

Ivy Preparatory Academy for Girls at Kirkwood
TECHNOLOGY SERVICES RFP SUBMISSION TEMPLATE

TYPE YOUR COMPANY NAME HERE

TYPE YOUR CONTACT NAME HERE

TYPE YOUR CONTACT NUMBER HERE

TYPE YOUR CONTACT EMAIL HERE

PLEASE DO NOT LIST THE NAME OF YOUR FIRM ANYWHERE ELSE IN THE PROPOSAL

20 Points | Firm Overview; Firm Experience and Qualifications (i.e, Knowledge and experience in the industry; Record and Qualifications)

Firm Overview: A **1000 word or less** statement of the firm, its organization, and services offered. Go to <https://wordcounter.net> to count your words.

TYPE YOUR FIRM OVERVIEW HERE; PLEASE DO NOT NAME YOUR FIRM

Firm Experience and Qualifications: A **1000 word or less** statement in which the Vendor demonstrates experience and history of providing said service as identified in this solicitation. Go to <https://wordcounter.net> to count your words.

TYPE YOUR FIRM EXPERIENCE AND QUALIFICATIONS; PLEASE DO NOT NAME YOUR FIRM

20 Points | Team Experience and Qualification; Staff Training and Development (i.e, Employees - Management and Staff; staff training programs)

Team Experience and Qualifications: Proposed team and qualifications and experience of team members.

TYPE YOUR TEAM EXPERIENCE AND QUALIFICATIONS; PLEASE DO NOT NAME YOUR FIRM

Staff Training and Development: A **1000 word or less** statement describing the Vendor's staff training programs. Go to <https://wordcounter.net> to count your words.

TYPE YOUR STAFF TRAINING AND DEVELOPMENT; PLEASE DO NOT NAME YOUR FIRM

30 Points | Proposed Scope of Services (i.e., Technical Plan and Response to RFP)

Proposed Scope of Services: Proposed plan for service delivery.

RFP #: _____

TYPE YOUR PROPOSED SCOPE OF SERVICES; PLEASE DO NOT NAME YOUR FIRM

15 Points | Annual Costs (i.e, Costs for services)

Proposed Annual Costs: Proposed costs for service delivery.

TYPE YOUR PROPOSED ANNUAL COSTS; PLEASE DO NOT NAME YOUR FIRM

15 Points (with 10 points for references) | **Industry Reputation** (i.e, Business License or State Certificate of incorporation; Client References)

Business license or state certificate of incorporation.

ATTACH YOUR BUSINESS LICENSE OR STATE CERTIFICATE OF INCORPORATION

One to four client references.

ATTACH YOUR CLIENT REFERENCES