**Request for Proposal**

**For**

**\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**Office of Superintendent, Division of Student Services**

**School-Based Mental Health Services**

**Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, 3:00 PM**

**Table of Contents**

**School-Based Mental Health Project**

**Proposal Transmittal Form**

**Scope of Services**

**General Terms and Conditions**

**Request for Sealed Proposals**

**PROPOSAL TRANSMITTAL FORM**

**School-Based Mental Health Project**

**Name of Offeror:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Offeror’s Principal Place of Business:**

**Location of place of performance if different from above:**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:**

**By my signature below, I hereby represent that I am authorized to and do bind the Offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature Date**

**Proposal Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ by 3:00 PM**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**Office of Superintendent, Division of Student Services, School Mental Health Project**

**Address:**

**ATTENTION:**

**SCOPE OF SERVICES**

RFP- School-Based Mental Health Project (SMH)

Through federal grant funding from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District is seeking an approved vendor to provide school-based mental health services for our schools. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District (\_\_SD) is responsible for supervising, evaluating, supporting and providing leadership in student counseling, exceptional education, social work, dropout prevention, and student health and mental health services. The awarded vendor will be required to perform the following tasks:

1. Provide \_\_ full time mental health therapists and \_\_ full time mental health case managers to deliver direct and indirect school-based services to students and families, and consultative services to school personnel

2. Provide staff development to early childhood caregivers in the areas of mental health expertise regarding school age and preschool children

3. Provide monthly reports to SBMH project director and/or project evaluator detailing project activities

4. Attend monthly project-related meetings

5. Attend annual national grantee meetings if requested

6. Develop a plan for sustainability of all staff that includes therapists and case managers becoming self-sustaining within one year of deployment into the schools

7. Provide up to \_\_ additional mental health therapists and up to \_\_ additional mental health case managers each year beyond the initial implementation year, up to 3 additional years, based on the terms outlined above, depending on continued federal funding.

A. Overview of \_\_\_\_\_\_ Grant

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initiative is a discretionary grant program that provides communities with federal funding to implement a coordinated and comprehensive school-based mental health plan of activities, curricula, programs, and services that focus on creating safe school environments, promoting healthy childhood development, and preventing youth violence and alcohol, tobacco, and other drug (ATOD) use, henceforth referred to as the SMH comprehensive plan. An eligible applicant is a local educational agency (LEA) or a consortium of LEAs that partner with their local public mental health, law enforcement, and juvenile justice agencies to develop and submit a community-specific SMH comprehensive plan that addresses the following five components:

• Safe school environments

• Prevention activities related to bullying, violence, alcohol and/or drug us, mental and behavioral health

• Student behavioral, social, and emotional supports

• School-based and community-based mental health services

• Early childhood consultation and enhancement of social/emotional skills

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District has been awarded a \_\_\_\_\_\_\_\_\_ month federal grant with options for annual renewal up to \_\_ years to support a partnership providing services integrated, comprehensive community-wide plans that create safe and drug-free schools and promote healthy childhood development. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partnership consists of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District (lead agency), and local law enforcement, mental health and juvenile justice authorities.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partnership will provide services to students in all \_\_SD schools as well as training for staff members of local public and non-profit agencies, nonpublic schools within the city, parents, and law enforcement officials. All schools and students will benefit from a school and community wide best-practices approach to crisis management intervention, improved school discipline and climate, ready access to health/mental health screenings, increased outreach to parents, and better information sharing. Elementary schools will benefit from improved delivery of ATOD prevention information and parent effectiveness training. Secondary school students will have full and adequate access to school based mental health services, screenings, and comprehensive assessment and referral services.

B. School-Based Mental Health Services Requirements

1. During the initial project implementation year, the vendor will provide \_\_ licensed and highly qualified mental health therapists and \_\_ mental health case managers to deliver therapeutic counseling and case management to students and families and consultative services to school staff. During subsequent years of project implementation, up to 3 years, vendor will add up to \_\_ additional therapists and up to \_\_ additional case managers based on the needs of the project.

