

Attachment 3

Written Proposal Template

Instruction to Proposers

Proposer shall use this document as a template to provide their Written Proposal responses. (You do not have to use these pages nor type within a box.)

Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive and/or receive zero points. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like.

Please indicate clearly where supplemental documents are being provided.

Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

SECTION 1: Response cover letter signed by an owner or officer of the proposing firm identifying the contact person and key personnel. If a joint venture, identify the roles of the partnering organizations and have an owner or officer of the joint venture sign the cover letter.

(5 Points)

SECTION 1 RESPONSE:

SECTION 2: Describe the services and activities which your entity is qualified to provide to the Real Estate Division and City and how those services meet the defined scope of work. Include as a minimum the following information:

- a. Overall services that the Proposer is qualified to provide;
- b. Details as to how your entity's list of services satisfies the scope of work outlined in this RFP;
- c. Describe knowledge of the supplemental purchasing programs that will be administered through this agreement: EBT, Market Match, EatSF Vouchers, WIC FMNP and Seniors FMNP

(30 Points)

SECTION 2 RESPONSE:

SECTION 3: Provide a resume of the Proposer's experience and other factors relevant to the services described in this RFP. Provide resumes of key staff or job descriptions/minimum requirements for key positions.

(10 Points)

SECTION 3 RESPONSE:

SECTION 4: Provide a statement listing similar projects, programs, contracts (both public and private) relevant to services solicited that have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates.

(15 Points)

SECTION 4 RESPONSE:

SECTION 5: Describe any arrangements, formal or informal, that the Proposer has with any party that might conflict with or interfere with the Proposer's ability to provide independent and unbiased services under this RFP.

(5 Points)

SECTION 5 RESPONSE:

SECTION 6: Describe any litigation, administrative proceeding, or investigation (actual or pending) in which the Proposer is involved or to which it is subject that might have an adverse effect on its ability to fulfill any engagements resulting from this RFP, or of which the City should be aware in evaluating the Proposer's capacity to undertake future engagements.

(5 Points)

SECTION 6 RESPONSE:

SECTION 7: Proposed Fee, Fee Schedule, for Services. The City intends to award this RFP and enter into an agreement with a respondent based upon the City's assessment of qualifications and which Proposer will provide the best overall array of fiscal administrative services to the City at a reasonable pricing structure. The City reserves the right to accept other than the lowest priced offer and to reject proposals that are not responsive to this request. The City may negotiate fees taking into account all of the fee proposals it receives under the RFP.

(30 Points)

SECTION 7 RESPONSE:

SECTION 8: Any relevant addenda which the respondent wishes to submit. **(0 Points)**