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1.Executive Summary

Provide a summary of the firm's approach to the work associated with the requested services, demonstrating an understanding of the scope of work required and unique or innovative approaches to perform these services.

2. Experience and Qualifications

Describe how long the respondent firm has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name (750 character maximum).

- a. Describe the respondent firm's experience in conducting comparable services, similar in scope to ECHOS's requested services, during the most recent five-year period (1,250 characters maximum).

b. Provide a list of nonprofit organizations to which your firm has provided similar services. Briefly describe the services provided and the similarities to the scope of work described in the RFP. (1,250 characters maximum) Proposers must provide 2 examples from current or past clients where the scope of work is comparable to the scope in section IV.

c. Provide a brief description of the firm's qualifications and experience in the various categories described in the Scope of Work, Certifications held, and attached résumés of the staff assigned to do this work. Describe the qualifications of the staff who will be assigned to provide services to ECHOS and why they are best suited to work with ECHOS, including expertise with relevant systems/setup (1,500 characters maximum).

- d. Describe how the company will respond to daily issues and maintain close, effective communications with the ECHOS staff. Describe the structure of the company, the number of employees, and the coverage plan for changes or temporary limitations in your staff. The respondent will state how they will carry out contract requirements in case of an illness or other circumstance that may limit the Contractor's ability to complete the work requested in this RFP.

- e. **Other Relevant Information (optional).** Proposer may include any additional information for consideration (1,250 character maximum).

3. Estimated Fees

Please state the proposed contract fee for providing services for ECHOS in the chart. Any additional expenses, unless agreed upon by ECHOS in writing, will be the sole responsibility of the firm above the set maximum agreed-upon fee.

The Contractor shall provide:

- 1) A cost per hour (hourly rate)

- 2) Any estimated in-kind or pro bono services

- 3) Net cost per hour (total cost less pro bono)