



Opportunity Notice Presentation Design Services

Category: Services

Opportunity Information

Organization: Alberta Education / Alberta Advanced Education and Technology

Reference Number: AB-2005-00321

Solicitation Number: AE-05-07

Solicitation Type: Request for Qualification

Posting (mm/dd/yyyy): 02/03/2005
04:02:56 PM Mountain Time

Closing (mm/dd/yyyy): 02/20/2009
04:00:59 PM Mountain Time

Last Update (mm/dd/yyyy): 02/28/2007
04:45:52 PM Mountain Time

Agreement Type: Agreement on Internal Trade (AIT)

Region of Opportunity: Open

Region of Delivery: Alberta

Opportunity Type: Open & Competitive

Commodity Codes:
T002AK: Research and Writing
R199B: Miscellaneous Business Services
U008N: Training and Curriculum Development

Interested vendors (bidders) who wish to submit a response to this opportunity should register their interest by selecting the "Express Interest" button. Expressing interest means that you will automatically receive an e-mail notification each time an amendment is made to the opportunity for which you have 'expressed an interest'.

Response Submission:

ShirleyAnn Goski
RFQ Administrator
Strategic Services Branch
Contracted and Project Management Services Branch
Alberta Education
19th Fl, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

Ph: 780-415-2227
Fax: 780-415-6546
E-mail: Contracting.Admin@education.gov.ab.ca

Response Contact:

Goski, ShirleyAnn

RFQ Administrator
19th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L5
Tel: 780-415-2227
Fax: (780)415-6546
Email: contracting.admin@education.gov.ab.ca

Response Specifics:

Vendors must complete and return the entire Response Package, as required, to Alberta Education, in order to be considered for the Resource List. Any additional information provided as attachments may be reviewed when a Pre-qualified Vendor is being considered for a Project Invitation. Vendors may include additional attachments, but those attachments will not be evaluated

Vendors may respond to this RFQ as an individual, organization or as a Consortium.

Vendors may request a Word version of the Response Package from the RFQ Administrator, or they may access the Word version on the APC. Responses should be typed or computer generated.

Responses must be delivered electronically (e-mail) and by print copy (hand, courier, or mail). In responding to this RFQ:

- a. The Response Package must be completed and the Vendor or Prime Vendor must sign the cover page. If the Vendor is a Consortium, each additional member of the Consortium must complete and sign the Attachment.
- b. Print Responses received unsigned will be rejected.
- c. Responses received will be held in a secure location and will not be released to the Evaluation Team until after the next Review Date.
- d. Ambiguous, unclear or unreadable Responses may be cause for rejection.
- e. Responses should be sealed, dated and clearly marked with the RFQ number and addressed as follows:

Attention: ShirleyAnn Goski
RFQ Administrator
Strategic Services Division
Contracted and Project Management Services Branch
Alberta Education
19th Floor, Commerce Place

10155 102 Street
Edmonton, Alberta T5J 4L5

f. Electronic Responses should have the RFQ number in the subject line and must be sent to Contracting.Admin@education.gov.ab.ca.

g. Vendors must submit three (3) print versions of the Response.

Responses submitted by fax will also be accepted as long as the required three (3) print versions and the electronic version of the Response, and all other related documentation, are received before the monthly Review Date. In the event of discrepancies between the print version and the electronic version, the version received first shall govern.

The Ministries are not responsible for technical failures that may result in the Responses not being received prior to a Review Date or the end of the Submission Period.

Opportunity Description:

Vendor Responses will be reviewed for compliance with the mandatory requirements in section 5.2. After all Responses are reviewed, the Resource List will be established, and the Ministries will maintain the Resource List as one method by which the Ministries enter into Contracts on an "as needed" basis. Placement on the Resource List does not constitute a guarantee of any work to any Pre-qualified Vendor.

The Ministries require experienced Vendors to complete one or more of the following tasks and deliverables:

- a. Develop creative and informative presentations that are tailored to the Ministries' needs and are appropriate for the target audience.
- b. Participate in presentation concept development, design and production.
- c. Work independently and, at times, collaboratively in a team setting.
- d. Follow established production processes, schedule concurrent tasks and allot appropriate time on task to meet tight deadlines for deliverables.

This notice is provided for information purposes only. Refer to the "Opportunity Documents" in the bid package for authoritative information.

APC asks you to direct all queries pertaining to the language, the content or any missing or inaccurate information within this abstract to its originator, as indicated in the opportunity notice.

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or updates prior to the opportunity closing date/time.