

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

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
Community Preparedness Seminar	Community Preparedness	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

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,