

**Request for Quotes – Personal Services**

**Instructor Led Training**

**(PCS # 441000-0001-RFQ)**

**Quotes due by**: November 27, 2013, 5:00 p.m. (PST)

**Contact:** Kathy Cooks

**Fax:** (541) 346-2548

**Email:** kcooks@uoregon.edu

**Department:** Human Resources Department

**Address:** 677 East 12th Ave., Suite 400; Eugene, OR 97403-5210

**Submittal Instructions:** Enter the requested information onthe Request for Quotes (RFQ) form, print and sign it. Prepare your complete response, including the RFQ form and any additional documents. Submit the complete response via email, facsimile or US mail to the department contact noted above.

**General Information:** The State Board of Higher Education acting by and through the University of Oregon on behalf of the Human Resources department (“University”) is issuing this RFQ for the procurement of personal services as described in this RFQ. Use this form to submit your signed quote pursuant to the submittal instructions by the date and time shown above. Additional documents may be included as part of the response, provide all documents in Word format. If you do not use this form your quote may be deemed non-responsive. **If you do not sign this Request for Quotes form or submit it to University by the due date and time, your quote will be deemed non-responsive and will not be considered for award**.

By providing a quote in response to this RFQ, Contractor agrees to the terms and conditions contained in this RFQ and further agrees to the Personal Services Contract Standard Contract Provisions found at <http://pcs.uoregon.edu/content/forms>. Any contract resulting from this RFQ will be subject to the Personal Services Contract Standard Contract Provisions. Quotes submitted that contain any exceptions or modification to the terms and conditions contained in this RFQ or the Personal Services Contract Standard Contract Provisions, may be deemed non-responsive by University in its sole discretion. If modifications to the Personal Services Contract Standard Contract Provisions are requested the sections and specific modifications must be provided. Separate terms to replace the Personal Services Contract Standard Contract Provisions in its entirety will not be considered.

Quotes submitted in response to this RFQ will be retained by the University for the required retention period and made a part of the file or record that will be open to public inspection. If a response contains any information that is considered a “trade secret” under ORS 192.501(2), mark each page containing such information with the following legend: “TRADE SECRET”.  The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.”  Non-disclosure of documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire response to this RFQ marked as “trade secret” is unacceptable, and all parts of such quote will be deemed available for public disclosure.

[ ]  **Insurance Requirements:** If checked, the specified insurance is required for any contract resulting from this RFQ. See **Attachment D** included in this RFQ, Personal Services Contract Insurance Requirements.

[ ]  **Additional Terms and Conditions**: If checked, this quote is subject to additional University terms and conditions attached and titled:

1. **Scope of Work:**
	1. University anticipates that this competitive process will end in a contract with an initial term of two years. University may extend the contract up to three times, in increments of one year each.
	2. The vendor must provide a course catalog with wide range of office technology training skills courses that include, but are not limited to, the following:
* Access
* Dreamweaver
* Excel
* Flash
* InDesign CS5
* Outlook
* PowerPoint
* Photoshop – Adobe CS4
* Project 2010
* Publisher
* SharePoint Designer
* Visio
* Windows 7
* Word
* Office 2010 Transition
* Acrobat Writer Pro – Basics to Advanced
* Drupal 6 and 7 – Basics to Advanced
* Adobe Illustrator CS4
* InfoPath Forms

All of the above courses must be for software applications utilizing versions 2007, 2010, or the most current application for PC; and 2011, or the most current version for Macs.

