

Request for Quote

SPC 05-19-20

3-Day Face-to-Face Exam Prep

Registered Respiratory Therapist

St. Petersburg College

SPC

DUE: Wednesday, 11/20/2019 @12:00 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 2018-2019 included 46,706 students, including 39,507 credit seeking and 7,199 non-credit seeking (Source: [2018-2019 SPC Fact Book](#)). 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 is seeking quotes from qualified companies to provide a three-day, face-to-face exam preparation class for Registered Respiratory Therapist (RRT) licensure for up to 22 students.

Sessions may take place at the Health Education Center, 7200 66th Street N., Pinellas Park, FL 33781, or offsite at another local facility. If offsite, details of the location must be included on the quote.

The estimated dates of service will take place in July 2020; exact dates in July are negotiable.

REQUEST FOR QUOTE: Quotes should include the per-student fee, and if the fee includes the Course Manuals, Practice Exams, and/or Certification Guides. If not included, please supply the per-unit cost of these materials. A Purchase Order will be issued based on the estimated quote for 22 students; however, SPC would prefer final billing on the actual number of attending students and course materials provided.

QUESTIONS:

Questions regarding this RFQ should be submitted to Karen Reynolds, reynolds.karen@spcollege.edu, Purchasing Manager, St. Petersburg College **no later than 12 Noon, Wednesday, November 13, 2019.**

SUBMITTAL:

Final Quote and SOW must be submitted to Karen Reynolds, Purchasing Manager, St. Petersburg College via email reynolds.karen@spcollege.edu, **no later than 12:00 PM, Wednesday, November 20, 2019.**

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
12:00 PM	Friday 11/08/2019	RFQ Issued for Three <i>Day Face-to-Face Exam Prep with Certification Guide/Materials.</i>
12:00 PM	Weds. 11/13/2019	All questions submitted to Karen Reynolds, reynolds.karen@spcollege.edu
12:00 PM	Friday 11/15/2019	Q&A sent to all respondents via email
12:00 PM	Weds. 11/20/2019	RFQ Deadline emailed quotes due to Karen Reynolds reynolds.karen@spcollege.edu
12:00 PM	Thursday 11/21/2019	Intent to Procure posted on the SPC Procurement Bid site @ https://webapps.spcollege.edu/purchasing/

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