



**Request for Quotation-This is not an Order**

<b>Florida Polytechnic University</b> <b>4700 Research Way</b> <b>Lakeland, FL 33805</b>  <b>Department:</b> Procurement <b>Contact:</b> Laura Marrone <b>Tel:</b> 863-874-8591 <b>Email:</b> <a href="mailto:Bids@floridapoly.edu">Bids@floridapoly.edu</a>	<b>Respondent:</b> _____ <b>Contact:</b> _____ <b>Email:</b> _____	
	<b>Request date:</b> 8/1/2022 @ 8:00 a.m. (EST)	<b>RFQ No.:</b> <b>22-034</b>
	<b>Closing date:</b> 8/8/2022 @ 8:00 a.m. (EST)	<b>Subject of the RFQ:</b> Environmental Training Software Services

**Scope of Work:**

The purpose of this RFQ is to solicit proposals from qualified training providers who have the capacity to deliver cloud-based environmental health & safety training programs designed to support and enhance the skills and knowledge of the Florida Polytechnic University community and the development of its professionals. The University may select from the training firms for the purpose of delivering a variety of compliance trainings to university employees and students.

**UNIVERSITY REQUIREMENTS:**

The training content must be capable of encompassing the State of Florida’s HB 7 Individual Freedom Bill where appropriate, and incorporate best practices use in both the public and private sectors. The program must provide real-time oversight, monitoring, management, and recordkeeping capabilities accessible to the university.

The software must be cloud-based and follow university technology standards. Access to the software must be done by way of single sign-on. Some examples of the training areas required:

- Health, Safety & Wellness
- Fire Safety
- Food Safety
- Laboratory Safety
- Hazardous Materials Safety
- Radiation Safety
- Workplace Safety

**BACKGROUND:**

The university desires to contract with an environmental health and safety training supplier who can provide the above-mentioned training services on a cloud-based platform for ease of use for university employees.

CONTRACT TERM: The contract will have an initial term of One (1) year, with an option to renew for three (3) additional one-year periods. At no time during the entire contract term, can services exceed \$75,000.



The Respondent commits to supply to the University the goods and/or services listed below at the rates provided (or as attached) and agree to the terms and conditions in this Request for Quotation and any addendum annexed hereto:

Item No.	Training Module Type	Fee per License	Implementation Fee	Total Rate	Other
1					
2					
3					
4					
5					
6					
7					
8					

If extra space is needed, please include an attachment.

Respondent: Please include any Additional Services Offered:

- Quotation must be delivered on or before **August 8, 2022, @ 8:00 a.m.** to [bids@floridapoly.edu](mailto:bids@floridapoly.edu).
- Any proposal not supported by the information requested in this RFQ, or not complying with this RFQ, may not be considered.
- This RFQ is part of a competitive procurement process, which helps to serve the best interests of the University. The award will be made to the Respondent(s) whose proposal is determined to be the most advantageous to the University.
- The University reserves the right, at the time of evaluation of any proposal to request any additional information that it deems necessary in order to make a decision on any proposed offer.
- The University reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the University, in its own best interest at this time, has determined not to pursue this issue. The University may at its own discretion, invite one or more Respondent (s) to participate in a competitive negotiation process.
- This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the above address. This request does not commit the university to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by Respondent. Any representations and/or certifications attached to this Request for Quotation must be completed by the Respondent.
- Successful Respondent will be required to execute the attached University agreement and agree to [University standard terms & conditions](#).
- If applicable, list any deviations to specific contract terms and provide suggested replacement language as an attachment. The University reserves the right to accept or reject any suggested replacement language.
- I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer as/on behalf of the Respondent:

<b>Authorized Official (Print Name)</b>	<b>Phone No.:</b>	<b>Signature:</b>	<b>Date:</b>