



**REQUEST FOR QUOTE**  
**Computer Training Providers**

<b>Response Deadline</b>	June 14, 2016 ( <b>By Noon Central Time</b> )
<b>Submission via email</b> <b>Contract Start Date</b>	aoverton@ser-national.org

# **Request for Quote (RFQ) Computer Training Providers**

## **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 computer training to SCSEP participants in 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 no limited to:

- Keyboarding
- Computer Concepts
- Operating System Software
- Word Basics
- Working with Tables
- Inserting Graphics
- Exploring Excel
- Saving Content
- Copying Text

Services will be conducted in Wisconsin. The chosen provider will need to coordinate with SER staff to ensure proper delivery of services.

### **Provider will also need to deliver the following:**

- Instructor (with appropriate credentials)
- Proposed Locations (SER staff may assist with identifying location)
- Materials (laptops provided by SER)
- Curriculum
  - I. Basic Computer Skills Training
  - II. Advanced Computer Skills Training
  - III. Introduction to Microsoft Word/Excel

- Proposed Schedule (During the weeks of the 20<sup>th</sup> – 30<sup>th</sup> of June 2016)
- Certificate of Completion for Participants
- Budget (not to exceed \$23,134.00)
  - I. Basic Computer Skills Training (50 participants at \$215 per participant)
  - II. Advanced Computer Skills Training (24 participants at \$430 per participant)
  - III. Introduction to Microsoft Word/Excel (24 participants at \$86 per participant)

### **G. Period of Performance**

The contract negotiated as a result of this solicitation may commence after June 20, 2016, with completion of services ending on or before June 30, 2016.

### **H. Response Deadline**

The response deadline is **June 14, 2016 by Noon Central Time**. Quotes must be received via e-mail in PDF format. The response to the RFQ must be officially received by Andy Overton at [aoverton@ser-national.org](mailto:aoverton@ser-national.org). Submission electronically email quote to aoverton@ser-national.org, only one (1) electronic submission via e-mail is required. Official electronically receipt of quotes will be a return email by Andy Overton. Late quotes will be disqualified regardless of circumstances.

Additions or deletions to the quotes must be submitted and included in the quote on or before the deadline. The withdrawal of a quote is allowable in person with proper authorization prior to the response deadline. All quotes become the property of SER.

### **I. Governing Provisions and Limitations**

The purpose of this RFQ is to ensure maximum, open, free competition in the solicitation of and procurement of goods/services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate SER to award any contract or pay for costs incurred prior to the execution of this contract unless such costs are specifically authorized in writing by SER.

SER reserves the right to:

- Accept or reject any or all quotes received, or to cancel or reissue this RFQ in part or its entirety;
- Award a contract for any goods or services in any quantity that SER determines is in its best interest;
- Award a contract to other than the lowest cost/priced proposer;
- Reject any quote that fails to conform to the essential requirements of the RFQ;
- Contact any individual or entity listed in the RFQ who may have knowledge of the proposer's experience, performance, and qualifications; and
- Request additional information from any and all proposers.

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 the purpose of 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



SER is an Equal Opportunity Employer/Program.

Last update:

- Certification of Bidder (Attachment D)
- Certificate Regarding Conflict of Interest (Attachment E)
- Certificate of Professional Qualifications, a copy of your HUB certification, if



# ATTACHMENT FORMS





# 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: \_\_\_\_\_

Check ( ) if there are workplaces on file that are not identified here. ( ) Not Applicable

Name of Applicant Organization:

Name and Title Authorized Signatory:

\_\_\_\_\_

\_\_\_\_\_

## **ATTACHMENT D**

### **CERTIFICATION OF BIDDER**

I hereby certify that the information contained in this quote and any attachments thereto is true and correct and may be viewed as an accurate representation of proposed services to be provided by the individual or organization. I certify that no employee, Board member, or agent of SER has assisted in the preparation of this quote; I acknowledge that I have read and understood the requirements and provisions of the RFQ, and that this individual or organization will comply with the Federal regu (goyl)11.3 3E1 (n6 (he)g)15.9 (a11.3 (n)-1.6)11.3 c a

## ATTACHMENT E

### CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Proposer covenants and affirms that:

- 1.) No manager, employee, or paid consultant of the Proposer is a member of the Policy Board, the President, or an employee of SER;
- 2.) No manager or paid consultant of the Proposer is married to a member of the Policy Board, the President, or an employee or SER;
- 3.) No member of the Policy Board, the President or an employee of SER owns or controls more than 10 percent share in the Proposer's organization;
- 4.) No spouse of a member of the Policy Board, President or employees of SER receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- 5.) Proposer has disclosed within the quote response any interest , fact or circumstances, which does or may present a potential, conflict of interest;
- 6.) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with SER and shall immediately refund to SER any fees or expenses that may have been paid under the contract and shall be liable for any other costs incurred or damages sustained by SER relating to that contract.

Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

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Signature:

Date

**ATTACHMENT F**  
**CERTIFICATION OF PROFESSIONAL QUALIFICATIONS**

## 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.



