



## Florida Atlantic University Request for Quotations (RFQ)

**ISSUE DATE:** Wednesday, March 17, 2021

**RFQ DUE DATE AND TIME:** Friday, March 26, 2021 at 5pm, EST.

**SUBMIT RESPONSE TO:** [smarinruiz@fau.edu](mailto:smarinruiz@fau.edu)

**GENERAL INFORMATION:** The University's SBDC is soliciting Request for Quotations from qualified, interested bidders, for the items listed within this RFQ document. This RFQ MUST be signed by an authorized company representative and returned along with the quotation, to indicate acceptance of all terms and conditions of this RFQ.

**UNIVERSITY'S DIRECT CONTACT:** [sbdc@fau.edu](mailto:sbdc@fau.edu)

**PURPOSE:** The purpose of this Request for Quotation is to establish a contract, at firm fixed unit prices, for specialized and remote business training services to FAU's Small Business Development Center (SBDC) clients. Please see the following Scope of Work for the specifics tasks required:

### **SCOPE OF WORK:**

**Goal statement:** To provide specialized and remote training, in groups and individually, to clients and prospective clients of the Florida SBDC at FAU, in the topic of innovation for businesses. Sample topics are noted but not limited to the following: Cultivating Innovative Mindset, Innovative Teams, Innovation in the Workplace, Marketing Strategies and Business Budgeting.

- Life Group Training for participants from the SBDC clients:
  - 10 hrs. of group training, split in three instructor-led sessions
  - Please include the minimum and maximum number of participants in the program. To guarantee the quality of the service delivery, it is recommended a maximum of 25 participants.
- Materials for the participants
  - Fillable manuals

- Fillable assessments
- Goal setting and planning
- Certification of completion of the training that includes the SBDC at FAU logo and website as sponsor.
- 1:1 Individual Training **for all participants**
  - 2 hours of individual training with each participant to review goals and reinforce learning.
- Provide logos for marketing materials and market the training in the vendor's social media accounts. Report: one report of activities to be provided with the invoice that includes:
  - Name of participants with the number of hours attended in group training, number of hours attended in individual training, copy of materials utilized, a sample of the certification obtained,
  - Web links of the group training sessions, dates, and times.
  - List of instructors

**Timeline: April 15 - May 31, 2021**

- One invoice will be provided no later than May 31, 2021.
- Please provide point of contact:
  - Purchase order and invoice
  - Training
  - Marketing

The following table illustrates the items listed within the Scope of Work:

Item	Services Provided	Unit Cost
Specialized and remote training, in groups and individually, to clients and prospective clients of the Florida SBDC at FAU, in the topic of innovation for businesses	See Scope of Work	Up to \$25,000
Life Group Training	10 hrs. of group training, split in three instructor-led sessions. <b>Prior to May 31st, 2021</b> <b>Please provide the number of minimum and maximum of participants</b>	Included
Materials for all participants	Electronic package all participants.	Included
1:1 Individual <b>Training available to all participants</b>	Two (2) hours of individual training, in following up with each participant to review goals and reinforce learning. Prior to May 31st, 2021.	Included
Certification of completion of the training that includes the SBDC at FAU logo and website, as sponsor.	<b>For all participants who attend at least 60% of the program.</b>	Included
Report of activities	Name of participants with the number of hours attended in group training, number of hours attended in individual training, copy of materials utilized, a sample of the certification obtained, Web links of the group training sessions, dates, and times. List of instructors	Included

**REQUIRED INFORMATION FROM BIDDERS:** In no more than ten (20) pages, all bidders MUST provide a written response to address how your firm would provide all elements listed within the Scope of Work Also, all bidders MUST be in compliance with FAU's additional terms and conditions, which are available using the following link: <https://www.fau.edu/controller/purchasing/files/poterm.pdf>. Furthermore, the following additional requirements MUST be included:

- An executive summary of the firm
- Demonstrate at least three (3) years of experience on providing the same or similar services. Please provide a list of minimum three (3) client references;
- A list of at least three group trainings, similar to the proposal: title, duration, audience;
- A list of at least three participants (individuals) that can provide references of the training received;
- It is preferable the company is located in Florida; and
- Actively participate in marketing and recruitment activities that SBDC at FAU will perform.

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# Bidder Response

(PLEASE PRINT CLEARLY)

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP-CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED OFFICER NAME: \_\_\_\_\_

OFFICER SIGNATURE: \_\_\_\_\_

## **TOTAL LUMP SUM PRICE:**

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**RFQ TERM:** The quoted prices shall remain fixed during the agreed to period. This quote may be extended upon agreement by the vendor for an additional period, if needed, with the same terms and conditions as noted within this RFQ.

**AWARD:** The award will be based upon the lowest cost quoted by the responsive and responsible vendor meeting specifications and/or special conditions on cost per service quoted or by what FAU reserves to be most beneficial to the University's specialized program.

In order for your response to be deemed responsive, please supply any additional information needed to support the figured indicated above. Quotations must be signed by an authorized officer of the company, who is legally authorized to enter into a contractual relationship in the name of the company. The submittal of a quotation by a vendor will be considered by the University as constituting an offer by the vendor at the stated prices.

## **REJECTION OF QUOTES:**

Reasons for rejection of quotes by the University includes, but is not limited to the following:

1. Failure to use the quote form furnished by FAU's Procurement Department;
2. Late or incomplete quotes will not be accepted. Quotes may also be rejected for failure to conform to the rules or requirements contained in the RFQ;
3. Failure to sign the quote by an authorized representative;
4. Proof of collusion among vendors, in which case all quotes involved in the collusive action will be rejected; and
5. Noncompliance with applicable laws, unauthorized additions or deletions, conditional quotes, incomplete quotes, or irregularities of any kind, which may tend to make the quote incomplete, indefinite or ambiguous as to its meaning.