
Sample Request for Proposal

Please read thoroughly and edit text appropriately. Send by Certified Mail to at least five (5) firms, two (2) of which are listed on the Indiana Department of Administration's website as state certified MBE/WBEs.
(Print on Grantee's Letterhead)

TO:

FROM:

PROJECT:

NAME:

Your firm is invited to submit your Proposal to become eligible for a possible interview for professional services related to the development of a utility master plan for the Town of Americana.

Attached to this memo are the following:

1. Requirements for Proposals
2. Preliminary Scope of Work
3. Schedule of Activities
4. Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your proposal along with three (3) copies should be forwarded to the following address _____ to be received no later than _____ AM/PM on _____.

Sincerely,

Chief Elected Official

Enclosure

Request for Proposal Requirements

Your Proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area.
7. Bid price to perform services identified in the proposal.
8. Additional information as required by the owner.

Anticipated Schedule of Activities

Submit Proposal:	May 1, 20xx
Review Proposal:	May 5, 20xx
Evaluation of Proposals and Short Listing of Firms:	May 8, 20xx
Interview Short Listed Firms:	May 16, 20xx
Select Firm:	May 20, 20xx
Issue Notice of Award/Sign Contracts:	June 1, 20xx

Evaluation Criteria

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price Comparison. (1-10 Points)