REQUEST FOR QUOTE

Soft Skills Training

Response Deadline 4:00pm Central Time	May 19, 2017
Submission via email	aoverton@sernational.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) 543-3657 E-mail: aoverton@sernational.org

CALIFORNIA

Anaheim	20
Bakersfield	40
Chula Vista	20
El Monte	30
Hemet	40
Inglewood	40
Pasadena	40
Pomona	40
Riverside	20
San Diego	40
Stockton	20
Sun Valley	20
West Covina	30

COLORADO

Fort Collins	20
Grand Junction	20
Lakewood	20
Pueblo	20

KANSAS

Kansas City	40
Leavenworth	20
Salina	20
Topeka	20

MISSOURI

Columbia	20
Saint Joseph	20

TEXAS

Beaumont	20
Fort Worth	100

Provider will also need to deliver the following:

- Instructor (with appropriate credentials, Bi-lingual preferred)
- Proposed Locations within the stated counties
- Curriculum (Power point presentation, handouts, booklets)
- Proposed Schedule (During the weeks of June 5-30, 2017) – (8:30 am – 4:30 pm, with a 30-minute lunch break)
- Certificate of Completion for Participants
- $100 per unduplicated SCSEP eligible participant, sign in signature log required
- Budget (all inclusive, non-negotiable) travel, trainer, meals, materials and supplies and lite lunch for participants

C. Background on SER

SER Jobs for Progress National, Inc. is a private, non-profit corporation, which receives and administers Federal and State funds to provide employment, training, and support services to eligible economically disadvantaged individuals, dislocated workers and general universal customers. SER is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

The SER board of directors is composed of representatives from LULAC, American GI Forum, corporate America, and community b((((( )-10e)

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

The response deadline is May 19, 2016 by 4:00pm Central Time. Quotes must be received via e –mail in PDF format. Submit electronic email RFQ proposal to aoverton@sernational.org; only one (1) electronic submission via email is required. Official electronically receipt of quotes will be a return email by Andy Overton. Late submissions will be disqualified regardless of circumstances.

Additions or deletions to the quote 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. Written Questions Submission

After the issuance of the RFQ, questions must be submitted in writing via email to Andy Overton, aoverton@sernational.org by Friday, May 12, 12:00pm Central Time. SER will publish the Q&A document on SER website on May 15, 2017 at 4:00pm Central Time.

J. 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;
- 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 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.

M.

B. Historically Underutilized Business

SER's goal is to use a Historically Underutilized Businesses (HUB's) whenever feasible. A HUB is defined by the Texas Government Code §2161.001 as "a corporation sole proprietorship, partnership, or joint venture formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who are socially disadvantaged because of their identification as members of the following groups: Black American, Asian, Pacific American, Hispanic American, American Indian, and Woman." (Attachment F)

C. Format

Quotes must be typed and submitted on 8 ½ x 11" white paper, 1" margins on all four sides, and a 12-point Times New Roman font. Narrative must not exceed 5 pages.

D. Number of Copies

Only one (1) electronic submission in PDF format is required by the deadline. All documents submitted must be legible and complete. SER is not responsible for copying incomplete quotes.

E. Quote Subject Line and Submission

Quotes must be titled RFQ - Soft Skills Training Providers and submitted in via email to aoverton@sernational.org

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:

[ ] For Profit [ ] Non-Profit [ ] Local Organized Labor Agency
[ ] Sole Ownership [ ] Partnership [ ] Other _____
[ ] Governmental [ ] CBO

Date Established: _____

Federal ID#: _____

Federal DUNS (#): _____

ATTACHMENT C

CERTIFICATION REGARDING DRUG FREE a aIQPTypee5nT1(N)18.0T5 9 12 -0 0 12 315 6

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
eq 84 0 Td (18)Tj 0 Tc 0 TwTd (18 (ul)12 04 Tc 0.004 (n84 (n84 (n84 (n84 (n84 (n84 (n84 (n8

ATTACHMENT H

LIABILITY COVERAGE OF FIRMS (Submit proof of insurance)