**Minimum Qualifications:** The following is the minimum qualification the Proposer must meet for its Proposal to be considered. The City will reject Proposals from Proposers who cannot respond “Yes” to the item. Thus, the City requests that Proposers who do not meet the minimum qualification NOT respond to this RFP.

|  |  |
| --- | --- |
| **Minimum Qualification** | **Vendor’s Response:** **Yes or No** |
| The Proposer has a minimum of five years’ experience in community needs assessment related to the cable/ telecommunications industry.  |  |

**Written Proposal Questions**

1. Community Needs Assessment Experience: To support your response to the minimum qualification, state the number of years of experience your firm has in community needs assessment in the cable/telecommunications industry.

Enumerate at least three but no more than five community needs assessment projects in support of cable franchise renewals your firm has completed in the previous five years. The City is particularly interested in projects performed for local governments similar in size to the City of Seattle. Provide the information using the following outline:

	* Client Name
	* Project Scope
	* Your Firm’s Role
	* Needs identified
	* Contract dates/duration
	* Other pertinent information
2. Diverse Community Outreach: Describe your firm’s experience in developing and conducting targeted outreach to community groups representing cultural, economic and racial diversity.
3. Public Sector Experience: Describe your firm’s experience in working with public sector organizations and elected officials.
4. Key Person: Provide information about the key person your firm will assign to this Project. The Consultant’s employee designated as the key person will remain assigned to the role throughout the term of the Agreement.

Provide information using the following outline:

	* Individual’s Name
	* Role and part(s) of scope the person will perform
	* Resume
	* Number of community needs assessment projects performed
	* Description of the most recent community needs assessment project performed and the individual’s role
	* Other pertinent information
5. References: Provide a list of references of three clients for which your firm has performed services similar to those required by this RFP. For each reference provide:

\*Client Name

\*Contact Person’s Name

\*Title

\*Telephone Number

\*Email Address

Please notify the references that the City will conduct reference checks by telephone on the dates listed in RFP Section 1.0. The reference check questions may include but not be limited to:

a) What services did the firm perform?

b) How skilled were the firm’s employees?

c) Did the services meet your needs and expectations?

d) What were your lessons learned from the project?

Note: The City may contact one or more professional references that have been provided by the Proposer or other sources that may not have been named by the Proposer but can assist the City in determining performance.

**Financial Proposal Question**

State a firm fixed price for your firm to perform the services described in Section 7.0 of the RFP. The firm fixed price shall include all direct, indirect, and overhead expenses, including travel and living expenses, incurred by the Consultant in the performance of the Work.

INFORMATIONAL ONLY - ANSWER WILL NOT BE SCORED:

Additional Services: The City may request the Consultant to provide additional services beyond those described in Sections 7.1 through 7.4. These services will be performed at the Consultant’s hourly rate and may result in an extension of the term of the agreement.

State your firm’s hourly rates by job title. The rates shall include all direct, indirect, and overhead expenses, and exclude travel and living expenses.