

**Request For Proposal (RFP)**  
**for**  
**Professional Contract for two Distributed Learning Employees**  
**at Alabama Army National Guard Headquarters**

(Proposals to be received by: 12:00 noon (CDST) on Friday, 19 August 2011)

Vendor Name: \_\_\_\_\_

**Submit Proposal to: Mr. Mark A. Weeks (SPDO)**  
**State Military Department**  
**Joint Force Headquarters Alabama National Guard**  
**1720 Congressman William L. Dickinson Drive**  
**P.O. Box 3711**  
**Montgomery, Alabama 36109-0711**

**(CONTRACT PERIOD: Two (2) Years from 15 September 2011 until 14 September 2013)**

**Base PROPOSAL:** In compliance with the Performance-Based Work Statement (PWS), dated 5 July 2011, the Contractor will provide one Distributed Learning (DL) Technology Manager and one Distributed Learning (DL) Technology Assistant. The undersigned hereby proposes to furnish all the plant, labor, materials, and equipment and perform all work in strict accordance with the PWS and addendum/addenda number(s) \_\_\_\_\_ for the specified contract period and for consideration of the following prices:

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DL Technology Manager Salary/Benefits (Year 1) ..... \$ \_\_\_\_\_

DL Technology Manager Salary/Benefits (Year 2) ..... \$ \_\_\_\_\_

DL Technology Manager Travel Allowance ..... \$ 15,000.00

**ITEM #1: SUBTOTAL (DL Technology Manager Costs) \$ \_\_\_\_\_**

DL Technology Assistant Salary/Benefits (Year 1) ..... \$ \_\_\_\_\_

DL Technology Assistant Salary/Benefits (Year 2) ..... \$ \_\_\_\_\_

DL Technology Assistant Travel Allowance ..... \$ 15,000.00

**ITEM #2: SUBTOTAL (DL Technology Assistant Costs) \$ \_\_\_\_\_**

**TOTAL COSTS (ITEM #1 plus ITEM #2) ..... \$ \_\_\_\_\_**  
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TIME LIMIT: These proposals are subject to an acceptance period of ninety (90) days.

**A. The State reserves the right to award the work, or a portion of the work, on the basis of available federal funding and in the best interest of the State of Alabama.**

B. The State also reserves the right to reduce the contract period during the life of the contract and/or to terminate the contract with a thirty (30) day written notice.

C. The vendor **MUST** be certified in the State of Alabama and have some experience in performing DL operations on Department of Defense (DOD), Military, and/or National Guard (NG) facilities/installations in order to be considered for the contract.

D. Proposals will be for the entire work during the specified contract period as indicated in the referenced PWS and any addenda.

E. The Travel Allowances for the DL Technology Manager and the DL Technology Assistant are "estimates". Only actual travel expenses may be billed. There will be no contractor markup on any travel billings. The actual travel expenditures will be adjusted (either up or down) based upon actual travel requirements during the contract period. Any increases to the contract amounts **REQUIRE** fully executed Contract Modifications prior to execution and/or expenditure.

F. Contractor will ensure proper Insurance Coverage is provided during the entire contract period to include any extensions, in accordance with the PWS.

**G. Include the additional documentation required by the PWS (paragraph 1.16.1 SUBMISSION REQUIREMENTS).**

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

BY \_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_  
(PRINTED NAME)

TITLE \_\_\_\_\_