2. All therapists and case managers must be self-sustaining through third party payments managed within the vendor agency within one year of deployment into the schools.

3. Vendor will develop off-site day treatment programs for high-need youth by the second year of implementation. Day treatment program should be self-sustaining.

4. Vendor will provide 75 hours (equivalent of 9 eight hour days) of high-quality training in the area of mental health awareness tailored to the particular needs of preschool teachers and child care workers in Year One and will annually negotiate additional services for subsequent years.

5. Vendor will provide 60 hours (equivalent of 7.5 eight hour days) of high-quality training in the area of mental health awareness tailored to the particular needs of school nurses in Year One and will annually negotiate additional services for subsequent years.

6. Mental Health therapists will attend training with school staff and will utilize evidence-based interventions proscribed and provided by the project (list programs) to fidelity in targeted classrooms and small groups.

7. All staff conducting activities supported by the project will submit monthly time verifications as required to the project director, and other specific quarterly reporting as required for evaluation.

8. During the grant project’s performance period, vendor will attend the annual grantee meeting and national evaluation meetings held locally, as required by grant funding agent.

9. The vendor will include in the response to this RFP a plan for sustainability of mental health therapists and mental health case managers. These positions should be sustainable through the vendor’s third party payment system within one year of deployment into the schools. A long-range plan for sustainment without LEA funding must be included.

10. During the grant project’s performance period, an external local evaluator will research the effectiveness of the mental health strategies as outlined for the grant program. The vendor will supply the project director with necessary data and will cooperate with the external evaluator who is collecting data in the areas of mental health services as outlined below.

a) Mental Health Services Provided

b) Percentage of increase in the number of students receiving school-based mental health services as determined by

* number and description of new services resulting from the collaborative efforts
* number and description of training opportunities and service enhancements resulting from collaborative efforts
* number of students receiving new services
* number of students receiving enhanced services and type of enhanced service
* overall number of students receiving services as compared to 20\_\_-20\_\_ school year

c) Percentage of increase in the percentage of mental health referrals for students that result in mental health services being provided in the community as determined by

* description and number of crisis intervention services added resulting from this collaboration
* names and number of new service providers [those trained in crisis intervention (CI)]
* number of students receiving CI services as compared to 20\_\_-20\_\_
* number of mental health referrals as compared to 20\_\_-20\_\_
* number of students/families keeping initial appointment
* number of students/families completing treatment
* number of students/families completing < 3 appointments
* number of students/families completing > 3 appointments
* and any additional outcomes as determined by \_\_SD and granting agency

**GENERAL TERMS AND CONDITIONS**

1. INTRODUCTION

To be entitled to consideration, proposals shall be submitted in accordance with the following instructions and must be received in the office of the Superintendent of Schools of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District, (add address), not later than the date and time set forth in the “Advertisement For Sealed Proposals.” Proposals received after the specified date and time will not be considered. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District will not be responsible for couriers (FedEx, UPS, Airborne Express, etc.) who deliver proposals to locations other than the office of the Superintendent of Schools, \_\_\_\_\_\_\_\_\_\_\_ School District.

2. OWNER

The Owner for whom the work will be executed is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT (hereinafter “SD” or “District”)

3. PURCHASING POLICY

The SD Purchasing Policy, Procedures and Regulations are incorporated in this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation, the Offeror agrees to be bound by the SD Purchasing Policy, Procedures and Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

4. ADDENDUM

Addendum issued in writing during the time of solicitation will be incorporated in the subsequent contract. No oral interpretations will be made to Offeror’s as to meaning of solicitation documents. Requests for such interpretations shall be made in writing to the Director of the School Mental Health Project, Office of Student Services, (address) not later than seven (7) days prior to the time for receiving Proposals, and failure on the part of the successful Offeror to submit a written request for interpretation shall not relieve them of the obligation to execute such work in accordance with a later interpretation by the SD. All interpretations made to the Offeror’s shall be made in the form of an addendum to the solicitation documents and sent to all who have obtained these solicitation documents from the SD Director of the School Mental Health Project.

5. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any and all claims, liability, losses, charges, expenses (including attorney fees) and / or cause of action, which may arise from any negligent act, or omission of the Contractor, its agents, servants, or employees in the performance of services under this contract.

The Contractor further agrees to indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any claim, demand, liability loss, charges, expenses (including attorney fees) and / or cause of action of whatever kind or nature arising out of any conduct or misconduct of the Contractor not included in the paragraph above and for which the Board, its agents, servants or employees are alleged to be liable. Nothing contained herein is intended to be a waiver in any respect whatsoever of the Board’s right to assert under any circumstances whatsoever its claims of governmental and/or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

7. INSURANCE

Upon receipt of award, contractor shall provide Certificate of Insurance as required within three (3) days after notification issued by the State Department of Insurance.

A. The following general insurance requirements apply to any and all work under this contract by all contractors and subcontractors of any tier.

(1) Any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District. Any and all insurance must be on an occurrence basis.

(2) No contractor or subcontractor shall commence work under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.

(3) The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District shall be covered as an Additional Insured under any and all insurance required by this contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies. The title of the awarded contract shall also appear on any and all applicable policies.

(4) The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District shall be given no less than thirty (30) days’ notice of cancellation. The School District shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this contract. The School District shall be given written notice of renewal of coverage not less than thirty (30) days prior to the expiration of any particular policy.

(5) Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of \_\_\_\_\_\_\_\_\_\_ to conduct insurance business in the State of \_\_\_\_\_\_\_\_\_\_\_and that the companies affording insurance coverage are currently licensed by the State of \_\_\_\_\_\_\_\_\_\_\_ and are currently in good standing with the Commissioner of Insurance for the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(6) Any and all companies providing insurance required by this contract shall meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance. For all contracts, regardless of risk, companies providing insurance under this contract must have a current:

(a) Best’s Rating not less than A, and

(b) Best’s Financial Size Category not less than Class VII

(7) In the event the Contractor neglects, refuses, or fails to provide insurance required by the contract documents, or if such insurance is canceled for any reason, SD shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or SD shall have the right to cancel the contract.

B. Worker’s Compensation and Employer’s Liability Insurance the Contractor shall procure and maintain Worker’s Compensation and Employer’s Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this contract.

Worker’s Compensation Statutory

Employer’s Liability

Bodily Injury by Accident $100,000 each accident

Bodily Injury by Disease $100,000 each employee

Bodily Injury by Disease $500,000 policy limit

This requirement does not apply to any business that has regularly in service less than \_\_\_\_\_\_\_ employees in the same business within the state of \_\_\_\_\_\_\_\_\_.

C. Comprehensive Liability Insurance

The Contractor shall procure and maintain Comprehensive Liability Insurance in an amount not less than $1,000,000 for clinical malpractice, bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance:

(1) Comprehensive Form

(2) Contractual Insurance

(3) Personal Injury

(4) Broad Form Property Damage

(5) Premises – Operations

(6) Completed Operations

Policy coverage must be on an occurrence basis.

D. Employee Dishonesty/Crime Bond

The contractor shall procure and maintain during the entire length of this agreement an employee dishonesty/crime bond in an amount not less than $100,000.00 per occurrence.

8. CONTRACT AWARD

A contract shall be awarded to the responsible Offeror whose Proposal is determined to be the most advantageous to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District. This contract shall be for one year. The contract will be conditional upon the contractor’s ability to comply with requirements set forth in the solicitation documents.

9. NON-DISCRIMINATION

The Offeror agrees to not discriminate in the employment, in any way, against any person or persons, or refuse to continue the employment of any person or persons because of their race, creed, color or national origin.