* 1. For scheduled courses, provide University with class enrollment roster; monthly invoicing; course materials/hand-out; certificates of training completion including details of the training for University employees. Scheduled courses include both on and off campus trainings.
	2. Upon request of University, develop customized courses for ‘special training’ requests that require flexibility in the application of the content to address real life situations. Preferably the vendor would have the ability to offer such special training within 2-3 weeks of University request.
	3. Offer one-on-one trainings onsite at University as requested.
	4. Provide training at locations within 50 miles of the Eugene/Springfield area.
	5. The Contract resulting from this RFQ process will have an initial term of 2 years, with the option, in University’s sole discretion, to renew for three additional in one-year terms, for up to a total of five years.
1. **Qualifications:** Contractor must meet the following qualifications:
	1. Instructors must be certified in each software application, and must maintain the certifications throughout the duration of the contract. In the event that new versions of the software applications are released during the contract term, Instructors must obtain certifications for the most up to date version of the software applications listed above.
	2. The ability to effectively instruct and guide groups of 6 to 20 in a class as well as instruct on a one-on-one basis.
2. **Submittals:** Contactor’s submittals must include the following:
	1. Business name, main contact person, address, telephone number and email.
	2. Provide a list of training courses you offer, which list must include all courses listed in Section 1.1 above. Please note that for purposes of this proposal, all levels of Excel are considered one course.
	3. Using the table contained in the Statement of Work on page 4 of this RFQ, for eachof the courses offered, provide the following:
		1. Assigned instructor.
		2. The course length.
		3. The cost.
	4. The training locations that you will use for courses offered under a contract awarded pursuant to this RFQ. Please note, all such locations must be within a 50 mile radius of Eugene/Springfield area per Section 1.5 above.
	5. Provide names, titles and qualifications of the key personnel who will be instructors for the courses offered.  Include concise business biographies or resumes of key personnel who will be doing the work described in the response.  This information must include the following:
		1. Each key personnel’s areas of expertise.
		2. Each key personnel’s continuing education endeavors that allow such personnel to stay current within areas of instruction.
		3. Each key personnel’s experience with projects of similar scope and nature.
		4. Each key personnel’s certifications and training evidencing such personnel’s subject matter expertise.
	6. Provide information about the instructional design standards for each course offered. For each course offered, include a description of the development and delivery and how that course is consistent with adult learning principles.
	7. Submit a list of three clients and contact information for whom similar projects have been completed. These clients may be contacted by University for an evaluation and assessment of your performance.
	8. Any additional information that you believe will assist University in understanding the uniqueness of your approach and the quality of your courses and training services.

**Contractor’s Proposed Statement of Work (SOW) Details**

**To streamline the quote and contracting review process, fill in the SOW details below.**

**Project Name:**

**Contractor Full Legal Name:**

**Contract Term:**

**Proposed Start Date:**

**Proposed End Date:**

**Price Quote for Services: [ ]** Fixed Fee:       **[ ]** Variable Fee – Define Structure (ie. Rate per hour or per deliverable):

**Maximum Not to Exceed: $**

**Deliverables:** Contractor will provide to University the following deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and Description of Course** | **Assigned Instructor**  | **Course Length** | **Fee/Rate**  |
| 1. |   |   |   |   |
| 2. |   |   |   |   |
| 3. |   |   |   |   |
| 4. |   |   |   |   |
| 5. |   |   |   |   |
| 6. |   |   |   |   |
| 7. |   |   |   |   |
| 8. |   |   |   |   |

**Additional Expenses:**

**Grey Shaded Areas to be Completed by Contractor**

***(Must Complete and submit with your proposal by closing date and time.)***

Contractor:

Address:       Email:

Phone:       Fax:

**Please indicate your Minority Women or Emerging Small Business (MWESB) Status:**

Women Owned [ ]  Self Report [ ] State Certified #

Minority Owned [ ]  Self Report [ ] State Certified #

Emerging Small Business [ ]  Self Report [ ]  State Certified #

None of the Above [ ]

**Representations and Warranties.** By submitting this quote in response to this RFQ, Contractor represents and warrants that:

1. **Prices quoted shall be firm for three months from the date quotes are due**.

2. Contractor has the power and authority to enter into and perform the contract awarded as a result of this RFQ.

3. The individual signing for Contractor is authorized to execute this quote on behalf of Contractor.

4. Contractor is an independent contractor and not an employee, partner, or agent of University.

5. Contractor’s name, as it appears in this quote, is Contractor’s legal name, as it will appear in the Contractor’s W-9, and if Contractor is an entity rather than an individual that the entity named in this quote is validly existing and in good standing.

6. Proposer has not discriminated against Historically Underrepresented Businesses (defined in OAR 580-061-0010) in obtaining any required subcontracts.

7. No officer, agent or employee of University has participated on behalf of University in preparation of the proposal, that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same work, and that the Proposer is competing solely in Proposer’s own behalf without connection with, or obligation to any undisclosed person or firm

Signature: Date:

Print Name:

[ ] No Quote. Date Contacted:       Reason: