

January 9, 2012

REQUEST FOR PROPOSALS

For

- HP A2W60UT DESKTOP SFF 4GB computers( or comparable model)  
50 units
- HP EM887A 19" MONITOR (or comparable model)  
50 units

Issued by:

Full Employment Council, Inc.

1740 Paseo

Kansas City, MO 64108

(816) 471-2330

January 6, 2012

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I. AUTHORITY

The Full Employment Council, Inc. (FEC) is releasing this Request for Proposal (RFP) in its capacity as program administrator for the GREAT program.

II. TIME LINES

A. PRE-BID CONFERENCE

There will be a Pre-Bid Conference at 10:00 a.m., January 20<sup>th</sup>, 2012

at: The Full Employment Council  
1720 conference room  
1740 Paseo blvd. Kansas City, Missouri

The purpose of the pre-bid conference is to respond to technical questions posed by those submitting proposals. Technical questions regarding the RFP may not be submitted after the Pre-Bid Conference.

B. START AND END DATES

Projects are estimated to start January 30<sup>th</sup> 2012 and end March 30, 2012. Start dates will be negotiated prior to contract execution.

C. DUE DATE FOR PROPOSALS

To be considered, proposals must be received by the Full Employment Council no later than 4:00 PM, Friday, January 27, 2012 at the above address, to the attention of Tirhas Kidane. If mailed, proposals must be received by the same time and date regardless of the postmark date.

D. TENTATIVE AWARD DATE

FEC expects to announce award on or about January 30, 2012. (Exceptions: If additional procurement is required due to insufficient or unsatisfactory proposals received on the first round of procurement; if additional procurement is required in the event of a non-performing service provider;

### III. GENERAL INFORMATION

This "Request for Proposal" is to solicit proposals for:

- HP A2W60UT DESKTOP SFF 4GB computers( or comparable model)  
50 units
- HP EM887A 19" MONITOR (or comparable model)  
50 units for the Full Employment Council, Inc.

#### Who May Respond

Established and Licensed businesses and companies within Kansas City, Missouri may respond to this RFP.

#### Instructions on Proposal Submission

1. Request for Proposal Opening  
January 6. 2012
2. Pre-Proposal Conference –Walk thru  
January 20. 2012
3. Closing Proposal Date  
January 27, 2012

Proposals must be submitted no later than 2:00 p.m., Friday January 27, 2012.

2. Conditions of Proposal

All costs incurred in the preparation of proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Full Employment Council, Inc.

3. Instructions to Prospective Contractors

#### WAGE RATES AND LABOR STANDARDS

The below projects are federally funded and must comply with all State and Federal requirements for prevailing wage rates and labor standards in compliance with the prevailing wages as established by the United States Department of Labor.

Your proposal should be addressed as follows:

Tirhas Kidane  
Chief Financial Officer  
Full Employment Council, Inc.  
1740 Paseo, Suite D  
Kansas City, Missouri 64108

#### REQUEST FOR PROPOSALS

- HP A2W60UT DESKTOP SFF 4GB computers( or comparable model)  
50 units
- HP EM887A 19" MONITOR (or comparable model)  
50 nits

#### DESCRIPTION

To provide classroom training and work experience to unemployed young adults, 18-24 years old, in the dissemination of information to low income neighborhood residents to increase the energy efficiency of their homes.

#### Program Activities:

Component (1) – Classroom Training - Participants will be attending a one week Career Readiness Training conducted by the Full Employment Council and 3 weeks of “Retrofit Service Representative” classroom training conducted by the University of Central Missouri.

#### IV. PROGRAM SCOPE OF WORK

- HP A2W60UT DESKTOP SFF 4GB computers( or comparable model)  
50 units
- HP EM887A 19" MONITOR (or comparable model)  
50 units

Pricing-Pricing quoted in the proposal shall be for the purchase of specified equipment. It shall include all costs associate and any other miscellaneous fees.

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Proposals for Computers/Monitors

- V. The proposal should include the following:
- 1) Scope of Services
  - 2) Ability to meet specifications of project
  - 3) Past experience and two references
  - 4) Budget and payment requirements
  - 5) Current E-Verify documentation

This request for proposal is not to be construed as a contract or commitment of any kind. The Full Employment Council, Inc., reserves the right to accept, reject or negotiate the terms of any proposals submitted in response to this request.

Sincerely,

Tirhas Kidane

Chief Financial Officer