-0050 or email rile_vendor@conus.army.mil. In order to be considered for FY10 courses, all proposals must be received by **COB September 7, 2009.**

The Southwest Region, Human Resources Development Division remains committed to high standards and excellence in delivery of quality training and services. We look forward to working with you and receiving your proposals for consideration.

Sincerely,

MANUEL SMITH
Chief, Human Resources Development Division
West Region, Southwest Area

Enclosures:

1. FY 10 Course List
2. Course Locations
3. FY 10 Proposal Form