

Attachment 3 – Written Proposal Template

300 Points

Note: Responses to individual questions in this template should be clear and concise. The total combined response to sections 1 and 2 must not exceed 4 pages in total. Marketing and sales-type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled with references to the appropriate section of the RFP or template.

1 Profile – 50 Points

1.1 Executive Summary

The Proposer shall submit a summary providing a brief history of the vendor, its organization, and how its products, services, and resources will be used to deliver the system, keep it running smoothly, and support users.

<Response>

1.2 Proposer Contact Information

Instructions: Complete the Proposer information regarding the headquarters and primary contact for any questions pertaining to the Proposer’s responses to this RFP, the payment address to which the Office of Labor Standards Enforcement should send payments under the Contract, and the Legal Notice Address that legal notices under the Contract should be sent.

Table 1 Proposer Contact Information

COMPANY HEADQUARTERS INFORMATION:	
Company Name:	<Response>
Address:	<Response>
City, State & Zip Code:	<Response>
Company Type (Check One):	<input type="checkbox"/> Private <input type="checkbox"/> Public
Company Size:	<Response> (Total Number of Employees)

PRIMARY CONTACT INFORMATION:			
Name:	<Response>	Title:	<Response>
Phone:	<Response>	Fax:	<Response>
E-mail:	<Response>		

PAYMENT ADDRESS INFORMATION: <input type="checkbox"/> Same as headquarters	
Address:	<Response>

2 Company Experience – 250 Points

Customers Served in Certified Payroll, Workforce Management, or Labor Compliance Management.

The Proposer shall describe customers served in the certified payroll, workforce management, or labor compliance space. To the extent possible, describe the size of the implemented projects and how they compare to the services requested in the RFP.

<Response>