

**The Lower Rio Grande Valley Development Council (LRGVDC)**

**Invitation to Bid (ITB):**

**Online Training System for the 9-1-1 Department**

**Quotes Due Not Later than:** Monday, April 18<sup>th</sup>, 2016 at 12:00 Noon at the issuing office.

**Issuing Office:** Lower Rio Grande Valley Development Council  
301 West Railroad  
Weslaco, Texas 78596

The Procurement Department of the Lower Rio Grande Valley Development Council (LRGVDC) is requesting **Sealed** bids for the following specifications: **Online Training System** as indicated herein. Quotes must be received by **12:00 Noon on Monday, April 18<sup>th</sup>, 2016. Late bids will not be considered.**

**Scope of Work:**

**The purpose of this request is to secure pricing for an Online Training System for the 9-1-1 Program Staff.**

**Section 1: General Terms and Conditions.**

1. Vendor agrees to comply with all the terms and conditions contained in this document and the ITB.
2. Vendor guarantees product will meet or exceed the written specifications identified in the ITB.
3. Vendor agrees to protect the LRGVDC from claims involving infringement of patents or copyrights
4. Please refer requests for additional information or clarification of the specifications to Victor Morales @ (956) 682-3481.
5. Taxes: The LRGVDC purchases are not subject to taxation. Tax exemption certificates will be available upon request.
6. Acceptance: Vendors shall hold their prices firm and subject to acceptance by the LRGVDC for a period of sixty (60) working days from the date of the receipt of the bid, unless otherwise indicated.
7. Electronic Transmission of Bids: The LRGVDC Procurement Department will **NOT** accept telegraphic or electronically transmitted (Email) bids.
8. Reservation: The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered the best and most advantageous to the LRGVDC.
9. Restrictive Specifications: It is the responsibility of the prospective bidder to review the entire Invitation to Bid (ITB) and to notify the Procurement Department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Department not less than seventy-two (72) hours prior to the time set for bid opening.

10. The LRGVDC, will not award a contract, if after bid evaluation, it is determined to not be in the best interest of the LRGVDC.
11. **Bid Delivery: The LRGVDC requires bidders, when hand delivering bids, to make sure the receptionist time date and stamp the envelope before leaving the building.**
12. Incomplete bids will be considered as non-responsive and not considered.
13. **Signature on Bid:** Bid must be manually signed or it will be disqualified. The person signing the bid must have authority to bind the represented company to a contract. An unsigned bid cannot be signed after the bid opening time even though the bidder or a representative is present at the bid opening.
14. **Assignment of Contract:** Transfer of assignment of contract is prohibited.
15. **Addendums:** Should an addition or correction become necessary after an ITB is issued, an addendum relating the necessary information will be mailed to all bidders on record with the LRGVDC as having received a copy of the initial ITB. Bidders are required to acknowledge the addendum by returning the addendum with the bid.
16. **Withdrawals:** A bid may be withdrawn 24 hours **prior** to the scheduled closing time for the receipt of bids. This can be accomplished by written notification on company letterhead signed by an authorized representative. Envelopes must be clearly marked **Bid Withdrawal**, the name of the Invitation to Bid solicitation, and the time and date of the bid closing. A bid may not be withdrawn or canceled by the bidder, without the permission of the LRGVDC, for a period of 90 days **after** the date designated for the receipt of bids.
17. **Modifications:** Modifications to a previously submitted bid which are made **before** the bid due date will be considered by the LRGVDC if received **in advance** to the scheduled closing time for the receipt of bids. Quotes may not be altered or amended after the submission deadline. Envelopes must be clearly marked MODIFICATION, the ITB name, and the time and date of the bid closing. Oral or telephone modifications or corrections will not be recognized or considered. Notification of the LRGVDC's decision will be made in writing by the Procurement Officer and mailed to each vendor that submitted a bid.
18. **Bid Samples:** **DO NOT** send samples unless requested. Samples of items, when called for, must be furnished free of charge and will be returned at the request and expense of the bidder. Samples must be labeled with the bidder's name, bid title, manufacturer's brand name and numbers.
19. **Bid Preparation Expense:** Any expense related to the submission of a bid is the sole responsibility of the bidder. The LRGVDC will not reimburse bidders for any cost related to the bid preparation or submission.

