



**CRA/LA**  
Building Communities with Jobs & Housing

The Community Redevelopment Agency of  
the City of Los Angeles  
354 South Spring Street, Suite 500  
Los Angeles, CA 90013

**REQUEST FOR QUALIFICATIONS**

**FOR**

**COMPUTER TRAINING SERVICES**

**RFQ#: BP-08-101**

Issue Date: **March 24, 2007**

Due Date:

**11:59 PM, May 10, 2007**

**SECTION 01. DESCRIPTION**

The Community Redevelopment Agency of the City of Los Angeles is requesting statement of qualifications from experienced firms to provide **COMPUTER TRAINING SERVICES** on an "AS-NEEDED" basis for various CRA redevelopment projects. Initial term will be for fiscal year 2008 (July 1, 2007 - June 30, 2008) with four (4) one-year options to renew services. **Please see ATTACHMENT 1 for further information.**

**SECTION 02. GENERAL INFORMATION & SUBMISSION INSTRUCTIONS**

- Download Bid/Solicitation document
- Save file to your computer's hard drive
- Open file and complete forms in their entirety. Incomplete submissions may be rejected.
- SIGN the form electronically.
- Save the form and submit as an attachment via email. Email your response to: [contract@cra.lacity.org](mailto:contract@cra.lacity.org)
- Upon receipt of your response, CRA will send you an email as "proof of submission" to verify that your response has been received.

**(NOTE: If you do not receive an email verifying CRA's receipt of your response within 72 hours after submission, contact the Contracts & Purchasing staff indicated below.)**

**NOTES**

- If you are responding to multiple categories, please submit a separate response/bid for each category.
- If you are submitting supplemental information with your response:
  - File of 2 MB or less can be submitted via email with response
  - Other additional information/materials such as catalogs, work samples, etc. must be mailed to:  
**The Community Redevelopment Agency**  
**354 South Spring St., Suite 500**  
**Los Angeles, CA 90013**  
**Attn: Records Department**  
**Show RFQ number on all materials submitted by mail**

**Questions:**

For questions related to this RFQ, please contact:

**BRYCE CAVIEL**

Phone: **(213) 977-1926**

Email: [bcaviel@cra.lacity.org](mailto:bcaviel@cra.lacity.org)

**SECTION 03. DELIVERY INFORMATION**

**N/A**

**Special Instructions:**

Services may be requested at all CRA locations. A complete listing of all CRA offices can be obtained at: [CRA Location List](#)

**SECTION 04. VENDOR CONTACT INFORMATION**

VENDOR NAME		CONTACT PERSON	
<input type="text"/>		<input type="text"/>	
ADDRESS			
<input type="text"/>			
CITY		STATE	ZIP CODE
<input type="text"/>		<input type="text"/>	<input type="text"/>
TELEPHONE		FAX	
<input type="text"/>		<input type="text"/>	
EMAIL ADDRESS		WEBSITE ADDRESS	
<input type="text"/>		<input type="text"/>	
CITY OF L.A. BUSINESS TAX REGISTRATION NO.		FEDERAL TAX ID #	
<input type="text"/>		<input type="text"/>	

**(NOTE: See Section .07, Item 8 for further information.)**

**SECTION 05. VENDOR REFERENCES**

Provide three (3) customer references for which your company has provided similar goods or services under a contract similar in scope to that described in this RFQ. (For each reference, provide Company Name, Street Address, City-State-Zip, Contact Person, Email address and Telephone Number).

Reference #1

Reference #2

Reference #3

**SECTION 06. VENDOR QUESTIONNAIRE**

Brief Summary of your Company: (If your company has more than one office location, provide information for the office submitting this response.)

Principal Line of Business:

Legal Form of Company:    Partnership    Non-Profit    Corporation    Joint Venture    Sole Proprietorship

Year Business Started:

Number of Employees:

Number of Locations:

City of Los Angeles:

Los Angeles County:

Number of employees living within:

Do you have contracts with the City of Los Angeles?

Yes  No

If so, how many?

