

**EXPEDITED RFQ TEMPLATE  
FOR CONSULTING SERVICES  
BETWEEN \$50,001 - \$250,000**

**Commonwealth of Pennsylvania  
Consulting Services ITQ #4400007410**

**RFQ FOR EMAP 4.13: Hazard Mitigation Training  
Solicitation Number: 6100033344**

:

The attached Statement of Work (SOW) (Attachment A) is provided for you to develop your proposal for the referenced Consulting Project. The successful contractor will be selected based on Best Value. The Best Value Criteria specified below defines the criteria that will be used to determine the successful contractor to be issued a purchase order. It is imperative that you expound in writing on each of the best value criteria listed. You may complete your proposal on this form and return your proposal via the pasupplierportal.

**Best Value Criteria:**

1. **Understanding the Problem:** Provide a detailed Work Statement that accurately assesses the problem to be solved based on your understanding of the project requirements stated in the SOW. Incorporate or append your Work Statement onto the attached Statement of Work.
2. **Contractor Prior Experience:** On the included Contractor Prior Experience Submittal, detail three (3) projects your company performed that are similar in nature and scope to the requirements stated in the SOW. Include reference company name and address, contact person with phone number, e-mail address and best time to call, project name, project start and end dates and a brief description of the project.
3. **Contractor Personnel and Qualifications:** Provide resumes with names of individuals that will be assigned and demonstrate the qualifications and skills required to successfully develop and implement the project as defined in the SOW. It is very important that the proposed individuals meet the minimum levels of experience and have all proper certifications, if requested. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents.
4. **Project Work Plan:** Utilizing a GANTT or PERT chart, include a high-level summary that shows all the tasks and deliverables to complete the project. Explain your approach to deliverables. Append your Project Work Plan onto the attached Statement of Work (Attachment A).

5. **Cost:** Complete the attached Cost Matrix to submit the cost portion of your proposal.
6. **Small Diverse Business Participation:** To maximize Small Diverse Business participation in the project, the greatest consideration will be given to a Small Diverse Business quoting as a prime contractor. For all other prime contractors subcontracting to a Small Diverse Business, briefly explain what your company's approach will be to maximize Small Diverse Business participation in the project if you are selected for award. This should include detail on which portions of the contract will be performed by the Small Diverse Business. Include specific percentage commitments to be paid to Small Diverse Business based upon the total contract value. The more definitive the commitment and the greater the percentage commitment, the greater consideration that your company will receive for this best value selection factor.
7. **Domestic Workforce Utilization:** Complete and sign the attached Domestic Workforce Utilization Form.

Any questions on this RFQ may be sent to: (ldove@pa.gov)

Note: This Request for Quotations 6100033344 is a restricted solicitation. Only those contractors qualified in the designated categories under Contract #4400007410, known as the Commonwealth of Pennsylvania's Consulting Services Invitation to Qualify (ITQ), may submit a proposal in response to this RFQ.

For more information about the Consulting Services ITQ, please click the following link.

[http://www.portal.state.pa.us/portal/server.pt/community/invitation\\_to\\_qualify/4641/where\\_to\\_start/495422](http://www.portal.state.pa.us/portal/server.pt/community/invitation_to_qualify/4641/where_to_start/495422)

The following documents must be returned with your RFQ response:

Attachment A – Statement of Work (include Contractor Work Statement, Project Work Plan,  
Contractor Prior Experience Submittal and Resumes of proposed personnel)

Attachment B – Cost Matrix

Attachment C – Domestic Workforce Utilization Form

**Contractor Prior Experience Submittal**

	<b>Company Name and Address</b>	<b>Contact Information</b>	<b>Project Name</b>	<b>Project Start and End Dates</b>	<b>Brief Description of the Project</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					