United States District Court
District of New Mexico
333 Lomas Boulevard, NW, Suite 270
Albuquerque, New Mexico 87102
Office: 505-348-2080

REQUEST FOR QUOTE
Submission Deadline: by 5:00pm MST on June 11, 2012

Microsoft Word 2010 – Beginning and Intermediate Training

Overview

The United States District Court for the District of New Mexico is seeking to purchase Microsoft Word 2010 Training, both Beginning and Intermediate Levels for court employees in Albuquerque, Las Cruces and Santa Fe.

Background Information

The U.S. District Court of New Mexico is one of 94 federal district courts in the country. District Courts are the trial courts of the federal court system. They have jurisdiction to hear nearly all categories of federal cases, including both civil and criminal matters, within limits set by Congress and the Constitution.

The District Court of New Mexico has over 150 employees located in three courthouses in Albuquerque, Las Cruces and Santa Fe.

Purpose and Objectives

On October 1, 2012, the Department of Justice will transition to Microsoft Word. At that time, U.S. Attorneys and U.S. Trustees will have to submit proposed orders and other documents using MSWord vs. another processing application. This development requires our court to have Microsoft Word available on computers so employees can receive these documents, save them, convert them to PDF documents, etc.

To assist the court employees, many who are currently using WordPerfect as their processing unit, we want to introduce them to Microsoft Word through training on both the Beginning and Intermediate Levels.

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Audience Description

Court employees consist of **Chamber's Staff Employees**: district federal judges; magistrate federal judges; law clerks; judicial assistants and **Clerk's Office Employees**: court unit executives, managers, supervisors, courtroom deputies, court reporters, court interpreters, financial specialists, human resource specialists, and case management specialists.

Employees' skill and knowledge of Microsoft Word range from novice level to high proficiency. The training we are offering is optional and interested court employees have preregistered for a level based on their skill need.

REQUIREMENTS

Class Description

- Classes will take place in the training room at each of our courthouse locations (Albuquerque, Las Cruces, and Santa Fe).
- Class sizes will range from 8-10 people, with the exception of some Chamber's Staff who have elected to take the training as a group, resulting in class sizes of 3-6 participants. *Class size is subject to change.
- Beginning (Level One) Classes will be full day sessions, 8:30am – 4:30pm. Classes will be divided into Part I and Part II, allowing employees the option to take Part I on one day and Part II on another day.
- Intermediate (Level Two) Classes will be full day sessions, 8:30am – 4:30pm. Classes will be divided into Part I and Part II, allowing employees the option to take Part I on one day and Part II on another day.
- Part I is scheduled from 8:30am – 12:00pm; Part II is scheduled from 1:00pm – 4:30pm.
- Both Beginning and Intermediate Level Classes will be skills-based, allowing employees the opportunity to have hands-on practice in class and receive feedback and coaching from the instructor.
- Participant materials and a distinct agenda for Part I and Part II of each training level, Beginning and Intermediate will be provided to each employee in attendance.
- Registration, rosters and feedback forms will be administered by the District Court of New Mexico and copies provided to the selected vendor.

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Schedule Description

- A total of 32 classes will take place in the training room at each of our courthouse locations (Albuquerque, Las Cruces, and Santa Fe) from June 19, 2012 – August 27, 2012. *Dates are Subject to Change.
- So that the needs of the court are maintained and in consideration of our employees' workloads and other commitments, classes are scheduled on various days and in the three locations, requiring the instructor(s) to travel back and forth between locations and possible teach a Level I (Beginning) Class on one day and the Level II (Intermediate) Class on the next day.

Albuquerque*	
Beginning (Level One)	**Intermediate (Level Two)**
4 Chambers Group Classes (6/21; 6/28; 6/29; 7/10) 4 Classes (6/19; 6/22; 7/6;7/16)	2 Chambers Group Classes (7/12; 7/31) 7 Classes (7/17; 7/27; 8/2; 8/3; 8/10; 8/13; 8/21)

Las Cruces*	
Beginning (Level One)	**Intermediate (Level Two)**
3 Chambers Group Classes (6/26; 7/9;7/25) 2 Classes (6/25;7/19)	4 Chambers Group Classes (7/31; 8/6;8/7; 8/15) 2 Classes (8/16; 8/27)

Santa Fe*	
Beginning (Level One)	**Intermediate (Level Two)**
1 Chambers Group Class (7/11) 1 Class (7/30)	1 Chambers Group Class (8/8) 1 Class (8/23)

*See Attached Calendar pages 5-7 *Dates are Subject to Change

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Instructor Qualifications

The instructor(s) will need to demonstrate patience, energy and flexibility as every class will have employees' whose skill level in Microsoft Word will span from the novice to proficiency level. In addition to having the ability to teach Microsoft Word at the Beginning and Intermediate Levels, knowledge and proficiency in both WordPerfect and the Legal Profession is highly desirable, though not a requirement.

