**APPENDIX A**

**PROPOSAL COVER SHEET**

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

|  |  |
| --- | --- |
| **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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Electronic Submittal Enclosed | Virus Scan Name & Version: |  |

|  |  |
| --- | --- |
| **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) |

|  |  |
| --- | --- |
| ***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**