

### 3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	<a href="#">Appraisal Services - (EV00017396)</a>	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

### 3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

#### **Q1: Please explain why your organization is best-suited to manage this RFP?**

(Suggested length: 1-2 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- ☐ What services your organization provides
- ☐ How long your organizations has been providing these services
- ☐ Your organization's structure
- ☐ Your organization's strategy
- ☐ Any relevant awards your team has received

Response:

**Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)**

An ideal answer will include:

- ☐ A description of the team that would work on the project
- ☐ A list of key team members
- ☐ Justification for why they will be great partners on this project, such as resumes or bios.
- ☐ A description of the team structure

Response:

**Q3: If your team includes multiple organizations, please let us know (a) how long you have worked together and (b) which one organization will be designated as the prime contractor. Skip if not applicable to your organization.**

	Name	How long you have worked together
Prime contractor		

**Q4: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?<sup>1</sup>**

☐ Yes

☐ No

**Q5: If you answered “Yes” to the previous question, what is your position on the matter(s)?**

Response:

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<sup>1</sup> **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

### 3.3 OWNERSHIP DETAILS (informational only)

**Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?<sup>2</sup> (Check if Yes)**

- ☐ Small
- ☐ Local
- ☐ Minority-Owned
- ☐ Women-Owned
- ☐ Veteran Owned

**Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston?**

- ☐ Yes
- ☐ No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))
- Targeted outreach for released procurements
- Support building your business and navigating the procurement process
- Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.

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<sup>2</sup> This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

### 3.4 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project Start and End Dates	March 2020 - May 2020
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 2	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	

	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	

### 3.5 INSURANCE DOCUMENTATION



**Attach documentation of your insurance coverage.** The City's recommended levels of insurance are listed in **Appendix 3**.

**If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.**

*Response:*