



REQUEST FOR PROPOSAL

CTA Safety Training and Seminars

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Marcia Woolworth, Executive Assistant Government Affairs

California Trucking Association

4148 East Commerce Way
Sacramento, CA 95814

(916)373-3500

mwoolworth@caltrux.org

I. GENERAL INFORMATION.

A. Purpose. This request for proposal (RFP) is to issue a contract for Seminars and Safety Training to be provided to the California Trucking Association's members (and non-members). Seminars will occur 2-4 times a year and will be conducted in Northern California (CTA HQ) and Southern California (Carson, CA and Ontario, CA). One firm will be selected to conduct the seminars in the north and one firm will be selected to conduct the seminars in the south. Courses will be agreed upon by CTA and the selected individual(s) or company(s).

B. Who May Respond? Safety professionals with experience in the trucking industry, or commercial law enforcement experience.

C. Instructions on Proposal Submission.

1) Closing Submission Date. Proposals must be submitted no later than 5:00pm PDT on Friday August 11th 2017.

2) Inquiries. Inquiries concerning this RFP should be mailed to:

Marcia Woolworth, Executive Assistant, Government Affairs

4148 East Commerce Way

Sacramento, CA 95814

(916)373-3500

Or electronically mailed to:

mwoolowrth@caltrux.org

3) Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the California Trucking Association (CTA).

It is the responsibility of the Offeror to insure that the proposal is received by CTA, by the date and time specified above. Late proposals will not be considered.

4) Right to Reject. CTA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

5) Notification of Award. It is expected that a decision selecting the successful Firms will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

D. Description of Entity. CTA is a trade association representing the trucking industry. CTA is a not-for-profit trade association and has been determined to be exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code.

The CTA promotes leadership in the California motor carrier industry, advocates sound transportation policies to all levels of government, and works to maintain a safe, environmentally responsible and efficient California transportation goods movement system.

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform the following services, as requested by the Senior Vice President of Government Affairs:

- A. Conduct trucking related safety seminars 2-4 times a year. Dates will be in coordination with CTA. Northern California seminars will be held at CTA HQ, Southern California seminars will be located at DHE, Carson, CA and Jack Jones Logistics, Ontario, CA.**
- B. Classes are typically 2-4 hours in length**
- C. Must be knowledgeable and able to present the following courses BIT, Drug and Alcohol, Accident Prevention Compliance Safety Accountability (CSA), DOT Entry Level Driver Required Training "Train-The-Trainer", Electronic Logging Devices, Hazardous Materials, Leadership Skills, and OSHA in Trucking. May also offer courses that are safety related that are not identified above.**
- D. Must provide training program and materials for each course and provide evaluation sheet to each course attendee following the completed course.**
- E. Work with CTA on marketing materials and announcements for dates of each course.**

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

- A. Estimated budget to fulfill Scope of Services.**
- B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).**
- C. Qualifications. The Offeror should have experience in the following areas: commercial trucking safety training, or commercial law enforcement and general business operations.**

The Offeror should describe the qualifications of safety trainer or firm to be assigned to activities relating to this RFP. Descriptions should include:

- 1) Professional background of each person/company.
 - 2) Prior experience of the individual trainer with respect to the required experience listed above. Only include resumes of likely to be assigned to the representation. Education, position in company, years and types of experience, and continuing professional education will be considered.
- D. Revenue/Cost Structure-Offeror should submit desired Fee/Cost structure.**

IV. PROPOSAL EVALUATION

- A. Evaluation Procedure and Criteria. CTA's Executive staff and appropriate staff will review proposals and make recommendations to the CEO for final approval. The CTA**

Executive staff may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- 1) Proposed approach to scope of work.
- 2) Level of experience of the individual(s) identified to work on this matter.
- 3) The Offeror's experience with similar engagements.
- 4) Response from references.
- 5) Willingness to bear costs.
- 6) Interviews, if conducted.