



REQUEST FOR QUOTE (RFQ)

PARTNERSHIP SERVICES

SUPPORTING TLL FISCAL SPONSORSHIP AWARDEES

TIME SENSITIVE

WEDNESDAY, SEPTEMBER 28, 2016

You are cordinally invited to review and respond to this **Request for Quote (RFQ)** offered and presented by *The Learners Lab (TLL)* a start-up workforce training and fiscal sponsorship resource center currently headquartered in Prince Georges County, Maryland.

Responses to this RFQ are due midnight, Monday, October 31, 2016 with no extensions.

In submitting your RFQ, assure it fully complies with the instructions provided and information requested. Omissions or incomplete information may cause your RFQ to be disqualified from further consideration.

This RFQ award will result a partnership pool of web design and development experts assembeld for the purpose of supporting Fiscal Sponrsrship Program Awardees who require web design, development, enhancement, or other related services.

Questions regarding the content of this RFQ should NOT be necessary as this is merely an outreach to establish partnerships with individual entities whose business *is web design, development, construction, and deployment.*

Completed responses will be accepted until the aforementioned deadline assuming an adequate pool of partner firms has been established. Should that not be the case, TLL shall publish through all its communication channels and thru a dedicated *Press Release*, that the deadline for submitting responses to this RFQ has been extended.

ALL RFQs must be presented in PDF format, via email.

Late submittals will not be accepted unless an extension has been issued!

Thank you in advance for your interest in our request and for considering supporting our Start-Up Fiscal Sponsorship Awardees. We look forward to hearing from you.

INTRODUCTION

The Learners Lab (TLL), on launch is poised to be the nation's first charitable Workforce Training & Fiscal Sponsorship Resource Center based in the Washington DC metropolitan area. We received our tax exempt designation February 2015.

Our 501(c)(3) public charity status is sub chartered under the designation for entities engaged in job training, professional development, and other activities directed to individuals. As a charitable non-profit, our primary mission is to eliminate obstacles to training resources such as high cost, limited or no access or availability by making securing them and making them available to individuals, special service groups, employers, other professional development, and in particular, under-served and disadvantaged populations.

As a start-up of volunteers, so we know first-hand the challenges and other shortfalls that exist for those pursuing status as a tax exempt entity; our own journey was far many too years in the making. Therefore, in addition to the above activities, TLL serves as a fiscal sponsor for qualifying entities of the United States pursuing their tax exempt status their 501(c)(3) or are new/young entities less than two years old, who are in the initial/early stages once their tax exempt status has been granted by the IRS.

PURPOSE OF THIS REQUEST

One of the essentials any new business, and that tax exempts in particular require is a presence on the web. Along with many other necessities, a functional, informative and funds-capturing website is key to the successful launch and operation of any tax exempt. Therefore, TLL is assembling a pool of technology professional interested in supporting our awardees contributing and or significantly donating their services to help these new organizations get started.

The purpose of this RFQ is to:

- (a) assess project scope specialties and preferences for the purpose of establishing snapshot reference resource to more effectively task the Supporting Partner with an Awardee
- (b) assuring a sufficient pool of Supporting Partner vendors to effectively manage and to evenly disperse support for an ever increasing portfolio of fiscal sponsorship awardees
- (c) compile a breakdown by vendor of what products and service cost vs. donations would entail (sample of breakdown chart)

Product/Service Type	Donated (Y/N)	Discounted (Y/N)	Discounted Rate

- (d) establish a Go-To data repository (which will be the sole property of The Learners Lab) of Supporting Partner organizations to use in identify by need that will be matched up with awardees by service and other dispositions
- (e) how clearly the following components are articulated:
 - business,
 - communication practices
 - data security,
 - risk management,
 - talent management
- (f) gauge the interest of web development and design firms/consultants in becoming a Supporting-Partner to our Fiscal Sponsorship Awardees, and the willingness to discount and donate web design and development services

EVALUATION OF BIDS

The TLL will review each RFQ based on but not limited to the following:

- Completeness of RFQ and timeliness of submission
- Demonstration of how communication with is managed regardless of stakeholder,
- Detailed explanation of business services, talent management, and the experience of responsible parties performing those tasks
- Experience in working web dev project in an all or mostly virtual relationship,
- How internal controls are developed and deployed
- How the discount and pricing models supports start-up entities who are the awardees of TLLs fiscal sponsorship
- What compliance benchmarks are accommodated and audited against as part of their service delivery internally and when engaging Learners Labs
- Willingness to include branding and co-marketing of support services as part of your website portfolio and use of your logo for TLLs branding and co-marketing as a supporter of its Fiscal Sponsorship Program

KEY REQUIREMENTS

In an effort to streamline the review process, we decided to use a Q&A process in order to help us, and the Lead Vendor Partner in assessing match-ups between the design firm and the awardee.

