



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

July 5, 2023

Request for Quotes# 2023-024

Professional Development Training Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks quotes for public and private workshops on various professional development topics, including soft skills and technical business application skills. Workshops should be conducted as live interactive sessions, in person or virtually. Topics include, but are not limited to, skills in communication, organization, leadership, conflict management, collaboration, customer service, diversity, change management, teamwork, time management, and remote/hybrid work. Business application topics include, but are not limited to, Microsoft applications such as Word, Outlook, Excel, PowerPoint, PowerBI, and SharePoint. Interested bidders may submit quotes on any or all sections of training and workshops described with this Request for Quotes (“RFQ”).

Prices should be quoted for a term of three years. The bidder should provide a comprehensive listing of its offerings and may submit quotes for any or all of the requested training services and workshops. A contract will be sought with *the lowest* responsive and *responsible bidder(s)* that meet and/or exceed the requirements in this RFQ. For the purposes of clear bid comparison, all quoted pricing must be at the lowest possible cost, including any governmental pricing discounts not associated with the Air District as a registered or preferred customer but provided to governmental agencies generally.

To respond to this RFQ, an interested firm should submit its quote electronically (in Adobe Acrobat PDF file format) to the Air District’s Procurement Portal (“Portal”) at:

Portal link: <https://baaqmd.bonfirehub.com>.

**Quotes must be received by 4:00 p.m. pacific daylight time (PDT) on Friday, August 11, 2023 (“deadline”).
Late submissions will not be considered.**

Quotes must address all information requested in this RFQ. A quote may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women’s business enterprises, veteran’s business enterprises, and Certified Green Businesses are encouraged to submit quotes. **Any questions regarding this RFQ should be submitted through the Portal by the deadline given below.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround the San Francisco bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally-elected officials from each of the nine counties. The Air District’s mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area’s efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage clean-air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting air pollution in overburdened communities.

B. Professional Development Training

The Air District seeks to find a bidder that offers public courses for Air District employees to attend, and customized in-house courses by request, on professional development topics, including soft skills and technical business application skills. Workshops will be conducted as live interactive sessions, in person or virtually. Interested bidders may submit quotes on any or all sections of training and workshops described with this RFQ.

SECTION III – GENERAL DESCRIPTION OF SERVICES

A. Services Needed

The Air District seeks vendor(s) that provides live, interactive (in person or virtual) trainings and workshops on various professional development topics. Topics include, but are not limited to, skills in:

- Communication;
- Organization;
- Leadership;
- Conflict management;
- Collaboration;
- Customer service;
- Diversity;
- Change management;
- Teamwork;
- Time management; and
- Remote and hybrid work.

Business application topics include, but are not limited to, Microsoft applications such as:

- Word;
- Outlook;
- Excel;
- PowerPoint;
- PowerBI; and
- SharePoint.

B. Quote Requirements

An interested vendor should provide a comprehensive listing of its courses that are open for enrollment by individual participants at the time of submitting the quote. The comprehensive listings should include the name and title of the course, course description, course objectives, duration, class format, pricing, and, if applicable, enrollment caps of classes.

For live virtual training and workshops, the Air District would like to have the sessions recorded for later viewing by Air District staff who are unable to join. Vendors should indicate which, if any, virtual training or workshops may not be recorded.

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. Interested firms must create an account through the [Portal](#) described in this RFQ to view RFQ documents and addenda, and to submit questions and bid documents.
2. All quotes must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of the submission.
3. All information should be complete, specific, and as concise as possible.

4. Quotes should include any additional information that the respondent deems pertinent to the understanding and evaluation of the submission.
5. The Air District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the deadline, but this will not extend the deadline. Please check the [Portal](#) periodically for updates prior to the deadline.
6. Submitted quotes shall constitute firm offers, unless they are withdrawn prior to the deadline. Once submitted, quotes may be withdrawn, modified and resubmitted through the Portal up until the deadline.
7. The Air District reserves the right to reject any and all submissions.
8. All questions must be in written form and submitted through the [Portal](#) no later than **4:00 p.m. PDT on Friday, July 28, 2023**. Bidders will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. PDT on Friday, August 4, 2023**.
9. The cost for developing the quote is the responsibility of the bidder, and shall not be chargeable to the Air District or included in the submitted quote.
10. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

B. Submittal of Quotes

All quotes must be submitted according to the specifications set forth in Section V and this Section IV. Failure to adhere to these specifications may be grounds for the rejection of the submission.

1. **Deadline** – All quotes are due no later than **4:00 p.m. PDT on Friday, August, 11, 2023** and should be submitted electronically via the Portal at <https://baaqmd.bonfirehub.com>.
2. **Uploading large documents** may take significant time, depending on the size of the file(s) and internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline. Quotes received after the deadline will not be considered.
3. **Signature** – All quotes must be signed by an authorized representative of the bidder.
4. **Submittal** – Submit one (1) electronic copy (in Adobe Acrobat PDF file format) to the [Portal](#). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the deadline, and must be submitted before the deadline to be considered.

5. Grounds for Rejection – A proposal may be rejected at any time if it arrives after the deadline, does not include any required information, is not in the prescribed format, includes any provision contrary to law, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Quotes – All responses to this RFQ become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced, as allowed by law. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for the inadvertent disclosure of the information, or for disclosure required by law. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents that it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act (Gov. Code, §§ 7920.000 et seq.), and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents from and against, any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including, without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, quotes may be modified up until the deadline by withdrawing the quote and resubmitting a new quote. Quotes may not be modified, withdrawn, or resubmitted after the deadline.

SECTION V – QUOTE FORMAT, CONTENT, AND SUBMITTAL

Submitted quotes should follow the format outlined below, and include all requested information. Failure to submit quotes in the required format may result in the submission being eliminated from consideration. A bidder may provide quotes for some or all the requested trainings and workshops described in Section III.

1. Contact Information (Section I) – Provide the following information about the firm:
 - Business address and telephone number of the office nearest to San Francisco, California, and the business address and phone number of the office that each of the proposed staff members are based out of, if different from the office nearest to San Francisco, California.
 - Name of firm’s representative designated as the contact and the contact’s business email address.
2. Table of Contents – Clearly identify material contained in the quote by section.

3. Classes and Pricing (Section II) – Provide a comprehensive listing of courses addressing the topics outlined in Section III. Quotes must include the following:
 - Name and title of the course;
 - Course Description;
 - Course Objectives;
 - Course Duration;
 - Class Format;
 - Pricing;
 - Enrollment Caps (if applicable); and
 - Whether the course is recordable.
4. Firm Experience (Section III) – Provide a statement of your firm’s experience providing similar services to those sought through this RFQ, including any services provided to governmental organizations. Describe the technical capabilities of the firm in all areas relevant to the services sought through this RFQ.
5. Subcontractors (Section IV) – List any subcontractors that will be used, and the work to be performed by them.
6. Conflict of Interest (Section V) – Address possible conflicts of interest with other clients affected by the contractors’ actions performed by the firm on behalf of the Air District, and the procedures for identifying and resolving conflicts of interest to be used during work for the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years, with a description of the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
7. Order Cancellations (Section VI) – Acknowledge that the Air District reserves the right to cancel an order at no charge within three (3) business days after it is placed.
8. Additional Information (Section VII) – Provide other essential data that may assist in the evaluation of the quote. Such information should include any enforcement actions or other legal actions currently pending against you for violations of United States, California, or local law (laws of the nine counties of the Air District’s jurisdiction), or breach of contract.
 - Firms should include a statement self-certifying your firm is compliant with the law and the quote has no provisions that are contrary to law.
9. Self-Certification for Local Business (XIII) - If applicable, include a statement self-certifying that your firm qualifies as a local business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.

SECTION VI – QUOTE EVALUATION

A panel of Air District staff will evaluate all quotes submitted by the deadline. The panel will recommend the selection of one or more vendor(s) to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District’s Board of Directors. The Air District’s Board of Directors may be required to approve the contract(s) to procure the training and workshops described in this RFQ. An example of a typical contract for professional services used by the Air District is included in Section VII.

Quotes will be evaluated using the following criteria:

Criteria	Description	Points
Cost	Cost of classes and workshops	30
Responsiveness	Contents of the quote closely match the requested requirements in this RFQ	30
Capacity to Deliver	Bidder’s company history, experience with providing live training and workshop solutions, class variety, and class availability	30
Firm’s Specialty Focus Area	Local business*	10
	Total	100 pts

*The Air District gives preferences to local businesses. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction. The bidder must include a statement in their proposal self-certifying that the bidder qualifies as a local business to receive points for this criteria.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFQ is available on the Air District’s website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-ftp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the Professional Services Contract link.)