10. PROTESTS

Written protests relative to the specifications or the solicitation document shall be filed not later than five (5) working days prior to requested due date. Other written protests shall be filed not later than five (5) working days after requested due date, or if the written protest is based on subsequent action of the SD, not later than five (5) working days after the aggrieved person knows or should have knowledge, of the facts giving rise to the protest. Written protests are considered filed when received by the Superintendent of Schools. Protests, which are not filed in a timely manner, as set forth above will not be considered.

11. TAXES

SD is exempt from all state sales tax and federal excise tax. These taxes shall not be included in pricing.

12. COMPLIANCE WITH APPLICABLE STATE, FEDERAL AND LOCAL LAW

The Contractor shall at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes; comply with all applicable, State, Federal and local laws, ordinances, rules and regulations. The Contractor shall agree that in the performance of the contract, the contractor will comply with all local agreements which the contractor has made with any association, union or other entity with respect to wages, salaries and working conditions, so as not to cause inconvenience, picketing or work stoppage.

13. COMMENCEMENT, EXECUTION AND COMPLETION

The contractor shall be required to commence work under a contract at the time specified in the purchase order or written notice to proceed from the Owner and to execute and complete the work with competence, faithfulness and energy.

14. ASSIGNMENT OF CONTRACT

The contractor shall not assign, transfer, delegate or in any way give its rights, title or interest therein, or its power to execute such contract to another person, company or corporation, without prior written consent of the \_\_\_\_\_\_\_\_\_\_\_ School District.

15. MODIFICATIONS TO CONTRACT ONCE EXECUTED

Terms and conditions may be added, modified and deleted upon mutual agreement between the PS District and the vendor provided that such terms and conditions remain within the scope and original intent of the solicitation. Any and all modifications shall be expressed in writing and approved by the Superintendent of Schools prior to the enactment of such modifications.

16. PAYMENT

Payment may be made for a single line item or partial service when the item or service has been satisfactorily delivered; within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in duplicate, whichever occurs last (unless otherwise noted in the documents).

17. REPORTS

The contractor shall furnish all reports as requested by the SD

18. TERMINATION

The \_\_\_\_\_\_\_\_\_\_\_ School District reserves the right to terminate for convenience a contract awarded. In the event any property or service to be furnished by the Offeror under a contract or purchase order should for any reason not conform to the requirements for this solicitation, the SD may reject the property or service and terminate the contract for default. With specific instructions by the Superintendent of Schools, the Offeror shall immediately remove the rejected property and replace with such property or services conforming to the requirements of this solicitation without expense to the SD. If the contract is terminated for default, SD may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the contractor or that may thereafter become due to the contractor, the difference between the contract price and the actual cost of the property or service to be replaced or substituted. If monies due to the contractor are not sufficient to satisfy the debt, the contractor shall pay any monies due to SD within thirty (30) days of written notice. Price paid by the SD in such event shall be the prevailing market price at the time the substitute purchase is made.

REQUEST FOR PROPOSALS

The \_\_\_\_\_\_\_\_\_\_\_\_ School District invites sealed proposals for School Mental Health Project. In using this method for solicitation, we are requesting your best effort in seeking a “best value” solution to our requirement. To be entitled to consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected Offeror to meet all specifications and guidelines set forth herein. An evaluation committee will evaluate each proposal. The SD, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the District. Proposals will be evaluated on a combination of factors. In descending order of importance, the evaluation factors are (1) Price (2) Qualifications and Experience and (3) Methodology. During the entire solicitation/evaluation process, questions shall be addressed to the Superintendent of Schools of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District. Contacting any other SD employee may result in the Offeror being removed from further consideration in this process.

Preparation Requirements:

Proposals shall be typewritten and submitted in three (3) sections: (1) Price (Contractual Requirements), (2) Qualifications and Experience and (3) Methodology (Matrix Functionality and Project Governance). Five (5) copies of the proposals shall be provided in a loose-leaf, three-ring binder. Failure to submit the number of copies requested may declare your submittal non-responsive. Begin each section and subsection on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped “proprietary”. It is not acceptable to label the entire proposal as confidential and proprietary. \_\_\_\_\_\_\_\_\_\_\_\_\_ School District shall not be liable for any costs associated or incurred by Offeror in conjunction with preparation of documents.