Provide a description of City of Los Angeles contracts held within the last 10 years:

**SECTION 07. GENERAL CONDITIONS**

**1. LATE QUOTE:** Vendor(s) responding to this RFQ shall ensure that the Quote is received by the CRA, on or before the date and time specified. Responses received after the date and time specified shall be considered LATE, and shall not be considered for award unless one or more of the following conditions exist:

- A. Response was sent by Registered or Certified Mail, and postmarked not later than the third (3<sup>rd</sup>) calendar day before the date specified for receipt.
- B. Response was sent by email and it is determined by CRA that late receipt was due solely to mishandling by the CRA after receipt by the CRA and Vendor is able to provide a copy of CRA's email response acknowledging receipt of Vendor's submission.
- C. Only Response received

**4. APPEAL OF AWARD:** Vendor may appeal non-selection of award. Appeals shall be in writing, setting forth the reason(s) for the appeal, and submitted to the CRA's Director of Administrative Services within three (3) calendar days after notification of proposed award. A Hearing will be provided not sooner than five (5) calendar days after receipt of the Request for Hearing, unless waived in writing by the Vendor. "NO SHOW" by Vendor at the hearing shall deem the appeal canceled. After the close of the Hearing, the Director of Administrative Services shall make a determination with respect Vendor's basis for the appeal and modify the award. CRA reserves the right to reject all quotes. The determination of the Director of Administrative Services, in accordance with the CRA's Executive Management and/or Board of Commissioners, as applicable, is final.

**2. VENDOR DISCOUNT:** Vendor agrees to offer the CRA any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this Purchase Order which meet the discount terms.  
Note: The word Vendor refers to any person, firm, organization, etc., awarded a Purchase Order/Contract by the CRA.

**5. CITY OF LOS ANGELES - BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER:** The City of Los Angeles Business Tax Ordinance (Article 1., Chapter 2., Section 21.00 of the Los Angeles Municipal Code) requires Vendors to obtain and maintain a Business Tax Registration Certificate (BTRC). Vendor shall not allow any such certificate to be revoked or suspended for the term of any Annual Purchase Order or Contract.  
*If Vendor does not currently have a City of Los Angeles Business Tax Registration Certificate (BTRC), it must be obtained prior to award of any Annual Purchase Order or Contract.*  
Contact the City Clerk Tax and Permit Division at (213) 978-1521 or Room 201, City Hall, for compliance details. Vendor must comply with this requirement if awarded an Annual Purchase Order or Contract by CRA.

**3. QUOTATION PERIODS AND WAIVER OF INFORMALITIES:** Quotes shall be subject to acceptance by the CRA for a period of 120 days from the date submitted. The CRA reserves the right to reject any and all quotes, and to waive any informality in said quotes.

**SECTION 08. SELECTION CRITERIA**

The CRA will evaluate all quotations received in response to this RFQ based on the following non-prioritized criteria:

- Qualifications/Skills/Demonstrated Experience
- Compliance with the requirements set forth in this RFQ
- Proposed cost/fee schedule
- Delivery times (if applicable)
- Customer references
- Overall responsiveness to RFQ

**SECTION 09. CRA CONTRACTING POLICY REQUIREMENTS**

If your firm is awarded a Purchase Order or Contract, your firm will be required to comply with the following terms and conditions and policy requirements. Final award will be subject to your firm's acceptance and compliance with: [\(Click link to review each policy\)](#)

- [Terms and Conditions](#)
- [Insurance Requirements](#)
- [Equal Opportunity/Affirmative Action Policies](#)
- [Living Wage Policy](#)
- [Contractor Responsibility Policy](#)
- [Equal Benefits Policy](#)

**SECTION 10. VENDOR CERTIFICATION OF QUOTATION**

The undersigned certifies that this quotation is firm 120 days after submission of quotation, and in accordance with the terms and conditions of **RFQ No. BP-08-101**. If accepted and an Annual Purchase Order is awarded, prices quoted shall remain firm for duration of the initial Purchase Order or Contract.

Executed at  on this  day of    
City/State Date Month Year

COMPANY NAME  YOUR NAME  TITLE

AUTHORIZED SIGNATURE

Please submit your statement of qualifications to provide CRA with  
**COMPUTER TRAINING SERVICES**  
to CRA Staff on an "as-needed" basis throughout Fiscal Year 2008 (July 1, 2007 thru June 30, 2008).

**NOTE: Firms may quote on all or portions of this RFQ.  
AWARD OF PURCHASE ORDER MAY BE MADE TO ONE OR MORE VENDORS**

A. SCOPE OF WORK

Submit your firm's price quote to include Instructor and Course Materials necessary to conduct Training Courses at the Agency (in-house) and/or at your facility (off-site).

