

United States District Court for the District of Colorado

The U.S. District Court and Probation Office for the District of Colorado are soliciting quotes for application training for all staff members.

The guidelines for this training are as follows:

- Microsoft Windows XP and Excel 2003, and Corel WordPerfect X3 training is required.
- Training must be customized to the Court's environment and needs, each class not to exceed 3 - 4 hours.
- Classes will consist of beginning, intermediate and advanced techniques.
- Classes are to be performed on-site, using the Courthouse's training facility.
- Each class will accommodate 12 people per session/ 2 sessions per day / 20 days total, to span over an 11 week time frame.
- Classes must begin by 7/7/08 and end no later than 9/30/08.

The training requires on-site classes in order to make available to all employees in the U.S. District Court & U.S. Probation Office. Due to the nature of our environment, customized classes must be taught, based on the individual needs of each unit, which we have been able to break down into a total of four.

Trainer must also customize numerous shortened sessions, that will also be made available via video conference, to allow as many employees as possible to take advantage of the training.

Responses must be received by close of business, June 27, 2008

Please send all responses to:

Byron Rogers Courthouse
1929 Stout Street, C106
Denver, CO 80294
Attn: Christina Moore

or email to:

diann_duino@cod.uscourts.gov