

SAS Portal Training 6100039720

Number	Questions	Answers
1	Will the contractor need to make lodging reservations for PDE training staff? Page 2 of 6, #6, c.	No. All PDE employees will use the Commonwealth of Pennsylvania travel procedures and travel agency.
2	What is the contractors' responsibility in regards to manuals? Page 4 of 6, #7	There will be no manuals.
3	What is the contractors' responsibility in regards to presenters handouts prior to the event? Page 4 of 6, #7.	PDE will bring handouts. Only minor copying for any additional copies.
4	Will registration packets be handed out to participants? If so, is PDE providing PDE folders?	Only name tags.
5	Is it the contractors' responsibility to ensure presenters handouts are copied on-site if not received prior to the date of each training?	PDE will bring handouts. Only minor copying for any additional copies.
6	What is the contractor expected to ship or deliver to the event locations? Page 4 of 6, #8	Nothing for PDE. Anything needed by the contractor.
7	Will PDE provide a person to assist during event registration time period, 7:30 to 8:30?	No.
8	What is the contractor's responsibility regarding committee facilitation? Page 5 of 6, #1 b.	No contractor responsibility.
9	Will the contractor be required to attend meetings at PDE? If so, how many? Page 5 of 6, #1b.	No. Any contact can be by telephone or email.
10	Will PDE presenters use their own laptops?	Yes.
11	Please confirm the food requirements, is there an AM and PM break for each training day? There is a discrepancy between page 3 of 6 and 5 of 6.	Yes, there is a break. Page 5 of 6 is correct.