

To: uasicontracts@sfgov.org

CC:

BCC: all pre-qualified training vendors

Subject: BATEP - Request for Quote -Community Preparedness Seminar

Attachments: Price Quotation Template

Dear BATEP Proposers,

The Bay Area UASI region has requested delivery of training course **Community Preparedness Seminar**

Number of Deliveries Being Requested:

24 Seminars Total

Seminar Structure –

Each of the 5 seminars will be delivered 4 times in English. The core seminars (denoted by the “*”) will be delivered 1 additional time in Spanish. For seminars in Spanish, materials for the seminar should be translated into Spanish and the presenter should present in Spanish, the seminar should not be conducted via an interpreter. Additional seminars may be requested depending on community need and grant funding.

Seminar Name	Core Seminar	Deliveries in English	Deliveries in Spanish	Total Deliveries
* Continuity of Operations Planning for Community Organizations	Yes	4	1	5
* Incident Command Systems for Community Organizations	Yes	4	1	5
* Organizational Disaster Preparedness for Community Organizations	Yes	4	1	5
* Personal Preparedness for Staff of Community Organizations	Yes	4	1	5
Government – CBO Coordination Panel	No	4	0	4
Total Deliveries		20	4	24

20 seminar deliveries - 5 seminars x 4 deliveries in English; 4 seminar deliveries - 5 seminars x 1 delivery in Spanish

Additional seminars may be requested based upon community need and availability of grant funding

Requested Delivery Timeframe / Host Agency / Number of students:

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
<u>Community Preparedness Seminar</u>	Community Preparedness	Calendar year 2024	Preference is for in-person delivery unless virtual delivery provides greater access to the community	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)	dependent upon capacity set by vendor

Quote Structure –

Please provide a quote for 1 delivery of each seminar as well as 1 quote for the total delivery of 24 seminars. If there is a difference in cost for conducting a seminar in English and Spanish, please provide a quote for one each of the English delivery and Spanish delivery. Please provide all quotes in English. Duplicate the attached price quotation template as necessary to provide your quotes.

At a minimum, we are looking for 6 quotes (1 for each of the 5 seminars in English, 1 for the total 24 seminars). However, if the cost is different for a Spanish delivery, we are looking for 10 quotes (1 for each of the 5 seminars in English, 1 for each of the 4 seminars in Spanish, 1 for the total 24 seminars).

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 with this email with the class title in the subject line. Response must be received by 5:00p.m. (PDT) on Friday, August 18th, 2023.

Thank you,