Instructors must maintain a professional business casual appearance and adhere to our court's security and safety guidelines. Instructor(s) are not permitted to solicit any employee with offers of computer or training assistance after hours or through their own consulting or freelance practice.

Evaluation Factors

The award will be made to the proposal that offers the lowest priced technically acceptable solution. Price is defined as the cost of the training, materials, travel and any other expense for which the court will be invoiced.

Quote Guidelines

Quotes must contain the following:

- **Contact Information:** the name and full contact information for the point of contact.
- **Materials List:** an itemized list of materials, job aids, etc. participants will be provided during training.
- **Course Agenda:** specific agendas for Part I and Part II of both the Beginning and Intermediate Level Classes.
- **Instructor Bio:** background and professional training experience of Instructor(s) that will be providing the training
- **Fees:** an itemized list of fees or expenses the court will be charged, including a class cancellation or schedule change fee, if applicable.

All Quotes must be submitted electronically to Robin Buckland at robin_buckland@nmcourt.fed.us by 5:00pm MST on June 11, 2012

Microsoft Word 2010
Level I and Level II Training Schedule

June 2012

Dates Subject to Change

Key:
ABQ = Albuquerque LC = Las Cruces SF = Santa Fe
MSWord Level 1 - Beginning Word Part I or Part II
MSWord Level 2 - Intermediate Word Part I or Part II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27-May	28-May Holiday - Court Closed	29-May	30-May	31-May	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 MSWord Level 1- ABQ Part I/Part II 8:30am - 4:30pm	20	21 Armijo Chambers - ABQ MSWord Level 1 Part I/Part II 8:30am - 4:30pm	22 MSWord Level 1 - ABQ Part I/Part II 8:30am - 4:30pm	23
24	25 MSWord Level 1 - LC Part I/Part II 8:30am - 4:30pm	26 Wormuth Chambers - LC MSWord Level 1 Part I/Part II 8:30am - 4:30pm	27	28 Hansen Chambers - ABQ MS Word Level 1 Part I/Part II 8:30am - 4:30pm	29 Molzen Chambers - ABQ MS Word Level 1 Part I/Part II 8:30am - 4:30pm	30

Microsoft Word 2010
Level I and Level II Training Schedule

July 2012

Dates Subject to Change

Key:
ABQ = Albuquerque LC = Las Cruces SF = Santa Fe
MSWord Level 1 - Beginning Word Part I or Part II
MSWord Level 2 - Intermediate Word Part I or Part II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 4th of July	5	6	7
				~available~	MS Word Level 1 - ABQ Part I/Part II 8:30am - 4:30pm	
8	9	10	11	12	13	14
	Garza Chambers - LC MS Word Level 1 Part I/Part II 8:30am - 4:30pm	Johnson Chambers - ABQ MS Word Level 1 Part I/Part II 8:30am - 4:30pm	Vazquez Chambers - SF MS Word Level 1 Part I/Part II 8:30am - 4:30pm	Molzen Chambers - ABQ MS Word Level 2 Part I/Part II 8:30am - 4:30pm	~available~	
15	16	17	18	19	20	21
	MS Word Level 1 - ABQ Part I/Part II 8:30am - 4:30pm	MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	~available~	MS Word Level 1 - LC Part I/Part II 8:30am - 4:30pm	~available~	
22	23	24	25	26	27	28
	~available~		Martinez Chambers - LC MS Word Level 1 Part I/Part II 8:30am - 4:30pm		MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	
29	30	31	31 - con't.			
	MS Word Level 1 - SF Part I/Part II 8:30am - 4:30pm	Johnson Chambers - ABQ MS Word Level 2 Part I/Part II 8:30am - 4:30pm	Vidmar Chambers - LC MS Word Level 2 Part I/Part II 8:30am - 4:30pm			

Same day - different locations

Microsoft Word 2010
Level I and Level II Training Schedule

August 2012

Dates Subject to Change

Key:
ABQ = Albuquerque LC = Las Cruces SF = Santa Fe
MSWord Level 1 - Beginning Word Part I or Part II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	
5	6	7	8	9	10	11
	Garza Chambers - LC MS Word Level 2 Part I/Part II 8:30am - 4:30pm	Wormuth Chambers - LC MS Word Level 2 Part I/Part II 8:30am - 4:30pm	Vazquez Chambers - SF MS Word Level 2 Part I/Part II 8:30am - 4:30pm	~available~	MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	
12	13	14	15	16	17	18
	MS Word Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	~available~	Martinez Chambers - LC MS Word Level 2 Part I/Part II 8:30am - 4:30pm	MSWord Level 2 - LC Part I/Part II 8:30am - 4:30pm	~available~	
19	20	21	22	23	24	25
	~available~	MSWord Level 2 - ABQ Part I/Part II 8:30am - 4:30pm	~available~	MS Word Level 2 - SF Part I/Part II 8:30am - 4:30pm		
26	27	28	29	30		
	MSWord Level 2 - LC Part I/Part II 8:30am - 4:30pm	~available~				