

To: [uasicontracts@sfgov.org](mailto:uasicontracts@sfgov.org)

CC:

BCC: all pre-qualified training vendors

Subject: BATEP - Request for Quote - **CERT Basic, CERT Train the Trainer, CERT for Teens**

Attachments: Price Quotataion Template

Dear BATEP Proposers,

The Bay Area UASI region has requested delivery of training course **CERT Basic, CERT Train the Trainer, CERT for Teens.**

**Number of Deliveries Being Requested:**

CERT Basic 16 courses - 4 per hub conducted equally in the North Bay, East Bay, West Bay, and South Bay hubs

CERT Train the Trainer 16 courses - 4 per hub conducted equally in the North Bay, East Bay, West Bay, and South Bay hubs

CERT for Teens 14 courses - 1 course conducted in each of the Bay Area UASI 14 jurisdictions

**Requested Delivery Timeframe / Host Agency / Number of students:**

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
<u>CERT Basic</u>	Community Preparedness	Calendar years 2023 and 2024	In Person	North (Marin, Napa, Solano, Sonoma); West (San Francisco, San Mateo); East (Alameda, Contra Costa, Oakland); South (Monterey, San Benito, Santa Clara, Santa Cruz, San Jose)	320 students - average of 20 participants per course x 16 courses

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
<b><u>CERT Train the Trainer</u></b>	[ENTER DISCIPLINE]	Calendar years 2023 and 2024	In Person	North (Marin, Napa, Solano, Sonoma); West (San Francisco, San Mateo); East (Alameda, Contra Costa, Oakland); South (Monterey, San Benito, Santa Clara, Santa Cruz, San Jose)	320 students - average of 20 participants per course x 16 courses

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
<b><u>CERT for Teens</u></b>	[ENTER DISCIPLINE]	Calendar years 2023 and 2024	In Person	North (Marin, Napa, Solano, Sonoma); West (San Francisco, San Mateo); East (Alameda, Contra Costa, Oakland); South (Monterey, San Benito, Santa Clara, Santa Cruz, San Jose)	210 students - average of 15 participants per course x 14 courses

Any in-person training must be delivered in compliance with the guidelines and requirements of its respective host agencies' COVID Safety Protocols. Vendors will be responsible for working with the

BATEP Training Planner and Host Agency Point-of-Contact to ensure all local safety measures are followed.

Please provide a price quotation of your best and final offer including the information requested in the attached template, plus any additional attachments in **1 PDF document**.

If selected, a Purchase Order will be issued via email following a review and evaluation of the quotation received.

**Please reply to [UASICONTRACTS@SFOV.ORG](mailto:UASICONTRACTS@SFOV.ORG) with this email with the class title in the subject line. Response must be received by 5:00p.m. (PDT) on Tuesday, August 8<sup>th</sup>, 2023.**

Thank you,



Price quotations submitted for training activities selected under the Bay Area Training & Exercise Program (BATEP) shall include the following sections and information tables:

## Name of Vendor:

### 1. COURSE OVERVIEW

*Please provide a brief description of the course that includes the course content and/or performance objectives.*

### 2. PROPOSED ACTION

*Please include a brief discussion of the responsibilities or tasks that will be completed by the instructor team in support of BATEP and grant compliance requirements. Please include how many instructors will be teaching the class and how the course could be tailored to meet the specific needs of BATEP participants. Please also provide the number of hours the course will be, and a course schedule if possible.*

### 3. QUALIFICATIONS

*Please include a brief explanation of the vendor and/or instructors' years of experience teaching the requested course. Please list out all instructors, course coordinators, etc. Resumes would also be helpful.*

PROPOSED TEAM MEMBERS		
NAME	ROLE	QUALIFICATIONS

### 4. DELIVERABLES

*Please identify the associated course deliverables that each student participant will receive.*

DELIVERABLES	
QUANTITY	ITEM

### 5. COST

*Please provide a cost breakdown utilizing the table and cost categories identified below. Adjust tables as needed. For travel rates, please specify number of nights and number of rooms per instructor. For flights, please specify where Departing City is. Travel rates must adhere to GSA rates - <https://www.gsa.gov/travel-resources>.*

Price Quotation Template for the  
 Bay Area Training & Exercise Program



COST Category	DESCRIPTION	PRICE	QTY	AMOUNT	
<b>1: Labor</b>	<i>Role - Name</i>				
	<i>(i.e. Course Coordinator – Name)</i>				
	<b>LABOR SUBTOTAL</b>				
		DESCRIPTION	PRICE	AMOUNT	
<b>2: Travel</b>	Flights (departing city)				
	Hotel (# Nights; # Rooms; # Persons)				
	Per diem				
	Car plus Fuel				
	<b>TRAVEL SUBTOTAL</b>				
		DESCRIPTION	PRICE	QTY	AMOUNT
<b>3: ODCs</b>	Student Manual				
	Additional Course Documents (i.e. Certificates, Eval Forms, Handouts, etc.)				
	Consumables				
	Shipping				
	Other				
	<b>MATERIALS SUBTOTAL</b>				
<b>TOTAL PRICE</b>					