20. Cancellation of Contract: The LRGVDC reserves the right to cancel a contract either in whole or part for convenience without damage or liability to vendor.
21. **Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Vendors must submit, with their quote(s), the manufacturer's standard published literature, and specification sheets. Literature submitted should be adequate to determine compliance with all relevant specifications contained in the Invitation to Bid (ITB). If vendor does not submit literature with the quote, or if such literature is inadequate to verify compliance with specification requirements, then the bid will not be in compliance with the ITB and will be categorized as non-responsive.**
22. Bidders must certify when apply that **all** equipment is made from new components and that no refurbished and/or used components have been included.
23. Vendor must accept Purchase Orders.
24. Payment: **After** each individual session and invoice the LRGVDC will submit request to the funding Agency for release of payment, no upfront payments under any circumstances.
25. Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Officer within (7) days after issuance of award letter and shall identify the following:

- Name, mailing address and business phone number of the complainant.
- Appropriate identification of the ITB being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims.

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State Law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within (14) fourteen days that clearly states its position regarding the protest.

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## Statement of Work

This SOW covers the following activities and deliverables.

### Activities:

- Host Classes that are already existing in the current Learning Management System (LMS) for the Council
- Provide capability for tests for the classes and implement these for existing classes
- Provide capability for Course Evaluations based on existing courses and any future classes that are implemented
- Provide capability to track hours completed for offered courses
- Provide capability to include multi-media content for training courses
- Provide capability to incorporate live training using WebEx, GoToMeeting or similar tools
- Configure security access to the LMS
- Provide a Group Portal for LRGVDC within the online training systems for secure user login
- The solution shall provide Single Sign On (SSO) functionality
- Provide the capability for Payment Processing for payments for courses if needed

### Deliverables:

- Contract Signing – both Parties shall execute the contract which will include this Statement of Work
- Kickoff Conference Call – both Parties shall conduct a Kickoff Conference Call to ensure all parties understand the SOW, Schedule and Assumptions
- Demonstration of Functionality – Contracting agency shall conduct a demonstration of the functionality of the system (at least one training course)
- Training – Contracting agency shall provide one (1) training session for LRGVDC personnel to instruct them on both the administrative and training side of the capability. Furthermore, the contracting agency will have to work with the following individuals for all the training materials and course besides the one training session mention above:
  - Sergio Castro – Department Management and Administrative trainings
  - Juan Chapa – Systems and PSAP Operations
  - Jose Garcia – GIS
  - Jessica Reyna – Public Education
  - Jennifer Ochoa – other Professional Development Courses
- Final Delivery – Contracting agency shall deliver all provided courses to LRGVDC
- Completion/Sign Off of Project – LRGVDC shall evaluate and sign off that the project is complete

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**Project Term/Time Frame:**

For this particular project, contracting agency will be able to work onsite and remotely to complete the project. There is no set number of hours for this project; however, the Online Training System needs to be complete within the six months specified under the Project General Information Section.

**All training fees must be included in the bid.**

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Please submit **Sealed Bid** based on the specifications above. Bids will be accepted until **12:00 Noon, Monday, April 18<sup>th</sup>, 2016** at the LRGVDC Administrative Office. Bids must be addressed to Victor Morales, Procurement Director and clearly marked bid for **“Online Training System for the 9-1-1 Department”**. **Bid must** include delivery, set up, and training charges.

The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered to be the best and most advantageous to the LRGVDC. Bids submitted past the date and time mentioned above will not be accepted. Bids may not be altered or amended after the submission deadline. If no bid is accepted, the entire solicitation process may be repeated.

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**SECTION III: VENDOR INFORMATION AND PRICING** *(Please Type or Print):*

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Estimated delivery date: \_\_\_\_\_ Total Cost: \_\_\_\_\_

I have read all of the terms and conditions of this Request for Quote and I understand that if awarded the bid, I shall be bound by its terms and conditions, and hereby submit my bid.

**Signature of authorized representative:** \_\_\_\_\_