

Maryland State Department of Education
RFQ #R00R920095
Request for Consultant Services

Issue Date: January 14, 2009

Title: Keynote Speaker/Consultant for the Maryland Peer Helpers Conference

Specifications: The consultant will provide one motivational keynote presentation for a maximum of 1.50 hours for Wednesday, April 1; 1 hour for Thursday, April 2; and 1 hour for April 3 for approximately 250 middle and high school students and their advisors. In the afternoon of December 11, the consultant will conduct a workshop for the students and advisors.

The audience will consists of middle and high school students and advisors from the local school systems in Maryland

Purpose: The Maryland State Department of Education (MSDE), Division of Student, Family, and School Support (DOSFSS) and the Maryland Peer Helper Association (MPHA) are seeking a motivational speaker/educator/presenter to facilitate workshops for the Maryland Peer Helpers Conference.

Background: This is the tenth annual conference. The conference is held in Ocean City. It is being jointly sponsored by MSDE and MPHA. The conference is attended by middle and high school students who serve as peer helpers, mediators and facilitators. The conference provides networking, information, resources, and skill enhancements.

Nature of Work:

1. Offeror will work in partnership with the DOSFSS Education Specialist responsible for this project to plan a keynote presentation customized to to the audience.
2. Conduct an afternoon workshop relevant to the conference's theme: Peer Helpers: Making This World A Better Place.
- #. Serve as the speaker for the conference.

Partial/Multiple Consultants:

The MSDE reserves the right to award contract to multiple consultants for the services and materials required in this RFQ.

Offeror Qualifications:

A. **Essential Requirements:** Conducted workshops with middle and high school students,

Maryland State Department of Education
RFQ #R00R920095
Request for Consultant Services

worked with audiences of 200 or more, and worked with educators.

- B. Education Requirements:** A Masters or Doctorate degree in Social Sciences or Human Development and a total of four years or working with human services or life sciences.

Term Of Contract: Contract shall begin on April 1, 2009 and terminate on April 3, 2009.

Submission:

The Offeror must submit a letter of interest, resume that demonstrates the required qualifications for the services required and bid form Exhibit A to provide the service detailed in the Nature of Work. The submission must be received by the submission due date.

Most Favorable Bid Price:

The State reserves the right to award the contract to the responsive and responsible bidder submitting the most favorable bid price for providing the goods and services, as specified in this RFQ.

Submission Due Date:

The interested individuals must submit a resume, letter of interest, and bid form (Exhibit A) by 2:00 p.m. by February 28, 2009. Please submit one original (1), which shall be identified as such, and two (2) copies to:

Alan Delman
Maryland State Department of Education
200 West Baltimore Street, 1st Floor
Baltimore, Maryland 21201

- **Late bids shall not be accepted**

Shipping Instructions:

1. When shipping the bids to MSDE by courier, please use the address as follows:

ATTN: Receiving and Shipping Department
Mail Room – C/O Alan Delman
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201

2. When hand delivered, please use the 6 North Liberty Street entrance of the building with the packages marked as follows:

Maryland State Department of Education
RFQ #R00R920095
Request for Consultant Services

ATTN: Mail Room – C/O Alan Delman

- **Bids submitted shall be identified with the RFQ Number R00R920095, Title, and Due Date inscribed on the left-hand corner of the mailed envelope under the return address. Bids shall not be accepted without this information.**

Note: Please refer to RFQ #R00R920095 when contacting Alan Delman.

Contact Person:

Questions should be addressed to Alan Delman by 2:00 P.M., February 18, 2009 at the following:

adelman@msde.state.md.us

- **All communications pertaining to this RFQ shall be addressed to Alan Delman by e-mail only.**

Note: All responses to questions submitted, if any, shall only be posted on “**emarylandmarketplace**” as **Addendum #1** after the due date of questions are received. I suggest you register with “emarylandmarketplace” at “no charge” to access the addendums. Just click register and follow the screens. There may be other opportunities from other State agencies out there. There shall be no mailing of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<https://ebidmarketplace.com/>

Maryland State Department of Education
RFQ #R00R920095
Request for Consultant Services

**EXHIBIT A
BID FORM**

DETAILED COST CATEGORY	Proposed # of Hours	Times	Cost per Hour	Total Cost
NATURE OF WORK		X	\$	\$
*TOTAL COST OF PROJECT				\$

Note: Exhibit A bid form shall not be altered.

Submit this Exhibit A and all supportive itemized costs, a letter of interest and a resume.
Submit one (1) original, which shall be identified as such, and two (2) copies.

- **Exhibit A:** Cost per day or per hour is to include all costs incurred both direct and indirect in delivering a product or service, which includes, but not limited to travel, lodging, food, etc.
- Bid submitted shall be identified with the RFQ Number R00R920095, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address. Bids shall not be accepted without this information.
- Late bids shall not be accepted

VENDOR'S NAME: _____
PRINT

VENDOR'S ADDRESS: _____

City State Zip

VENDOR'S FEDERAL ID or SS# _____

NAME OF AUTHORIZED: _____
PRINT

SIGNATURE: _____

TITLE: _____

MINORITY BUSINESS ENTERPRISE: YES _____ NO _____

IF YES: MARYLAND STATE CERTIFICATION # _____

Maryland State Department of Education
RFQ #R00R920095
Request for Consultant Services

ARE YOU A REGISTERED SMALL BUSINESS: YES ____ NO ____
IF NO, REGISTER AT: sbadmin@dgs.state.md.us

TELEPHONE NO: _____ DATE: _____

E-MAIL: _____