



# ERIE COUNTY

## REQUEST FOR PROPOSAL (RFP)

### TO PROVIDE:

## Web-Based Training Content Delivered Through a Learning Management System

**RFP # 2026-035VF**

**ADDENDUM NO. 1**

April 14, 2026

**Erie County Department of Personnel  
Brian C. Bray, Commissioner**

**EDWARD A. RATH COUNTY OFFICE BUILDING  
95 FRANKLIN STREET  
BUFFALO, NEW YORK 14202**

Changes have been made to the timetable, below is the corrected version.

## **II. PROPOSAL PROCEDURES**

### **A. ANTICIPATED SCHEDULE OF PROPOSAL**

Issue RFP: April 13, 2026  
RFP Informational Meeting: ~~April 27, 2026 from 9 a.m. to 10 a.m.~~ **April 29, 2026, from 11 a.m. to 12 p.m.**

RFP Informational Meeting will be held via WebEx. Register for the Informational Meeting by contacting [diana.rose@erie.gov](mailto:diana.rose@erie.gov) by ~~April 23, 2026~~ **April 24, 2026.**

Proposals Due: May 8, 2026  
Selection Made by: May 22, 2026  
Contract Signed: Following all necessary County approvals.

Requests for clarification of this RFP must be written and submitted to Personnel Specialist Diana Rose at [diana.rose@erie.gov](mailto:diana.rose@erie.gov). Questions may be submitted until 4:00 pm EST on ~~April 22, 2026~~ **April 28, 2026.** Formal written responses will be distributed by the County on ~~April 27, 2026~~ **May 1, 2026,** and will be available at <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>.

### **B. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. Proposals shall be limited to fifteen (15) pages. The following items are specifically excluded from the fifteen-page limit: Transmittal Letter / Signed Proposer Certification (Schedule A); Table of Contents; Cost Proposal (submitted in a separate, sealed envelope); MBE/WBE and Veteran-Owned Business Certification letters; Resumes of key personnel (if provided as an appendix); Proof of Insurance / Standard Insurance Provisions (Schedule B).
2. One (1) original and three (3) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected. One (1) electronic copy of the proposal shall also be submitted electronically to [diana.rose@erie.gov](mailto:diana.rose@erie.gov).
3. Submission of the proposals shall be directed to:

Diana Rose  
Erie County Department of Personnel  
95 Franklin Street, Room 604  
Buffalo, NY 14202

**All proposals must be delivered to the above office on or before ~~May 1, 2026~~ **May 8, 2026,** at 4:00 p.m. EST. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.**