

Eng 221 rfp



**ASSIGN
BUSTER**

Request for Proposal Company Introduction Authoritative Accounting Inc.

(AAI) is accounting company that serves domestic and international families, as well as individual members' trusts, estates, closely held businesses, and non-profit institutions. We offer expert technical knowledge and personalized service for your accounting needs. Business Goals AAI's goal is to take care of our clients in a fast and efficient process. We save clients millions of dollars by searching out special provisions in federal and state tax law and monitoring changes in laws, regulations, and court rulings.

For businesses, we provide accounting and tax services to meet each client's specific requirements. For individuals, family offices and estates, we provide tax planning, compliance, and return preparation services to meet financial planning objectives and minimize tax liability. Project Goals The purpose of this request is to have our employees trained with the Microsoft Office 2010 programs, whose abilities range from first time users to users long time users transitioning to from previous Microsoft Office packages.

The training will consist mostly of the four major components of Office: Word, Excel, Outlook, and PowerPoint. We have recently hired 10 employees who are in need training in these programs. At the same time our current employees would also benefit from a refresher course in Microsoft Office since it has evolved, and there are features that they might know about. Schedule The performance period for this project will be February 21 and finish March 4. The training classes will be split into eight groups, 10 employees each.

The first four groups will each get trained on one program a day, and cycle through all program Monday through Thursday. The second set of groups will get the same treatment the second week. Friday will be a day for questions and clarification with, at minimum, 2-3 of your employees on site. The deadline for proposals will be January 24, 2011. We will contact all companies the week of February 7, 2011 to thank them for their time and to let the company we have chosen know. Budget The budget for this project is \$80, 000 to \$120, 000. Desired Qualifications)5 years experience of training in Microsoft Office 2)All requests need to be submitted in APA format 3)At least 3 references from previous jobs within last 5 years 4)Contact information for whomever will be able to answer any questions we have 5)Detailed, itemized cost proposal 6)Minimum of 4 trainers per day Proposal Evaluation The proposal will be evaluated on the basis of the following criteria and point ranges: 1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-25) 2. Qualifications and experience of firm (0-25) . Size and structure of firm and ability to maintain continuity of project (0-10) b. Experience of training (0-15) 3. Qualifications and experience of staff to be assigned. Education, position in the firm, and years and types of experience will be considered (0-25) a. Qualifications of team (0-20) b. Supervision to be exercised over training team by firm's management (0-5) 4. Cost factor (0-25) Maximum points: (100) Contact Information All request need to be submitted to either of the following: 1. Fax - (303) 891-7151 2. E-mail -com