**Request for Proposal (RFP)**

**Technical Training**

**2022 Forum on Environmental Accreditation**

**San Antonio, Texas**

**January 17, 2022**

**BACKGROUND**

The NELAC Institute (TNI) is a not-for-profit scientific voluntary consensus organization engaged in research and development whose mission is to foster the generation of environmental data of known and documented quality.

#### TNI hosts an annual meeting called the Forum on Environmental Accreditation (Forum). The Forum will be held from January 18-21, 2022 and will feature open public meetings of TNI committees to allow individuals who are actively involved and interested in accreditation issues to participate in the efforts to establish national programs for environmental accreditation.

TNI is seeking organizations to provide formal training courses that can be anywhere from 4-8 hours in length for Monday, January 17. Note: This day is Martin Luther King Day so the courses should ne oriented to private sector laboratories that do not have this day as a holiday. TNI has a goal of providing two courses on that day.

**EQUIPMENT, MATERIALS, AND SERVICES PROVIDED BY TNI**

The following items will be provided by TNI:

* Course advertising,
* Suitable room for providing the training at the hotel,
* LCD computer projector,
* Evaluation forms,
* Registration and collection of fees,
* Listing of registered attendees,
* Name badges for attendees, and
* Certificates.

# CONTRACTOR REQUIREMENTS

Contractor shall furnish and provide all material, labor, supervision, equipment, and incidentals required for accomplishing the work covered by the Contract, except the equipment, materials, and services provided by TNI. Contractor shall supply documentation of attendance records, the agenda for the course and one copy of course materials provided to students. Contractor shall retain all intellectual property rights for the course materials.

### PROPOSAL FORMAT

Interested subcontractors should prepare a formal proposal that briefly discusses how the Contractor will achieve TNI’s training objectives. The proposal should also include the following elements:

* A summary of what the training course will be,
* A course outline with a one or two sentence description of each item outlined,
* A summary of the Contractor’s general and specific experience including experience developing and presenting training courses, and
* A detailed cost proposal that satisfies the requirements specified in the pricing section below.

The proposal should not exceed 10 pages in length.

**PROPOSALS**

Proposals shall be submitted by email to Jerry Parr at [jerry.parr@nelac-institute.org](mailto:jerry.parr@nelac-institute.org) by September 7, 2021.

**PRICE**

Nothing herein shall be construed to commit TNI to pay any costs incurred by bidders in connection with preparation of a proposal, or to guarantee the procurement of any services. All prices are to be in U.S. dollars. The proposal should include any fees for instructor, materials, and instructor(s) travel being requested.

TNI and the contractor may mutually agree to cancel the class, if fewer than 10 students are registered by December 15, 2021, the deadline for early registration.

**EVALUATION CRITERIA**

TNI will review all proposals that are received by the deadline in accordance with the following criteria:

* Relevance of proposal to TNI’s objectives and priorities,
* Technical merit,
* Competency of the proposed staff,
* Feasibility of the proposal,
* Adequacy of the applicant's resources, and
* Cost.

**PAYMENT TERMS**

Net 45 days.

**EXCEPTIONS, EXCLUSIONS, OR SPECIAL CONDITIONS**

This solicitation permits the bidder to impose exceptions, exclusions, or special conditions. However, the bidder is hereby advised that any such exception, exclusion, or special condition may render your proposal non-responsive, which would preclude an award to you. Any exception, exclusion, or special condition the bidder wishes to include or impose must be fully and completely described in a written attachment to the Bidder’s proposal.

ACCEPTANCE OF PROPOSALS

TNI reserves the right to cancel this RFP or to not consider bids submitted in response to this solicitation.