|  | Company Name & Address:  Contact Name & Information: |  |
| --- | --- | --- |
|  | QUESTION | COMMENTS |
|  | 3.7.3  A. Background, Qualifications and Experience | |
|  | 1. Provide a brief description of Company’s qualifications to perform the Scope of Services requirements. |  |
|  | Does your company have any letters of recommendations that can be submitted as a part of this RFP? If yes, please include. |  |
|  | How long has your company been in business? |  |
|  | Have you ever operated under another business name? If yes, please list the name(s) and date(s). |  |
|  | What state is your company incorporated in? |  |
|  | How many employees does your company employ? (Direct employees only) |  |
|  | What is the shortest timeframe an employee has worked with you and what is the longest? |  |
|  | What sets you or your company apart from your competitors? |  |
|  | What does your company offer its employees by way of training? |  |
|  | Identification of litigation currently impacting the Company, if any. State “NONE”, if none. |  |
|  | Identification of any fines or violations received in the past 3 years relative to safety and environmental issues. State “NONE”, if none. |  |
|  | Have you had any legal action brought against you as the result of work you have performed? If yes, why, and what was the outcome? |  |
|  | 1. Project Management | |
|  | What potential project risks or issues are anticipated and how will they be addressed in order to minimize risk? |  |
|  | 1. Financial | |

|  |  |  |
| --- | --- | --- |
|  | Have you or any of your company’s ever declared bankruptcy? |  |

|  |  |  |
| --- | --- | --- |
|  | State your billing cycle (monthly, quarterly?) and payment terms. |  |
|  | 1. References | |
|  | Provide a brief description of three (3) past and/or present contracts demonstrating Company’s qualifications, experience and performance with regard to performance of the Scope of Services requirements. Include customer name, contact name, email address and telephone number. |  |