

SER-Jobs for Progress National, Inc.  
100 East Royal Lane, Suite 130  
Irving, Texas 75039

**Request for Quote (RFQ)  
for  
Telephone System and Services**

profit corporation under Section 501(c)3 of the Internal Revenue Code. EOE-M/F/H/V

- A. Purpose of this Request for Quote (RFQ)
- B. Who May Respond
- C. Services Solicited in this RFQ
- D. Funding
- E. Description of SER
- F. Governing Laws
- G. Method of Procurement & Type of Contract
- H. Eligible Respondent and Competency
- I. Period of Performance
- J. Response Deadline

## **Section 1 - General Information**

SER-Jobs for Progress National, Inc. (SER) is presently seeking quotes from vendors to secure a lease for TELEPHONE SYSTEM AND SERVICES for SER's Administrative office in Irving, TX. The selected vendor is also expected to assist SER-National IT Management with long-term planning to keep systems current and functional in the most cost-effective manner possible.

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Any contract awarded as a result of this RFQ is contingent upon available Federal funding at currently existing levels. SER may unilaterally terminate a contract in the event that funding from Federal, State, or other resources becomes no longer available. If funding is limited in any way, this contract is subject to renegotiation under the new funding limitations and conditions. Such action is effective upon receipt of written notification from SER.

SER-Jobs for Progress National, Inc., is a private, 501(c)3 nonprofit corporation, which receives and administers Federal funds to provide employment, training, and support services to eligible economically disadvantaged individuals and dislocated workers.

SER is a national network of employment and training organizations that formulates and advocates initiatives that result in the increased development and utilization of America's humanDsf (7243 0.24 178.60599 217.92 cm BT 0.0062 4 (s).24 45 00 0 Tm /TT3 1 Tf{1 (TT3 (re) -r 1 Tf [(re)



The purpose of this RFQ







- Costs for additional services on a per-transaction or hourly basis.
- Profile of the Respondent Firm including the location of the office(s) from which this work is to be performed.
- A copy of your current HUB certification, if applicable.
- Suspension/Debarment Certification (Attachment "B")
- Drug-Free Workplace Certification (Attachment "C")
- Certification of Bidder (Attachment "D")
- Liability coverage of firm (submit proof of insurance).
- Certificate regarding conflict of interest (attachment "E")
- Proof of Bonding/Certification of Insurance

A \_\_\_\_\_ is defined by the Texas Government Code §2161.001 as an entity with its principal place of business in this state that is:

- (A) a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
- (B) a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
- (C) a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
- (D) a joint venture in which each entity in the venture is a historically underutilized business, as determined under another paragraph of this subdivision; or
- (E) a supplier contract between a historically underutilized business as determined under another paragraph of this subdivision and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

An "Economically disadvantaged person" means a person who:

- (A) is economically disadvantaged because of the person's identification as a member of a certain group, including:
  - (i) Black Americans;
  - (ii) Hispanic Americans;
  - (iii) Women;
  - (iv) Asian Pacific Americans;
  - (v) Native Americans; and
  - (vi) Veterans as defined by 38 U.S.C. Section 101(2) who have suffered at least a 20 percent service-connected disability as defined by 38 U.S.C. Section 101(16); and
- (B) has suffered the effects of discriminatory practices or other similar insidious circumstances over which the person has no control.

Five points

Quotes must be typed and submitted on 8 1/2" x 11" paper in accordance with the instructions in this











The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.

The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.

The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.

The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.

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By signature of this Certificate, Respondent covenants and affirms