Kindly answer the follow queries – understand there is no correct or incorrect answer, this is just an assessment of service delivery to be matched up with service need with an effort to be prepared in advanced for unique customers request should they materialize. *(an example would be a customer requesting development of a hyperlink resource directory for their external and PDF/Word resources linked to the external website).*

- 1) Do you (or your organization) currently have, or have pending any arrangements (for example, contracts and cooperative agreements, grants, etc.) awarded, administered, or funded wholly or partly any other Fiscal Sponsoring or Grant Giving entity that would prevent you from parting with TLL and serving as a Supporting Partner to our Fiscal Sponsorship Awardee?
- 2) Do you (or would your organization) have any objection to undertaking complex, highly confidential projects that may result in new innovations or technologies?
- 3) Does your organization directly or indirectly deliver products or services to business in foreign countries? TLL does not entertain Fiscal Sponsorship applications or inquiries for assistance to find fiscal sponsorship opportunities UNLESS it is a US entity doing or planning to do business in the United States, the extra-state jurisdiction, the Department of Defense and the District of Columbia.
- 4) Does your organization have a direct or indirect relationship (financial, organizational, contractual, or otherwise) with any business entity which would be affected in any way by proposed support to one of our awardees? For example, are you supporting or engaging another organization who offers fiscal sponsorships, where a relationship with TLL might adversely impact or compromise that. (We are looking to avoid conflict of interest)
- 5) If Yes, indicate the nature of your relationship and how it would be affected by the proposed work, and what can be done to mitigate anything adverse.
- 6) Provide examples of how you (or your organization) manage and plan the management of private business/government data/information acquired during in the performance of your work, or in preparing for proposed work. Feel free to use the following examples or provide your own:
 - Confidential and proprietary data of other stakeholders and or clients/customers of the entity you are serving?

- Data generated for, during, or as a result of a honoring a contractual obligation?
 - Government or non-government organizational plans and programs?
- 7) What type(s) of business services and/or products your firm offer? Do you develop customized solutions?
 - 8) What do you (or what clauses does your organization) craft in order to avoid a possible organizational conflict of interest?
 - 9) What practices do you employ for the following disciplines in the management of a client's webDev project:
 - Change management
 - Task Assignment (staffing, staff changes due to vacations, absenteeism, etc.)
 - Time management
 - 10) What are your business resumption practices as it relates to the management and preservation of a client's webDev project?
 - 11) Will your organization make use of an affiliate organization, consultant, temps, interns, apprentices or subcontractor in delivering your products and or services? If yes, explain in what manner

RFQ SUBMISSION CRITERIA

Your RFQ must provide the following:

1. Profile - A profile of your company, including description of business history, objects, and articulate the type of clients you've served
2. Provide is with brief written examples of your most complex, intricate, or challenging projects. Why they were so, how you managed the challenge, what the result(s) were.
3. Kindly summarize how you handle difficult clients, how you "draw" the line with new requests.
4. Project staffing - Identification of the qualifications and experience of key staff who will be the Point of Contact (POC) for this partnership, and those tasked with performing web development, design, and construction.
5. Describe your organizations professional development strategy and what continuing professional education requirements you look for in the staff you already have, and require as a baseline for candidates you would considering hiring
6. Outline of your scheduling and time management preferences - include things like a) our office does not do overtime, so no weekends/holiday work, or b) our developers work remotely and manage their own schedules, so we can accommodate evening, weekend, or holiday updates./change request in moderation.
7. Rough estimate of costs and how much you are willing to donate, and how those services and supports are priced out. Indicate if you need to line item anything. Also indicate if your billing/service statements are detailed, itemized, or summarized.
8. Term of your support contract, a proposed start date, indicate if you prefer renewal or ongoing relationship, cancellation of contract parameters, and other factors the client would need to consider
9. Any other information you as the Vendor believe will assist the Coordinating Vendor in making its assessment.

REFERENCES & SUBMISSION

REFERENCES

Provide information on related experiences with other training organizations, in/out of area locations are not a factor.

- Include three business references
- If this would be your first training entity partnership, indicate what factors inspired your consideration of it and why

SUBMISSION AND CONTACT INFORMATION

Parties interested in a Vendor Partnership as outlined above should submit their RFQ no later than midnight on **Sunday, October 31, 2016**.

RFQs can be submitted via email to:

Managing Director, Proposal Review Team
The Learners Lab (TGC)
Proposals@TheLearnersLab.org

ELECTRONIC PDF SUBMISSION ONLY, THANK YOU.

NON-DISCLOSURE ACKNOWLEDGEMENT AND RFQ ACCEPTANCE

RFQs submitted to the TLL will become the property of The Learners Lab.

The TLL reserves the right to accept or reject any or all RFQ; it also holds respondents to the same level and class of confidentiality and non-disclosure standard.

All respondents agree that rejection shall create no liability on the part of the TLL, any Awardee, or any Representative of The Learners Lab because such rejection or the filing of any RFQ in response to this request shall not constitute an agreement of any kind. The respondent respects said conditions, to include retaining in confidence any and all information and communications pursuant to this RFQ and the Request for Quote review process when no such agreement has been

offered, inferred, or enforced by or on behalf of The Learners Lab.

TLL will be the sole judge for determining the quality of the Vendor's inclusion as a Supporting Vendor for presenting to their Awardee. If the Vendor fails to meet the established expectations or requirements, TLL or the Coordinating Representative will notify Vendor via email and allow the Vendor the opportunity to address the situation.

To be clear, there is no expressed or implied obligation on behalf of the Learners Lab on behalf of their awardees to entertain any further action, to invite further action, or to reimburse responding firms/consultants for any expenses incurred in preparing or presenting their RFQ in response to this published request.