Submission Requirements:

Proposals shall be submitted in a sealed envelope or box; labeled on the outside of the package with the company’s name, address, solicitation number, due date and time. No telephone, electronic or facsimile offers will be accepted. Submittals shall not be withdrawn after they are delivered to the SD, unless Offeror makes a request in writing to the Superintendent of Schools prior to time set for receiving proposals, or unless the Superintendent of Schools fails to accept or reject the proposals within one hundred and twenty (120) days after the date fixed for receiving said proposals. Submittals, which contain irregularities of any kind and/or do not comply fully with solicitation documents, may be rejected at the discretion of the Superintendent of Schools. By submitting a response the Offeror certifies: “that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and with collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards.”

 SECTION ONE- PRICE (CONTRACTUAL REQUIREMENTS)

The vendor will provide printed copies of a pricing matrix detailed in Microsoft Excel and Microsoft Project formats with additional comments as needed.

The vendor shall respond with full and complete budget including narrative explanations.

SECTION TWO- QUALIFICATIONS AND EXPERIENCE

In this section the vendor shall provide a brief description of completed jobs which may be similar to the proposed project, and which will demonstrate competence to do the work. Mental Health Therapists should possess a masters’ degree from an accredited program of service and should be licensed to practice at the masters’ level. Case managers should possess a bachelors’ degree from an accredited program of service and should be licensed at that level. Vendor company, educational institution or business (hereinafter referred to as “firms”), shall indicate services rendered, dates of service, names and telephone numbers of persons to contact within the organization served.

A. Transmittal Form

Complete and include the transmittal form found on page 2 of this RFP as a cover page to the proposal.

B. General Information on the Offeror

1. Please provide a brief history of the company and organization with specific attention given to the appropriate divisions and subsidiaries responsible for services requested. The background history should include:

a. Year founded

b. Public or private enterprise.

c. Years involved in providing the requested service.

d. Total number of employees.

e. Total number of employees available in the Jackson area to provide services for this account.

f. Total number of employees that will be dedicated to SD.

2. An organizational chart detailing all company divisions and subsidiaries labeled with the most recent sales volumes generated by each division or subsidiary.

3. Vendor firms shall indicate the name of a contact person (with relevant addresses and telephone numbers) regarding this proposal. In addition, specify the personnel who would be assigned to this project and the role of each staff member. Also, include a brief biography containing the professional, technical experience, preparation and background of those individuals including Certificates, Licenses, etc. Indicate the individual specifically assigned as lead person and the understudy in his/her absence. If a joint venture arrangement is involved, include an introduction of all members of the joint venture and/or an introduction of all major subcontractors who may be involved in the performance of the work.

NOTE: If the Proposer is a joint venture, or partnership; or, if the firm will have significant participation by a subcontractor – significant defined as 25% or more of the project revenues and/or responsibilities – then the information in A and B should be provided for each of the participating entities.

C. Previous Experience and References

Provide a minimum of two (2) jobs and a maximum of five (5) jobs, of a similar nature, (includes type of facility and size) that the Proposer has done. List current mailing and phone addresses for the principal contact on each of these jobs. If that individual cannot be reached, list his/her name, but also provide information on an alternate reference that can be reached. However, the alternate must have first-hand knowledge of the work the Proposer did on the particular job.

SECTION THREE- METHODOLOGY

In this section vendor shall describe the methods by which the firm proposes to accomplish the work, beginning with an Executive Summary, a brief statement demonstrating understanding of the nature of service provided and desired results.

This is a detailed description of each component of the proposed solution.

If the Vendor cannot comply with certain requirements, attaching a separate section of your proposal entitled, “Clarifications and Exceptions” should provide a complete explanation.