



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

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April 13, 2010

RFP # 6533 Addendum # 2

Subject: Bidder's Qualifications

In order to more effectively evaluate bidder's qualifications, there is no limit to the number of past projects that can be included.

Any questions, contact Anne Strieter at (734) 222-6749 strietera@ewashtenaw.org

Anne Strieter
Senior Buyer

cc: Bid # 6533

II. PROPOSAL PREPARATION INSTRUCTIONS

A. PROPOSAL NARRATIVE

(**Note:** Spiral bound soft cover proposals are preferred. Use tab dividers to label and separate each section. Pages should be numbered with each section starting over with page one.)

1. Team Background and Prior Experience- Provide bidder's qualifications, years of experience, and describe experience in providing the level and type of service specified in the proposal. ~~Include a maximum of three past projects as reference.~~ For each reference, include the name of the client, a contact person, address, telephone number, email, the start and completion dates of the project, the original contract duration, amount and the final project cost. Indicate key staff involved in projects described. Include all additional relevant data pertaining to the project team.

(Clearly label a tab insert page as Section A)

2. Work Plan – Provide a comprehensive, concise work plan presenting all tasks outlined in Section I B of this RFP. The work plan is not limited to those elements outlined in Section I B; should bidders wish to recommend other items, they may be added as a separate task or incorporated into tasks identified in Section 1B. Define deliverables.

(Clearly label a tab insert page as Section B)

3. Project Team - Provide resumes of the project manager, key staff and sub-contract team members and any other key personnel. Include number of years experience and all similar projects. Define their capacity or role.

(Clearly label a tab insert page as Section C)

4. Cost Proposal – Provide a detailed budget by task itemizing personnel, job title, hourly rates, overhead factors, and all other details by which project costs have been derived.

(Clearly label a tab insert page as Addenda D)

5. Timeline - Provide a project schedule, estimating completion times for work plan subtasks.

(Clearly label a tab insert page as Addenda E)