**Housing AI**  
**REQUEST FOR QUOTATION (RFQ)**  
**REFERENCE NUMBER: 50079526**  
**March 31st, 2024**

**1. INTRODUCTION**

**1.1. Statement of Objective**

The objective of this Request for Quote (RFQ) is to enable Housing AI to enter under contract with a specific vendor to train and certify future real estate agents that are employed by Housing AI, and various other contractors. It is our expectations that our future agents will be trained in aspects of the housing market, basic information on artificial intelligence, and company scenarios and standards with all rights reserved to Housing AI.

The vendor of choice, if selected, will be provided with a contract by Housing AI that lists all performance expectations and requirements in this RFQ for the best interest of Housing AI.

**GENERAL CONDITIONS**

**2.1. Authorize Representative**

Isaac Royal  
Business Analyst/Software Engineer  
Housing AI Headquaters  
56 Johnson Rd, Tallahassee, FL

Essence Ochoa  
Project Manager  
Housing AI Headquaters  
56 Johnson Rd, Tallahassee, FL

**2.2 Approximate Calendar Events**

|  |  |
| --- | --- |
| **Date** | **Action** |
| **03/31/2024** | Request for Quote Advertised |
| **03/31/2024** | Request for Quote Released |
| **04/07/2024** | Deadline for all questions/inquires/ or concerns in written email only to  businessservices@HousingAI.com |
| **04/28/2024** | Deadline for written quotes @ 5 PM ET  Isaac Royal Business Analyst/Software Engineer Housing AI Headquaters 56 Johnson Rd, Tallahassee, FL |

**SPECIAL CONDITIONS**

**3.1 Statement of Work**

The statement of work should clearly identify the work that will be accomplished as part of the contract. All services required and included performance reporting.

1. **Scope of Work:** Once potential future agents are hired, the first training session should begin after orientation is completed. Training is eight weeks at the most, meetings ranging anywhere from 2-3 times per week, with the first two weeks focused on reviewing basic concepts, while the following weeks will cover Housing Market and Artificial Intelligence responsibilities relating to Housing AI. Once this is completed, agents are expected to be prepared for the cetification test following completion of their training.
2. **Location of Work:** All work can be done remotely and virtually. No Office space or support will be given to complete this work.
3. **Period of Performance:** Quotes are due on 04/28/2024. Once quotes are reviewed a vendor is selected and an evaluation of the work schedule will be set to make sure that the training is appropriate and ready on time for the project.
4. **Deliverables Schedule:** Training readiness is expected from every agent after their orientation with Housing AI. Future training will be required from every agent to maintain pace with the ever-changing technological climate.
5. **Applicable Standards:** All training deliverables and support materials including the review course with evaluation are to be of the highest quality and function flawlessly. Housing AI reserves the right to refuse payment for work if deliverable is unacceptable.
6. **Acceptable Criteria:** Training must be effective and must cover all relevant topics involving basic housing knowledge and Housing AI in general. All training must require software that is available to every device and easily accessible on the internet.

**VENDOR INFORMATION**

|  |  |
| --- | --- |
| Are you a current Housing AI Approved Vendor? |  |
| References, please list three of your current clients that are similar in scope to this project, that we have permission to contact. |  |

**SERVICE CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Number of Weeks | Price/ per week |
| 1. | Trainee two weeks on basic housing and real estate concepts. | 2 |  |
| 2. | Trainee six weeks on Housing AI and Artificial Intelligence factors. | 6 |  |
| 3. | Certification Test | 1 |  |

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| --- | --- |
| PLEASE AFFIX SIGNATURE WHERE INDICATED  (FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR RFQ)  **By signature on this document, proposer acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of Housing AI solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by Housing AI in official amendments prior to this date of submittal.** | |
| **FIRM NAME:** (Enter the entire legal name of the proposing entity) | **DATE:** |
| **SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PRINT NAME:**  **PRINT TITLE:** |
| **ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CITY/STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **TELEPHONE #** **(**  **)**  **TOLL FREE #** **(**  **)** | **EMAIL:**  **FAX #** **(**  **)** |