



SER-JOBS FOR PROGRESS NATIONAL, INC.
100 E. Royal Lane, Suite 130, Irving, TX 75039
PHONE: 469-549-3600
FAX: 469-549-3685

REQUEST FOR QUOTE

- Issued:** December 21, 2016 **REVISED 1/3/2017 to allow one additional week for responses.**
- Send Responses to:** Andy Overton
- Email:** Aoverton@ser-national.org
- Phone:** 469-549-3657
- Fax:** 469-549-3685
- Project:** **Technical Assistance**
- Cost of Project:** Less Than \$24,000.00
- Deadline for Responses:** January 13, 2016
- Special Instructions:** Quotes must be received prior to the deadline via mail, courier, fax or email
- Project Description:** SER-Jobs for Progress National, Inc., is formally requesting quotes for identification, education, and recommendations on current and emerging grant opportunities.
- Selected vendor will provide monthly (or more frequent if necessary) reports to SER with the above information. Particular emphasis will be placed on information pertaining to the area of the Older American Worker programs, as well as developments in the WIOA, Older American Act, Early Head Start, Job Corp, and SCSEP. This assistance will include an overall report/presentation to SER and our affiliates during our Annual meeting.
- Project Specifications:** The contract negotiated as a result of this solicitation may commence **January 16, 2017** and end **June 2017**. Vendor must be prepared to begin after notification of award date of contract. SER-Jobs for Progress National Inc., is a tax-exempt, non-profit organization and is totally funded under grant monies. **SER National may cancel the contract at any time and for any reason with a 30-day notice.**
- Quote Response:** Bids can be mailed, faxed, emailed or delivered to:
Andy Overton
SER-Jobs for Progress National, Inc.
100 E. Royal Lane, Suite 130
Irving, Texas 75039
Fax:469-549-3685
Email: Aoverton@ser-national.org
- Deadline:** All quotes are due on **Friday January 13, 2017 by 2:00 p.m. CT**

VENDOR'S RESPONSE TO QUOTE

VENDOR: If you are interested in submitting a quote, please complete below and submit prior to deadline via fax, email, mail, hand deliver or delivery by courier.

| | |
|---|---|
| BUSINESS NAME: | |
| ADDRESS: | |
| POINT OF CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| EMAIL: | |
| <p>BRIEF NARRATIVE:</p> <p>If necessary, please attach any additional paperwork with submittal of Quote.</p> | <p><i>Please provide a brief narrative describing your company (or self) which should include:</i></p> <p><i>How will the company create key partnerships for SER National that will promote additional awareness of the programs to major stakeholders?</i></p> <p><i>How will the company introduce SER National to other various funding opportunities (WIOA, EHS, Job Corp, etc.) that may evolve from such partnerships?</i></p> <p><i>How will the company plan to evaluate the overall performance of SER National in comparison to other contractors and provide recommendations specific to the various programs operated by SER National?</i></p> <p><i>Please include a Budget Summary for Services.</i></p> <p><i>Please include Timeframe indicating when services are to be complete.</i></p> <p><i>Please include copy of company's Debarment, if not, please explain.</i></p> <p><i>Please include Historically Underutilized Business Certification (HUB), if any.</i></p> <p><i>How long the company has been in business; Please provide three (3) business references with contact information for verification, in which your company has provided similar services; Qualifications; And provide any other information that is not specifically requested but pertinent to your company (attach additional pages if necessary)</i></p> |

Signature

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipients of Federal assistance Funds certifies, by submission of this Proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name of Organization

Name and Title of Authorized Representative

Signature

Date