

ATTACHMENT P.4

PROPOSAL FORMAT, ORGANIZATION AND CONTENT

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RFP No. 010-006
Lease of Vendor Space at the VRE Quantico Station

PROPOSAL FORMAT, ORGANIZATION AND CONTENT

The following forms included herein must be submitted with the proposal.

TAB NO.	TITLE	NUMBER OF PAGES
2	Title Page	1
6	Exceptions to the Scope of Work	1
7	References	1

The requirements that follow shall be separated in a binder with the *respective tabs*. The attached *forms* must be completed and included in the proposal. Offerors must submit the required information identified as a complete proposal. **Incomplete proposals may cause the proposal to be deemed non-responsive.**



TAB 1

Table of Contents: The table of Contents must delineate all the sections of the proposal.

TAB 1	Table of Contents
TAB 2	Title Page
TAB 3	Transmittal letter
TAB 4	Narrative (Description of Experience)
TAB 5	Build-Out Plan
TAB 6	Exceptions to the Scope of Work
TAB 7	References
TAB 8	Resumes for Proposed Key Personnel
TAB 9	Financial Statements
TAB 10	Business Plan
TAB 11	Business License
TAB 12	Acknowledge Receipt of Addenda Issued
TAB 13	Representations, Certifications and Other Statements of Offerors/Bidders



TITLE PAGE

1. Name of Firm: _____

2. Local Address: _____

3. Email Address: _____

4. Telephone Number: () _____

5. Fax Number: () _____

6. Point of Contact: _____ Title: _____

7. Company Official: _____ Title: _____



TAB 3 **Transmittal letter:** The letter must be dated and signed by a company officer authorized to bind the firm(s) or entity in a Contract. Failure to manually sign the letter may disqualify the proposal. The following information shall be provided in the transmittal letter:

- a. type and size of business;
- b. years of operation; and
- c. description of the company (or other structure)

TAB 4 **Narrative:** A comprehensive narrative shall describe and demonstrate the Offeror's capability to provide a complete range of services. The narrative shall cover all the requirements in the RFP. The Offeror shall submit additional information to enable VRE to ascertain how the proposal will meet the requirements contained herein. The narrative shall also describe the Offeror's capability to meet the following objectives:

- a. Demonstrated customer service attributes and compatibility with the needs of VRE's customers, and the residents of the Town of Quantico.
- b. Qualification and experience of business management team to achieve desired results (availability of personnel, financial stability, responsibility, capability, integrity and favorable experiences with similar operations).
- c. The narrative shall address the following:
 - i. How the space will be used;
 - ii. Items to be sold;
 - iii. Services to be provided; and
 - iv. Hours of operation.



TAB 5

Build-Out Plan: The Offeror shall provide a comprehensive build-out plan to the leased premises to include significant structural alterations, additions or construction improvements. The plan shall include the following:

- a. A scope of work and drawings which clearly depict the planned changes.
- b. The name, point of contact and telephone number of the licensed contractor proposed to carry out the work.
- c. Time frame for completion of the build-out.
- d. The Offeror shall state if there is no intent to build-out the leased premises.



TAB 6

Exceptions to the Scope of Work: The Offeror shall state in its proposal whether it accepts the scope of work as presented in this solicitation or if exceptions are taken. *If no exceptions are taken to the document, the Offeror shall so state.* Exceptions taken to the scope of work shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any.



Exceptions to the Scope of Work

_____ accepts the scope of work as presented in this solicitation
Company Name and takes no exceptions.

or

_____ takes exceptions to the scope of work. Exceptions are
Company Name specifically identified on the attached pages.



TAB 7

References (Past and Present Experience): Identify three (3) personal references or clients for whom comparable services have been performed within the last ten (10) years or are currently being performed. The reference form included herein must be completed.



REFERENCES

The Offeror shall identify three (3) personal references or clients for whom comparable work has been done or is currently being done.

Note: Make additional copies of this form and include with the proposal.

List contacts that are most relevant in demonstrating ability to meet the requirements specified herein:

1. Firm: _____

2. Address: _____

Point of Contact: _____

Title: _____

Telephone No. _____

Fax No. _____

Email: _____

3. Description of the Work Performed for or Relationship with Reference:



- TAB 8 Resumes for Proposed Key Personnel:** Each resume must indicate educational background, recent experience, certifications and licenses.
- TAB 9 Financial Statements:** Furnish complete financial statements for the current fiscal year (interim statements are acceptable) and the past two (2) years.
- a. The financial statements shall include the following:
 - i) Statement of Financial Position (Balance Sheet);
 - ii) Results of Operation (Income Statement);
 - iii) Statement of Cash Flow; and
 - iv) Statement of Current and Retained Earnings.
 - b. These statements (i through iv) shall be certified indicating disclosure of all facts that could impair or affect the statements presented.
 - c. The term “certified” is defined to mean that an officer of the corporation includes a statement that the financial statements fairly presents the financial position of the Offeror. Audited financial statements with the auditor’s opinion meets this requirement. The term “officer” is defined to mean the president, chief financial officer, or treasurer.
 - d. VRE reserves the right to request additional financial information as may be required to determine the Offerors’s financial responsibility. If required, a formal request shall be made by VRE to the Offeror.
- TAB 10 Business Plan:** The Offeror shall provide a business plan presenting specific ideas about its proposed operation and use of the leased premises to include proposed hours of operation, products/services to be offered, management structure and number of individuals on staff.
- TAB 11 Business License:** Relevant to the nature of the proposed business, the Offeror shall provide a copy of a valid license to do business in Virginia. The license must be in the name of the Offeror.
- TAB 12 Acknowledge Receipt of Addenda Issued:** Offerors shall include signed acknowledgement of receipt of all addenda issued to this solicitation.
- TAB 13 Representations and Certifications:** The forms included in **ATTACHMENT P.3 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS/BIDDERS** must be completed and signed.

