### Instructions: Provide a full response to the questions below using the same format.

### 1. Firm’s Experience

State the number of years your firm has provided IIPQA services.

Describe your firm’s experience in services similar to those requested by this RFP.

Provide a list of all IIPQA engagements undertaken during the past three (3) years which includes the following information for each project: private/public sector, project name, project scope, project cost, team’s responsibilities and contract term.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sector | Project Name | Project Scope | Project Cost | Team’s Responsibilities | Contract Term |
|  |  |  |  |  |  |
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### Experience of Principal IIPQA Consultant’s Experience

Provide a comprehensive summary of the experience and qualifications of the individual who will serve as the principal IIPQA Consultant, with emphasis on Quality Assurance projects of similar scope and complexity. Provide a list of all IIPQA engagements undertaken by this individual during the past three (3) years.

### Qualifications of IIPQA Team

List the other members of the proposed IIPQA Team, if any, and provide resumes that include a description of their experience and qualifications. Include any sub consultants to be assigned to this project.

### QA Strategy and Approach

Describe the IIPQA Team’s strategy and approach for the project, include the information below.

* Organization chart and proposed roles & responsibilities for the IIPQA Team
* Quality Assurance methodology
* Ability to respond to the items in the Scope of Work, including how your firm performs IIPQA on your deliverables
* Anticipated scheduling
* A copy of 2 actual IIPQA reports that provided high value. Provide both the detailed reports and executive reports.
	+ Minimum of 1 completed where the project had significant issues
	+ Minimum of 1 completed where the project had few issues
* Copy of 3consecutive assessment reports delivered on one project
* Copy of an actual Lessons Learned report