

APPENDIX A

**Request For Proposal (RFP) Response Form**

**Please review this RFP. Complete the following information and include this form with your proposal. Include in your proposal all items listed in the RFP Section XII. RFP Review List: Required Submissions**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**If this proposal is being submitted jointly?** Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes, provide the following information for each submitter:

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

Is this address your company's principal place of business? Yes \_\_\_\_\_ No \_\_\_\_\_

The term "principal place of business" is defined as follows:

A company's principal place of business is generally considered to be the enterprise's main office, where the regular meetings of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

If the above address is not your principal place of business, please indicate the full address of your principal place of business on the following two lines:

\_\_\_\_\_  
\_\_\_\_\_

Will this product or service be substantially produced in NYS: Yes \_\_\_\_\_ No \_\_\_\_\_

**Organization Contact Information**

**Name:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPENDIX I

**FIRM MINIMUM QUALIFICATIONS FORM**

**Bidder Instructions:** Please complete, sign, and notarize this form. Bidders must supply a “Yes” or “No” response. PLEASE NOTE: A “No” response will render the Firm ineligible for consideration to provide the services described in the RFP. **In the space provided, Bidders should list the engagements demonstrating the qualifying experience specified in the Requirement. All experience listed below should also be addressed in the “Approach to Project” section of the Bidder’s Technical Proposal.**

The undersigned attests to the Firm possesses the following experience:

<b>Minimum Qualifying Requirement:</b>			<b>YES</b>	<b>NO</b>
In order to bid on this Project, the Firm must be a going concern with five years of experience in the global management consulting industry with a minimum of seven years of experience working with metropolitan areas of similar size and in similar economic transition initiatives. Experience demonstrating this qualification/requirement is listed below.				
<b>Client Name</b>	<b>Project Size</b>	<b>Metropolitan Area</b>	<b>Start Date (Month/Year)</b>	<b>End Date (Month/Year)</b>

Name of Bidder: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title of Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Prospective Market Analysis**

<b>Name(s)</b>	<b>Title</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Cost by Title</b>
<b>Total Not-to-Exceed for Prospective Market Analysis</b>				

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Transformative Strategies**

<b>Name(s)</b>	<b>Title</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Cost by Title</b>
<b>Total Not-to-Exceed for Transformative Strategies</b>				

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Stakeholder Engagement**

<b>Name(s)</b>	<b>Title</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Cost by Title</b>
<b>Total Not-to-Exceed for Stakeholder Engagement</b>				

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Investor Opportunities and Candidates Report**

<b>Name(s)</b>	<b>Title</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Cost by Title</b>
<b>Total Not-to-Exceed for Investor Opportunities and Candidates Report</b>				

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Implementation Plan**

<b>Name(s)</b>	<b>Title</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Cost by Title</b>
<b>Total Not-to-Exceed for Implementation Plan</b>				

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Administrative Expenses**

<b>List All Expected Administrative Expenses by Category i.e. telecommunications, supplies, travel</b>	<b>Amount</b>
<b>Total Not-to-Exceed for Administrative Expenses</b>	

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Totals**

	<b>Not-to-Exceed Amount</b>
<b>Prospective Market Analysis</b>	
<b>Transformative Strategies</b>	
<b>Stakeholder Engagement</b>	
<b>Investor Opportunities and Candidates Report</b>	
<b>Implementation Plan</b>	
<b>Administrative Expenses</b>	
<b>Project Total</b>	

**Initials:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

APPENDIX J

**Cost Proposal Form**

**Optional Implementation Support – Hourly Rates**

<b>Contract Title</b>	<b>Contract Year 2012-13 Hourly Rate</b>	<b>Contract Year 2013-14 Hourly Rate</b>

**Firm Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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