

**TECHNOLOGICAL RESEARCH AND DEVELOPMENT AUTHORITY**  
**REQUEST FOR QUALIFICATIONS**

**I. STATEMENT OF OBJECTIVES**

The Technological Research and Development Authority (TRDA) seeks qualified facilitators to support teacher training under the initiative known as The Endeavour Academy. Workshop facilitators must be individuals capable of providing teacher training in the areas of science, technology, engineering and mathematics (STEM).

**II. BACKGROUND INFORMATION**

TRDA is an independent special district of the state of Florida with offices located at 1050 W. NASA Blvd., Melbourne, FL 32901. The TRDA administers The Endeavour Academy, a teacher professional development program offering teachers the chance to experience content-based, hands-on STEM workshops taught by field professionals. Facilitators assist teachers in adapting the workshop curriculum to their personal needs. All workshops address relevant Sunshine State Standards.

**III. SCOPE OF WORK**

The goal of The Endeavour Academy is to assist school districts in the development and retention of teachers and enhance student interest and performance in STEM disciplines by:

- Expanding the knowledge base of teachers in mathematics, science and technology subjects
- Introducing teachers to industry examples of STEM theories and practices
- Providing instruction in the use of innovative and hands-on, project- and inquiry-based methods

Workshop providers will offer programs through The Academy and receive compensation based on contracted hourly rates. The Endeavour Academy will administer registration, marketing, bookkeeping and workshop assessments.

The Endeavour Academy seeks to provide teachers and school districts with a measure of confidence in the training programs that are offered through the Academy, and therefore encourages submission of only high-quality, dedicated instructors.

**IV. SUBMISSION FORMAT**

Individuals interested in pursuing this opportunity must provide submissions via email. Written communications of interest should be made electronically in the body of, or as an attachment to, an email. Attachments should not exceed five pages.

It is required that responders provide their qualifications and experience including:

- Proof of subject area knowledge and experience working with adult learners
- Any special experience, services or resources of value
- Any additional information, which the responder considers pertinent for consideration
- Hourly rate of pay

## **V. SELECTION**

The TRDA will evaluate responses and select the most responsive and responsible responders who meet the best interests of the TRDA. The TRDA shall be the sole judge of its own best interests and the submittals. At its discretion, the TRDA may require any responder(s) to provide additional information or to be interviewed. Responders understand that this announcement does not constitute and agreement of a contract with the responder. The TRDA reserves the right to reject all submittals, to waive any informality, and to solicit and re-advertise for new responses. The TRDA's decisions will be final. The TRDA's selection criterion shall include: qualifications, experience, hourly consultation rates, and availability.

## **VI. PROPOSAL SUBMISSION**

**This RFQ will remain open until August 31, 2010.**

Responses must be submitted to:

Diane Matthews

Technological Research and Development Authority

1050 W. NASA Blvd.

Melbourne, Florida 32901

[dmatthews@trda.org](mailto:dmatthews@trda.org)

## **VII. TIMETABLE**

Upon receipt, the TRDA will review and evaluate submittals. The TRDA will contact those responders whose capabilities most closely match the program requirements.

## **VIII. DELAYS**

The TRDA, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the TRDA to do so. The TRDA will notify responders of all changes in scheduled due dates by written addendum. Responders may withdraw their submittals by notifying the TRDA in writing (e-mail accepted) at any time prior to the time set for receipt deadline.

## **IX. INQUIRIES**

Interested proposers may contact the TRDA to discuss this RFQ. Ms. Diane Matthews, Education Director, will receive questions concerning this RFQ at 321-872-1050 extension 106, weekdays, from 8:30 a.m. to 4:30 p.m. or via e-mail at [dmatthews@trda.org](mailto:dmatthews@trda.org).

## **X. ADDENDA**

Should revisions to the RFQ become necessary, the TRDA will publish a written addendum on [www.trda.org](http://www.trda.org).

## **XI. SUBMITTAL PREPARATION COSTS**

Neither the TRDA nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Responders should prepare their responses simply and economically, providing a straightforward and concise description of the proposer's ability to meet requirements.

## **XII. ACCURACY OF INFORMATION**

Any respondent that submits in its response to the TRDA any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

## **XIII. PUBLIC RECORDS**

All material submitted in response to this RFQ will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law). Responders must claim the applicable exemptions to disclosure provided by law in their response by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The TRDA reserves the right to make any final determination of the applicability of the Public Records Law.

## **XIV. PUBLIC ENTITY CRIME**

Pursuant to F.S. 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.