

Attachment A – Vendor Proposal Responses and Qualifications

Company Name:

Contact Name:

Contact Email:

Contact Telephone Number:

**Vendor must type responses to the following questions (*handwritten responses are not acceptable*):**

1. Company Narrative - State your company's mission, vision, and its overall operation including company structure, office locations, type of services provided, geographic information, years of operation.

**Vendor Response:**

2. Vendor's Experience - Describe your company's current or past experience in providing the proposed services, skill level, experience, and opportunities for creativity and innovation. Please include a list of services of similar size and scope as the project. Your response should correspond with references listed in question **15**.

**Vendor Response:**

3. Describe your company's status, if any MBE/WBE/HUB/SDVOSB. If yes, provide your certification (s) documents.

**Vendor Response:**

4. Describe your Community Involvement – proposer demonstrates active participation in bringing positive, measurable change to both the communities in which they operate and in their business. Community involvement can include employee volunteer days, enduring nonprofit partnerships, donations and advocacy in community initiatives etc.; if applicable.

**Vendor Response:**

5. Describe your company's requirements for criminal background checks and drug testing, if any, for employees.

**Vendor Response:**

6. Provide a brief description of your company's accounting system, internal controls, and invoicing.

**Vendor Response:**

7. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain in detail.

**Vendor Response:**

8. Is your company currently or has been previously involved in any lawsuit or litigation, and/or any of your subcontractors within the last five (5) years? If yes, please explain in detail.

**Vendor Response:**

9. Is your company currently in default on any loan agreement or financial agreement with any bank, financial institution, or other entity? If yes, please explain in detail.

**Vendor Response:**

10. Is your company in good standing with the Internal Revenue Service (IRS)? If not, please explain detail.

**Vendor Response:**

11. What was your employee turnover rate for 2021?

**Vendor Response:**

12. Does your company subcontract out any work? If yes, provide a list of subcontractors and the services you would use for this RFP and each subcontractor requirements for criminal background checks, if any, for employees.

**Vendor Response:**

13. You have provided your commission percentage in Attachment B. Please explain the basis for this commission structure and whether you would be willing to offer a lower percentage in the occurrences that our Agency, rather than the opposing party, would be required to pay the commission.

**Vendor Response:**

14. Does your company have experience with representing non-profit organizations? If so, please provide a brief description of your processes for procuring properties for non-profit organizations.

**Vendor Response:**

15. \*List three (3) non-Collaborative for Children references of similar size and scope in which you have provided Brokerage services within the last three (3) years. These references should correspond with vendor experience question number 2.

**Company #1**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		
Contract Term:	Start Date:	End Date:
Service Provided:		

**Company #2**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		
Contract Term:	Start Date:	End Date:
Service Provided:		

**Company #3**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		
Contract Term:	Start Date:	End Date:
Service Provided:		

\*It is important that you provide references. We will only contact your references if you are a finalist and we will notify you first.