

## **APPENDIX A: PROPOSAL FORMAT REQUIREMENTS**

This Request for Proposals (RFP) seeks the submission of proposals to provide services from any and all interested and qualified service providers. The City of Arcata seeks, by way of this RFP, to obtain services in a manner that maximizes both the quality of services and the value to the City. Service providers must be able to show they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type, and the local availability of the service provider's personnel.

### **SPECIFIED CONTENT AND SEQUENCE OF INFORMATION IN THE RFP**

Each proposal should include sections addressing the following information in the order shown in the following section. The service provider should be sure to include all information that it feels will enable the evaluation committee and, ultimately, the City to make a decision. Failure of the service provider to provide specific, detailed information may result in their proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP, but that you feel would be helpful, should be attached to the end of the proposal.

#### **Cover Letter**

Provide a one-page cover letter on your letterhead that includes the address, telephone number, and e-mail address of the contact person(s). List the name and title of each person authorized to represent the service provider in negotiations.

Unless the service provider is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the service provider to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

#### **Qualifications and Experience:**

- Provide a statement of qualifications for your organization, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- How many full time employees (FTEs) do you plan to assign to this project if you are selected?
- How many people in total are employed by your organization? Delineate between employees and sub-service providers.
- If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may

submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.

### **Proposed Approach:**

This section describes your proposed approach for meeting the services required by the City, as described in this RFP. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing, and equipment or other resources provided by you. Keep these considerations in mind as you respond to the following:

- Describe how you will fulfill the needs of the City, as described in the RFP.
- Include project plans and guidelines for implementing the Program, as described in the RFP.
- List your needs for physical space, utilities, and/or equipment.
- Identify how you will meet all aspects of the scope of services and related requirements stated within the RFP. List any items that you cannot provide.

### **Cost Analysis and Budget for Primary Services:**

- Provide an itemized budget and a detailed explanation for all costs associated with providing the requested services.

### **Insurance:**

- Explain how you will furnish the following Certificates of Insurance and Endorsements:
  - General Liability-Limits of Liability:
    - \$2,000,000 Each Occurrence – Combined Single Limit
    - If General Aggregate applies separately to project/location: \$2,000,000
    - If General Aggregate applies to entire policy: \$4,000,000
  - Business Automobile Liability-Limits of Liability:
    - \$2,000,000 Each Accident – Combined Single Limit
  - Worker's Compensation Insurance as required by law:
    - \$1,000,000 Employers Liability
- See *Appendix B: Sample Contract* for fully detailed insurance requirements.

### **Claims, Licensure and Non-Discrimination Violations Against Your Organization:**

List any current licensure or non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.

**References:**

List at least three business references for which you have recently provided similar services. Include contact names, title, phone numbers and e-mail addresses for all references provided.

**SIGNATURE BLOCK**

**\*Note:** Please return this page with your proposal.\*

The undersigned, an authorized agent of his/her company, hereby certifies:  
( ) familiarization with all terms, conditions, and specifications herein stated,  
( ) company is qualified to perform work and services as proposed,  
( ) that the proposal submitted is valid until (date): \_\_\_\_\_.

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Company Name

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Authorized Signature

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Mailing Address

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Printed Name

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City, State, Zip

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Title

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Type of Entity (S-Corp, LLC, etc.)

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Phone Number

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Web Site

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Email Address