

**Addendum No. 1**

**Informal Solicitation #4984  
Computer Software Training**

**Addendum Issued on Tuesday, June 27, 2017**

The following information clarifies information in the above referenced Informal Solicitation:

This Addendum lists questions for clarification of entries mentioned in the Informal Solicitation and Seattle Housing Authority (SHA) responses.

**Question 1.** What version of Microsoft Office will be used in the training classes?

**SHA Response:** Right now, SHA currently runs the Microsoft Office 2010 version; however, there's the big caveat that our IT department is looking into migrating us all to an Office 365 environment. So, we ideally have a company that could provide both training for Microsoft Office 2010 and Office 365.

**Question 2.** Will the SHA provided training computers include the Microsoft Office software or will SHA need the vendor to provide a lab environment including the Microsoft Office software, not simply class exercise files?

**SHA Response:** We have our own tech lab with computer terminals. Any software they will be training will be pre-loaded onto the training computers in the tech lab.

END OF ADDENDUM #1