

**EXPEDITED RFQ TEMPLATE
FOR TRAINING SERVICES
BETWEEN \$5,001 - \$250,000**

**Commonwealth of Pennsylvania
Training Services ITQ #4400008567**

**RFQ FOR: Drainage Training
Solicitation Number: 6100040101**

The attached Statement of Work (SOW) (Attachment A) is provided for you to develop your proposal for the referenced Training 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 quote by e-mail reply no later than 1:00 on October 4, 2016.

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 (Attachment A).
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 (Attachment B) to submit the cost portion of your proposal.
6. **Domestic Workforce Utilization:** Complete and sign the attached Domestic Workforce Utilization Form (Attachment C).
7. **Other** - Any other factor not included in the above criteria determined especially relevant for this project. (Must be determined prior to release of the RFQ.)

Any questions on this RFQ may be sent to:

Theresa M Mack, Purchasing Agent
PA Department of Transportation | Highway Administration
400 North Street, 7th Floor | Harrisburg, PA 17120
Phone: 717-787-7267 | FAX: 717-425-7677
RA-pdBLASOProcure1@pa.gov

Note: This Request for Quotations (6100040101) is a restricted solicitation. Only those contractors qualified in the designated categories under Contract #4400008567, known as the Commonwealth of Pennsylvania's Training Services Invitation to Qualify (ITQ), may submit a proposal in response to this RFQ.

For more information about the Training 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

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

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