



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH
1440 Kapiolani Boulevard, Suite 1225 | Honolulu, Hawaii 96814 U.S.A.
P: (808) 943-9581 | F: (808) 943-9582 | info@pichtr.org | www.pichtr.org

**PACIFIC REGION TRAINING INITIATIVE (PRTI)
Request for Proposal**

ISSUE DATE: October 10, 2011

**Administered by the:
Pacific International Center for High Technology Research (PICHTR)
1440 Kapiolani Boulevard, Suite 1225
Honolulu, Hawaii 96814**

SOLICITATION: PICHTR/PRTI-01 (FEMA)
POINT OF CONTACT: Rex Johnson, PICHTR Project Director
E-mail: rex.johnson@pichtr.org
INITIAL PROPOSAL DUE: Friday, November 4, 2011, Noon HST

This announcement is issued by the Pacific International Center for High Technology Research (PICHTR), under agreement with the Research Corporation of the University of Hawaii (RCUH), for the execution of the Pacific Region Training Initiative (PRTI). In accordance with requirements for the program, PICHTR is soliciting proposals to host courses and train-the-trainer courses, which will be vetted with the State Administrative Agencies (SAA's), and selected from the NTED catalog. In total, the contractor will be involved with 20 deliveries of approved courses training 350 people. Our goal will be to train 2 people from various island communities who will, after being certified, be available to teach the courses. The training courses have been part of the ongoing discussions with the SAA's and the FEMA Pacific Area Office over the past 6 months. These courses are, however, preliminary selections and will be finalized after more discussion with the SAA's and FEMA's approval.

PICHTR anticipates that initial contractor selection will be made by November 15, 2011 from submissions received by PICHTR in Honolulu, Hawaii by 12 PM Noon, Hawaii Standard Time, on November 4, 2011. ***Note that the submission must be in the physical possession of PICHTR prior to the posted deadline.***

Proposal should be received electronically through e-mail to linda.ome@pichtr.org, U.S. mail, or courier according to other procedures outlined in this document. The submissions shall be prepared in PDF format.

PICHTR reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. PICHTR also reserves the right to negotiate with the selected offeror in the event that the price exceeds available funds. Issuance of this RFP in no way constitutes a commitment by PICHTR to award a contract.

PROPOSAL FORMAT

Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

Proposals conforming to the requirements set out below must be received by PICHTR by US mail, courier or email no later than the deadline given above. All submittals must be formatted for 8.5" x 11" paper. The Proposal shall be divided into two parts: (1) the Technical Proposal; and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be clearly labeled. Proposals deemed non-compliant by PICHTR shall be disqualified from consideration.

The Cover Letter or Email shall be labeled with the following information:

RFP Number: PICHTR/PRTI-01 (FEMA)
Attn: Linda Ome
Pacific International Center for High Technology Research (PICHTR)
1440 Kapi'olani Boulevard, Suite 1225
Honolulu, Hawai'i 96814 U.S.A.

PICHTR shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

Technical Proposal

The Technical Proposal, together with letters of transmittal and cover page, should include the offeror's understanding of the work that would be performed and the following information:

- The Cover Page shall include the following: title of the proposed effort; intended product or result; name, company affiliation, phone number, fax number, and electronic and postal mailing addresses of the Principal Investigator and Administrative Point of Contact; proposed period of performance; funding required to produce the proposed products; names and affiliations of sub-contractors and co-investigators; and special requirements or considerations.
- Description of the approach for each task required for each course.
- Provide resumes of all Key Personnel, with descriptions of experiences and skills of each and the roles and responsibilities in the offeror's firm and in the team, and relevance to their participation in the proposed work.
- Names, addresses and descriptions of all subcontractors, subject matter experts, or vendors which your firm would employ and a description of their relevant experience and past performance.

Note: Any subcontractors, subject matter expert and vendor must be identified in the proposal. PICHTR must know if work is being done outside of the company. Please remember that after contract signing, PICHTR shall approve all

