

ATTACHMENT 8 INTRODUCTION & RESPONSE

Proposers interested in responding to this RFP must submit the following in the order specified below.

1. Proposer Information

- a. Company name, address and telephone number
- b. Contact telephone number and email address
- c. A description of three (3) projects similar in size and scope, including
 - i. client name, email address and telephone numbers
 - ii. project summary
 - iii. staff members who worked on project
 - iv. references: The Court may check references listed by the Proposer. Greater weight will be given to government references and to references for similar work. Prior work performed for the Court will be included as a Reference during evaluation.
- d. A list of all lawsuits or hearings initiated by any government agency related to contract non-performance or non-compliance in the last 5 years in which Proposer was a party. Describe the reason for the lawsuit or hearing.

2. Proposer Qualifications (up to four (4) pages): Provide information on Proposer's background and qualifications which addresses the following:

- a. Describe firm's resources
- b. Describe key staff's roles on this project and how you will provide assurance that you have sufficient qualified staff to complete projects as needed and on schedule.
- c. Provide resumes describing the background and experience of key staff. In describing experience of key staff, provide examples of successfully completed work (such as the type of recruitment, the types of classification and/or compensation studies, etc)

3. Project Approach (up to four (4) pages): Provide a description of your approach to providing services that match the specifications outlined in the Scope of Work. Include the following information:

- a. Describe your firm's philosophy and approach to the service that you propose to provide.
- b. Schedule (see sample below) and ability to complete the project within the Court's required time frame
- c. Proposed method to complete the work.
- d. If applicable, assignment of work within Proposer's work team.

Sample/Proposed Timeline

Billing Milestones	Description	Estimated Completion Date*	Estimated Billable Hours
BM1	Deliverable #1		
BM2	Deliverable #2		
BM3	Deliverable #3		
BM4	Deliverable #4		
BM5	Deliverable #5		

*Dates will be adjusted once the project start date is determined.

4. Credentials: Copies of the Proposer's current business licenses, professional certifications, or other credentials.