**APPENDIX A**

**PROPOSAL COVER SHEET**

**PROJECT REFERENCE NO. FDC-500-**

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| **OFFEROR INFORMATION** |
| Offeror Name |       |
| Offeror Mailing Address |       |
| Offeror Website |       |
| Offeror Contact Person |       |
| Contact Person’s Phone Number |       |
| Contact Person’s E-Mail Address |       |
| Offeror SAP/SRM Vendor Number |       |

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| --- | --- | --- | --- |
| **[ ]**  | Electronic Submittal Enclosed | Virus Scan Name & Version: |       |

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| **CONTENT CHECKLIST** |
| **[ ]**  | Proposal Cover Sheet (Appendix A) |
| **[ ]**  | Description of the Offeror’s understanding of the Department’s needs and the services required.  |
| **[ ]**  | Description of the Offeror’s project approach and methodology. |
| **[ ]**  | Description of the Offeror’s sustainable design experience. |
| **[ ]**  | Description of the Offeror’s quality control and assurance program. |
| **[ ]**  | Description of the Offeror’s qualifications to complete the required services. |
| **[ ]**  | Resumes of personnel who will be involved in providing the services described. |
| **[ ]**  | Description of the Offeror’s ability to work on multiple projects. |
| **[ ]**  | List of at least three of the Offeror’s most recent completed projects similar to the projects anticipated under the contract. |
| **[ ]**  | Design Professional Selection Application for Professional Services Form (Appendix B) |

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| --- |
| ***SIGNATURE*** |
| Signature of an official authorized to bind the Offeror to the provisions contained in the Offeror’s proposal | Insert signature as a picture |
|       /s/ |
| Printed Name |       |
| Title |       |

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH THE OFFEROR’S PROPOSAL MAY RESULT IN THE REJECTION OF THE OFFEROR’S PROPOSAL**