

**Request for Quote**  
**USB Course Delivery with Custom Packaging for**  
***AfterMath Lessons in School Safety***  
***SPC Request # 02-18-19***

**St. Petersburg College**

---

**SPC**

Issued – Thursday July 26, 2018 – 3:00 PM

## **Introduction and Purpose of the Request for Quote (RFQ)**

**HISTORY:** St. Petersburg College (“SPC” or the “College”), located in Pinellas County, Florida, and established in 1927, is one of the oldest colleges in the 28-institution Florida College System (“FCS”). SPC is the first college in the FCS to become a four-year college issuing baccalaureate degrees beginning in 2001. SPC is governed by a five-member Board of Trustees appointed to four-year terms by the Governor of Florida. The Board of Trustees appoints the College President who has administrative responsibilities for college operations.

**ACADEMICS:** Enrollment in 2016-2017 included 49,006 students, including 40,661 credit seeking and 8,345 non-credit seeking (Source: [spcollege.edu](http://spcollege.edu)). St. Petersburg College offers more than 100 academic programs, career training, and university transfer options at twelve locations throughout Pinellas County and online.

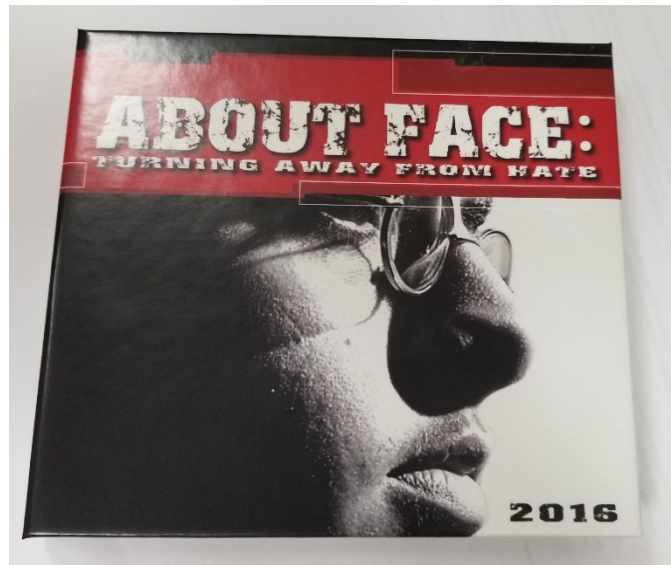
**PROJECT NEED:** St. Petersburg College’s Center for Public Safety Innovation (CPSI) currently has a web-based course titled *AfterMath ~ Lessons in School Safety* that will need to be available via a 2GB SWIVEL USB Drive. The USB Drive will offer a full featured mobile application that will have all the functionality implemented from the original project specifications. Currently the Aftermath project is a self-contained HTML5 website consisting of 6 folders, 308 files with a weight of 531 megabytes. Please see link below:

<http://centipede.spcollege.edu/afterMath/>

**REQUEST FOR QUOTE:** CPSI is soliciting proposals from companies to deliver the 2GB SWIVEL USB Drive in Custom Packaging with Mailer. The quote should include:

- per unit cost for 0-2500 units, and 2501-5000 units
- Course migration to the USB
- Course title imprint on the USB
- USB packaging with insert or mechanism to hold the drive
- Digitally print SPC provided artwork on the outer and inner liner of the USB case
- All artwork setup and/or USB setup fees should be included in the quote
- Final product delivered to SPC, fully assembled and inserted into a mailing envelope
- The order must be ready and available to students no later than September 15, 2018

Sample pictures of previous course delivery project included for reference



**QUESTIONS:** Questions regarding this RFQ must be submitted to Karen Reynolds,  
[reynolds.karen@spcollege.edu](mailto:reynolds.karen@spcollege.edu), Purchasing Manager / PCard Administrator, St. Petersburg College **no**  
**later than 9:00 AM, Monday July 30, 2018**

----- THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK -----

**SUBMITTAL:** Please provide a packaging sample, final quote, Statement of Work and W-9 to Karen Reynolds, Purchasing Manager, St. Petersburg College via USPS or other common carrier no **later than 12:00 PM Wednesday, August 1, 2018.** All sealed responses will be opened after that time.

**SEND TO:**

Karen Reynolds, Purchasing Manager  
St. Petersburg College  
Epi Services Building  
14025 58th St. North  
Clearwater, FL 33760

The outside of the package should contain the Respondent's Company Name, Return address, RFQ title and number

**SUMMARIZED SCHEDULE OF RFQ EVENTS:** Below is a summarized schedule of RFQ events:

Any changes will be issued in the form of a written notification.

Time	Day/Date	Description
3:00 PM	Thurs. 07/26/2018	RFQ Issued for <i>USB Course Delivery with Custom Packaging for AfterMath Lessons in School Safety</i>
9:00 AM	Mon. 07/30/2018	All questions submitted to Karen Reynolds, <a href="mailto:reynolds.karen@spcollege.edu">reynolds.karen@spcollege.edu</a>
5:00 PM	Mon. 07/30/2018	Q&A sent to all respondents via email
12:00 PM	Weds. 08/01/2018	RFQ Deadline Deliver sealed proposals to the purchasing office: Karen Reynolds, Purchasing Mgr. EpiCenter Services Bldg. 14025 58th St. North Clearwater, FL 33760
2:00 PM	Friday 08/03/2018	Intent to Procure posted