

INSTRUCTOR BID/QUOTATION INSTRUCTIONS

You may only submit quotes for those courses for which you have been pre-qualified to teach. The listing can be found on the [Bid Information page](https://training.fema.gov/instructors/bidins.aspx) (<https://training.fema.gov/instructors/bidins.aspx>).

The quotation form can be found on the [Bid Information page](https://training.fema.gov/instructors/bidins.aspx) (<https://training.fema.gov/instructors/bidins.aspx>). When submitting a quote, please be sure to include your social security number or the tax identification number, and your Unique Identifier number (UEI).

You may not, under any circumstances, substitute another person for your responsibilities or contract requirements to a course once a contract has been issued to you. We are contracting with you and you only for your services.

If you have a change in address, phone numbers, or email, please notify Karen Andrew in writing at karen.andrew@fema.dhs.gov or at FEMA-EMI-InstructorBidding@fema.dhs.gov.

You must also update your System for Award Management (SAM) registration with these changes. The information you provide should match what you have entered into the SAM.

1. If you use NETC Airport Transportation, airport pick-ups to NETC will be made only as indicated on the NETC Airport Transportation Schedule. Contact the NETC Transportation Office for the transportation schedule at (301) 447-1113. Reservations must be made NO LATER THAN 2 weeks prior to the course start date.

Special runs or pick-ups by the NETC Transportation Office will not be provided. If you cannot make flight arrangements that coincide with the NETC transportation schedule, you should include the cost of a rental car or limousine in your quotation.

2. On-campus housing will be provided at no cost. If you request on-campus housing, it will be approved for one night prior to the course delivery start date. You will be required to check out of your room the day the course delivery ends, unless you are teaching a course that ends at 4 p.m. In this instance, you will be provided housing for that night and check-out will be the next morning.

Housing will not be provided for weekends between consecutive 2-week offerings unless a cost savings to the government can be shown. If you are awarded consecutive courses and you request lodging for the weekend between the courses, you must deduct the cost of one round trip from one of your two bids. Please coordinate this with Karen Andrew. NETC reserves the

right to assign rooms and will not consider special requests, except in the case of a special condition, for example, an Americans with Disabilities Act (ADA) need. If you have a need for special housing accommodations, please mark that on the quote being submitted.

3. All contractors staying on campus for one night or more are required to purchase a meal ticket from the campus cafeteria for each day they are on campus.
4. Your quotes must be emailed to the Instructor Bidding mailbox at FEMA-EMI-InstructorBidding@fema.dhs.gov. Please feel free to email Karen Andrew to confirm receipt of your quote(s).
5. Bids must be received by Karen Andrew by the dates listed in the open bid cycle email and on the Bid Information page. The schedule can be found on the [Contract Instructors page](https://training.fema.gov/instructors) (<https://training.fema.gov/instructors>) under Course Schedule. Enter the course code and/or date ranges for the appropriate open bid cycle period and current EMI Course Schedule, and the website will indicate if the course(s) are biddable.

No late bids can be accepted.

Bids will be awarded for each course based on one of three criteria: rotation, low bid, or best value to the government.

- *Rotation will be used when multiple bidders apply for a course/module of instruction. Qualified bidders will be rotated for course offerings to permit them to have a chance to be selected for a contract award.*
- *Low bid will be applied to the selection of the contractor who submitted the lowest bid.*
- *Best value to the government will be applied based on the nature of the course and the target audience for the course and used to procure the contractor with the most appropriate level of experience and ability to teach the course. Best value to the government will be supported with a written justification.*

If your bid/quotation is selected for rotation, best value to the government, or low bid, a purchase order will be issued. You will be notified of the bid award for the course as soon as possible. EMI reserves the right to reject any bid that is not determined to be cost effective.

If you find you are not available to teach, you must notify Karen Andrew immediately by phone at (301) 447-1074 or email at karen.andrew@fema.dhs.gov. Please also be sure to contact the Course Manager.

6. A contract instructor shall not be penalized for the cancellation of a course delivery as a result of an emergency situation beyond their control (i.e., severe illness and/or death of an immediate family member, acts of God or the public enemy, fires, floods, unusually severe weather, strikes, and acts of the Government).

A contract instructor shall be penalized for the cancellation of more than one course delivery within any 12-month period as a result of a non-emergency situation if a purchase order has been issued. The penalty shall include removal of the contract instructor from the bidders' list for the applicable course of a period not to exceed 12 months, beginning on the date of the second non-emergency cancellation.

If a course is cancelled by EMI and the instructor has a non-refundable airline ticket, to receive a full refund, the instructor must submit the original airline ticket with their voucher.

If an instructor can change the date of their ticket and is charged a "change fee," they must submit a receipt along with the voucher for the amount of the change fee. The instructor must submit the required information within 30 days of the course start date.

7. All contractors and vendors must be registered in the [SAM database](https://sam.gov/content/home) (<https://sam.gov/content/home>) in order to be issued a purchase order in keeping with Federal Acquisition Regulations (FAR). If a contractor/vendor is not registered or has expired in SAM, a purchase order cannot be issued. If a contractor/vendor refuses to register in SAM, the next bidder who complies with the SAM requirements will be contacted to teach the course.

It is the contractor's responsibility as the contract instructor to keep all of their information in the SAM system current. **The contractor must notify Karen Andrew immediately when there is a change.**