

REQUEST FOR QUOTE
Computer Training Vendors

Response Deadline: 4:00pm Central Time	May 19, 2017
Submission via email	aoverton@ser-national.org
Written Questions Submission Deadline: 12:00pm Central Time	May 12, 2017
Question and Answer Document Published: 4:00pm Central Time	May 15, 2017
Contract Start Date	June 5, 2017
RFQ Point of Contact (POC)	Andy Overton CFO Phone: (469) 549-3657 E-mail: aoverton@ser-national.org

Request for Quote (RFQ) Computer Training Vendors

SECTION I. GENERAL INFORMATION

A. Purpose of this Request for Quote (RFQ)

SER Jobs for Progress National, Inc. (SER) is contracted by the Department of Labor to operate a portion of the Senior Community Service Employment Program (SCSEP).

The purpose of this RFQ is to select approved vendors to provide quality one-day computer training to SCSEP participants in California, Colorado, Kansas, Missouri, Texas and Wisconsin.

Goods and Services solicited in this RFQ

Refer to Section I. B. Quote Specifications for a detailed listing of the requirements of the computer training.

B. Quote Specifications

Please address the following:

Ability to provide quality Computer Training to SCSEP participants with the following curriculum to include, but not limited to:

- x Keyboarding
- x Computer Concepts
- x Operating System Software
- x Word Basics
- x Working with Tables
- x Exploring Excel
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Provider will also need to deliver the following:

- x Instructor (with appropriate credentials, Bi-lingual preferred)
- x Proposed Locations within the stated counties
- x Laptops and internet access (minimum of 20 stations)
- x Curriculum
 - I. Basic Computer Skills Training
 - II. Introduction to Microsoft Office Word/Excel
 - III.

F. Eligible Proposer and Competency

SER is prohibited from awarding funds to any party debarred, suspended, or otherwise excluded from, or ineligible for participation in Federal assistance programs in accordance with DOL regulations (29 CFR Part 98). Any interested and qualified individual, organization, or company may submit a quote. Proposer shall demonstrate the necessary technical skills and other resources to deliver the solicited goods and services.

G. Period of Performance

The contract negotiated because of this solicitation may commence on June 5, 2017, with completion of services ending on or before June 30, 2017.

H. Response Deadline

Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of SER for having an influencing effect toward their own quote or any other quote submitted hereunder. In addition, no employee, officer, or agent of SER shall participate in the selection, award or administration of a contract supported by federal funds, if a conflict of interest, real or apparent, would be involved.

Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a quote to be rejected. This does not preclude joint ventures or subcontracts.

The contents of a successful quote may become a contractual obligation if selected for award.

- x Certificate Regarding Conflict of Interest (Attachment E)
- x Certificate of Professional Qualifications, a copy of your HUB certification, if applicable (Attachment F)
- x Certification Regarding the Implementation of the Non-Discrimination and Equal Opportunity Provisions (Attachment G)
- x Liability coverage of firm (Attachment H) [submit proof of liability insurance]
- x

ATTACHMENT FORMS

SER-JOBS FOR PROGRESS NATIONAL, INC.
Request for Quote (RFQ)

ATTACHMENT A

Legal Name of Organization: _____
Head of Organization and Title: _____
Mailing Address: _____ _____
Physical Address (if different): _____ _____
Phone/Fax Number: _____
Quote Contact Person and Title: _____
Contract Signatory Authority and Title: _____

Legal Status:
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Local Organized Labor Agency
<input type="checkbox"/> Sole Ownership <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____
<input type="checkbox"/> Governmental <input type="checkbox"/> CBO

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SER is an Equal Opportunity Employer/Program.

Last update: May 8, 2017

ATTACHMENT C

CERTIFICATION REGARDING DRUG FREE WORKPLACE REQUIREMENTS

A. The Proposer certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace.
 - b) The proposer's policy of maintaining a drug-free workplace.
 - c) Any available drug counseling, rehabilitation, employee assistance program and;
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1) that, as a condition of employment under the grant, the employee will:
 - a) Abide by the terms of the statement; and
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation.
5. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph 4b from an employee otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to an employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for purposes by a Federal, State, or local health, law enforcement, or other appropriate agency
7. Making a good faith to continue to maintain a drug-free workplace through implementation of paragraph 1, 2, 3, 4, 5 and 6.
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: _____-9.8 001 Tc 0.00(____)12.4 (____)12.3 (____)12.3 (____)12pF2.4 (____)12. 12.3

ATTACHMENT F

CERTIFICATION OF PROFESSIONAL QUALIFICATIONS

(Provide a copy of your current HUB Certification if applicable)

ATTACHMENT G

CERTIFICATION REGARDING THE IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS

The training provider assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

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ATTACHMENT H

LIABILITY COVERAGE OF FIRMS (Submit proof of insurance)