Instructions are provided in blue and may be deleted. Please complete your response in the template provided, and indicate clearly where separate documents are provided.

A. Proposal Information

1. Proposed Contractor Information

|  |  |
| --- | --- |
| Proposed Contractor Name |  |
| Proposed Contractor Address |  |

## 2. RFP Contact

Clearly identify the person that will serve as the overall RFP contact.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone |  |
| Address |  |

B. Qualifications

## 1. Minimum Qualifications

**Proposers not meeting these minimum qualifications will not be considered and their proposals will be deemed non-responsive and not be evaluated. Be sure to complete this section, as described.**

**The Proposer certifies that:**

1. The proposal is complete and includes the all required forms and information described Section 3 of the Request for Proposals: Proposal Submission Requirements.

**[ ]  Yes [ ]  No**

***Describe this experience in proposal Section 2 below.***

**2)** Principal project staff (including the prime proposer’s staff and any subcontractors’ staff) have at least one continuous year of experience conducting outreach to employers about their responsibilities under federal, state, or local labor laws.

**[ ]  Yes [ ]  No**

***Describe this experience in proposal Section 3 below.***

## 2. Proposed Contractor Overview

|  |
| --- |
| Proposed Contractor Ownership and HistoryBriefly describe your organization, including history, organizational structure, ownership structure, and names of principals. Demonstrate that the proposed contractor has at least two continuous years of experience providing outreach to employees about their rights under federal, state, or local labor laws. Include any information that may be of value to the City in evaluating your proposal.*Insert response here.* |
| **Number of years in business**Insert response here.  |
| Total Staff SizeStatement of your organization’s total staff size, as well as the staff size of the local or regional office that will perform the education and outreach services described in this RFP. *Insert response here.* |
| LitigationBriefly describe any litigation, whether currently pending or not, related to consulting services provided by your firm within past three years of this RFP issue date. If none, state “None.” Insert response here. |
| Client Relationships SeveredProvide a list of contracts between your organization and any other party, including the City, which any party terminated before the contact’s termination date. A brief description of why the relationship was severed and the name of the client and the client’s project manager are also required. If none, state “None.” Insert response here. |

## 3. Proposed Staff Roles and Qualifications

**Describe proposed staff’s direct experience conducting labor law outreach and related services, as it pertains to the Scope of Work described in this RFP.**

Use the following tables or alternative format to provide detailed information on proposed principal staff members to be assigned work under the proposed contract. Include principal Local Business Enterprise staff and other subconsultant staff. Include experience developing outreach materials and conducting outreach to employees and employers on labor law. Proposers may attach resumes or curriculum vitae (“CV”) in addition to or in lieu of providing a narrative below. Include as many tables as necessary.

|  |  |
| --- | --- |
| Name, Title | Insert response here. |
| Proposed Role | *Insert response here.*  |
| Experience similar to Scope of Work | Include experience developing outreach materials and conducting outreach to employees and employers on labor law. Demonstrate that the staff member has at least one continuous year of experience with this work.  |
| Qualifications to Perform Services  | Insert other qualifications and relevant information here, and indicate if resume or CV is attached.  |

|  |  |
| --- | --- |
| Name, Title | Insert Response Here. |
| Proposed Role | Insert Response Here. |
| Experience similar to Scope of Work | Include experience developing outreach materials and conducting outreach to employees and employers on labor law. Demonstrate that the staff member has at least one continuous year of experience with this work.  |
| Qualifications to Perform Services  | Insert other qualifications and relevant information here, and indicate if resume or CV is attached.  |

|  |  |
| --- | --- |
| Name, Title | Insert Response Here. |
| Proposed Role | Insert Response Here. |
| Experience similar to Scope of Work | Include experience developing outreach materials and conducting outreach to employees and employers on labor law. Demonstrate that the staff member has at least one continuous year of experience with this work.  |
| Qualifications to Perform Services  | Insert other qualifications and relevant information here, and indicate if resume or CV is attached.  |

## 3. Prior Projects

Provide information on a minimum of one (1) and a maximum of three (3) successfully completed community-based education and outreach initiatives.

Select the projects that best demonstrate that the Proposer’s ability to perform the services described in the RFP Scope of Work.

You may add up to one additional project to the template.

PROJECT 1

|  |  |
| --- | --- |
| Project Name |  |
| Client |  |
| Target Communities |  |
| Lead Staff |  |
| Timeline | Month/Year to Month/Year; Length of project beginning to end  |
| Consultant Lead(s) | Staff Lead Name(s)  |
| Fee / Budget | $00,000.00 |
|  |  |
| Project Scope, Staffing, Approach, and OutcomesDescribe:* the project goals;
* project tasks your organization completed
* size and scope of the project
* approach to the project/ methodologies were used
* challenges faced and strategies to address them
* your process for working with and reporting to the client, and
* names, titles, and roles of each key person on the project team. Include brief descriptions of the responsibilities each person had on the project.
* Project outcomes for which your organization was responsible. Examples include individuals reached, presentations completed, materials developed and disseminated, organizational changes or other measurable indicators of successful implementation.

Reference*Provide a reference (who is not a staff member of any of the Proposed contractors or subcontractors included in this proposal) who can confirm the work performed and project outcomes, including the name, address telephone number, and email address.* |

PROJECT 2 (optional)

|  |  |
| --- | --- |
| Project Name |  |
| Client |  |
| Target Communities |  |
| Lead Staff |  |
| Timeline | Month/Year to Month/Year; Length of project beginning to end  |
| Consultant Lead(s) | Staff Lead Name(s)  |
| Fee / Budget | $00,000.00 |
|  |  |
| Project Scope, Staffing, Approach, and OutcomesDescribe:* the project goals;
* project tasks your organization completed
* size and scope of the project
* approach to the project/ methodologies were used
* challenges faced and strategies to address them
* your process for working with and reporting to the client, and
* names, titles, and roles of each key person on the project team. Include brief descriptions of the responsibilities each person had on the project.
* Project outcomes for which your organization was responsible. Examples include individuals reached, presentations completed, materials developed and disseminated, organizational changes or other measurable indicators of successful implementation.

Reference*Provide a reference (who is not a staff member of any of the Proposed contractors or subcontractors included in this proposal) who can confirm the work performed and project outcomes, including the name, address telephone number, and email addres* |

C. Approach and Methodology

**Describe your firm/organization’s proposed approach to services and activities described in Section 2, Scope of Work of the RFP.**

*Include information planned activities, staff roles, and project timelines. Describe what makes your organization’s approach to formula retail employer and employee outreach different or more effective than other potential contractors.*

D. Fee Proposal

*Provide a detailed fee proposal, including all costs and expenses. A table format is preferred. Include staff names and titles, hourly rates, estimated hours for each staff member for each major deliverable. You may attach a separate page or pages with the fee proposal table.*

 *The maximum initial contract amount will be $150,000 in the first year and $100,000 in the second year, for an estimated initial total of $250,000. Fee proposals should not exceed $250,000 total. Fee proposals of less than that amount will receive higher scores in the evaluation process.*