Required levels may include Beginning, Intermediate and Advanced Training in the following Courses, but not limited to:

Microsoft Windows 2000  
Microsoft Project 2000  
WordPerfect  
Flash  
MS Office 2000 Suite of Software including classes in:  
MS Word  
Access  
Excel  
PowerPoint

MACINTOSH  
Adobe Illustrator  
Aldus Persuasion - (MacroMedia)

Training facility preferably should be located within a 20 mile radius of the CRA's Central Offices located in the Downtown Los Angeles Area.

Vendor must be able to provide Training Courses within a 30 day window, with hands on training of one (1) person per PC.

Classes are pre-scheduled by Vendor and may include participants from other Organizations. Open enrollment policy. CRA employees may register for a pre-scheduled class.

**B. COST/FEE SCHEDULE** (Please use **ATTACHMENT 2 - SUPPLEMENTAL INFORMATION** if more space is needed.)

Submit your firm's price quote to include Instructor and Course Materials necessary to conduct Training Courses at the Agency (in-house) and/or at your facility (off-site):

Provide a fee schedule for each Training Course described. Fee schedule should include cost of Training Materials and other related expenses.

**1. In-House Training (class of 8 to 10 employees) per class:**

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**2. Offsite Training (individually and class of 8 to 10):**

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3. Is there a price break for students taking several classes within a given time period? Yes  No  If yes, please explain:

4. Provide detailed list of additional courses offered including cost per student per day; ½ day sessions; price per class per day; and minimum class size. Include cost of any other expenses.

C. QUALIFICATIONS (Please use **ATTACHMENT 2 - SUPPLEMENTAL INFORMATION** if more space is needed.)

1. Describe your firm's general methodology/approach in providing the required services:

2. Describe your firm's special areas of expertise:

3. Provide a sample of class curriculum which applies to one of the Training Courses described above:

## ADDITIONAL CHARGES

Indicate if there are any additional charges not addressed herein which CRA could incur:

## PAYMENT TERMS

**Payment Terms:** The vendor quotes the following payment terms: CRA's standard payment terms are "net 30 after receipt of invoice".

If your firm provides a discount for early payment, please indicate:  % discount for payment within  days.

## RENEWAL OPTIONS

**Renewal Option:** State if your firm will grant the CRA the option to renew any annual Purchase Order or Contract awarded under the same terms and conditions, subject only to price changes which can be reasonably justified, e.g. based on CPI, etc.

**RENEWAL YEAR 1** INDICATE IF RENEWAL OPTION IS GRANTED FOR 1<sup>st</sup> ADDITIONAL YEAR, July 1, 2008 – June 30, 2009: Yes  No

**PRICE INCREASE SHALL NOT EXCEED**  %, adjusted based on the July 2008 Consumer Price Index (CPI), All Urban Consumers for Los Angeles, Riverside and Orange County, CA, but not greater than 5%.

**RENEWAL YEAR 2** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 2nd ADDITIONAL YEAR, July 1, 2009 – June 30, 2010 : Yes  No

**PRICE INCREASE SHALL NOT EXCEED**  %, adjusted based on the July 2009 Consumer Price Index (CPI), All Urban Consumers for Los Angeles, Riverside and Orange County, CA, but not greater than 5%.

**RENEWAL YEAR 3** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 3rd ADDITIONAL YEAR, July 1, 2010 – June 30, 2011: Yes  No

**PRICE INCREASE SHALL NOT EXCEED**  %, adjusted based on the July 2010 Consumer Price Index (CPI), All Urban Consumers for Los Angeles, Riverside and Orange County, CA, but not greater than 5%.

**RENEWAL YEAR 4** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 4th ADDITIONAL YEAR, July 1, 2011 – June 30, 2012: Yes  No

**PRICE INCREASE SHALL NOT EXCEED**  %, adjusted based on the July 2011 Consumer Price Index (CPI), All Urban Consumers for Los Angeles, Riverside and Orange County, CA, but not greater than 5%.

Please use this attachment to provide other supplemental information to demonstrate the full range of services offered by your firm:

A large, empty rectangular box with a thin black border, intended for the user to provide supplemental information. The box occupies most of the page area below the instruction.