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**Request for Information 19FS1A18N5000**

**Department of State**

**Foreign Service Institute  
Data Literacy, Analysis, & Visualization Workshops:**

*DOS/FSI/SAIT/ET requires a vendor(s) to design and deliver interactive workshops and seminars to expand data literacy for Dept. employees who produce and consume data*

**This Request for Information (RFI) is issued solely for information and planning purposes only and is not a Request for Proposals or Quotes (RFP or RFQ)** or an obligation on the part of the Government to acquire any services**.** Responses to this RFI are not offers and cannot be accepted by the Government to form a binding contract. The Government reserves the right to determine how it should proceed as a result of this notice. Furthermore, entities that respond to this RFI should not anticipate feedback with regard to submissions. The Government will not pay any cost incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the responding party's expense. The information provided in this RFI posting is subject to change and is not binding on the Government. The Department of State, Foreign Service Institute is seeking information regarding the attached Draft Performance Work Statement (PWS)**.** Please carefully review the Draft PWS document and respond according to the directions stated below.

**RFI Responses/capability statements should include the following:**

1. **Contact information:**
   1. **Name of company**
   2. DUNS number
   3. **Institutional or organization affiliation (if applicable)**
   4. **Email address**
   5. **Phone number**
2. Summary of credentials/professional experience relative to similar requirements;
3. **Recommendations to improve or clarify the Draft PWS;**
4. **What information can/should be added to the document?**
5. **Do you have any existing commercially available training courses that can meet SAIT’s needs as described in the Draft PWS?**
6. **Given the scope of this RFI, what software tools do you recommend providing training on or familiarization with in support of the objectives?**
7. **Please describe how your firm would structure classes that accomplished the described outcomes listed on the Draft PWS.**
8. **What are the recommended class sizes (number of students per) for the various types of workshops and/or seminars that your firm suggests?**
9. Given the objectives, what are your recommendations for class length? How many hours of instruction do you recommend for the various types of workshops (intermediate-level, advanced-level) and/or seminars?
10. Would you be able to manage/recommend students bring in their own data sets for various types or levels of workshops?
11. What type of training environment do you recommend?
12. Do you have a training environment that could host this training?
13. **Based on the information and recommendations that you provide for items 6-12, please state the estimated firm fixed price(s) for delivery of the workshops per your recommendations. Any theoretical price quote(s) that are provided are understood to be both notional and nonbinding.**
14. **Any additional information that may benefit the Government to refine the Requirements Document.**
15. **Recommendations on the appropriate NAICS code for this requirement.**

**Do not include the following in the response:**

1. Do not submit formal proposals or offers;
2. Do not submit requests to be considered for award or to be notified of a future solicitation; as a courtesy to vendors who submit RFI capability statements, responding vendors will be notified should the government elect to issue a formal RFP/RFQ at a later date.
3. Do not submit requests to be added to a mailing or distribution list;
4. Do not submit questions or comments not related to this RFI;
5. Do not respond via telephone.

**How to Submit Responses:**

1. Please submit responses via email to [ModrakER@state.gov](mailto:ModrakER@state.gov) **including “**19FS1A18N5000: Data Workshops” **in the e-mail subject line**.
2. Please submit capability statement responses as a single attachment to the email: either Adobe pdf file or MS Word file.
3. If you have any questions regarding this RFI, please submit them via e-mail to [ModrakER@state.gov](mailto:ModrakER@state.gov). **Please include “**19FS1A18N5000: Data Workshops” **in the e-mail subject line**.
4. **The RFI submission closing date is Friday March 30, 2018 at 4:00 PM EST.**