**Form# 6**

**Qualifications Response Sheet**

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| Firm name |  |
| Contact Person name |  |
| Email |  |
| Telephone # |  |

1. Provide the proposer’s legal name, address, tax ID number and State of incorporation for the contracting entity submitting the submission.
2. Provide detailed information on how the proposer meets the requirements of RFP section VI, Threshold Criteria, which are:

a. Proposer must have provided services described on the scope of services to a library, school or government entity within the last three (3) years.

1. Provide a brief history of the company and successful experience installing the products and providing services requested in this RFP. Include any similar past or current projects in which the proposer is involved and the proposed key staff for providing the work described in this RFP, with specific references to work for public sector, not-for-profit corporations, library systems or other like-entities.
2. Provide the name, title, address, telephone, and e-mail address of the individual the Library should contact with respect to your submission.
3. For each key staff position, attach a resume and/or description of their qualifications. In addition, provide a statement certifying that the proposed key staff will be available for the duration of the project.
4. To the maximum extent possible, identify the lead individual and the individual(s) who will perform the tasks outlined in the Scope of Services. Provide a narrative describing your firm’s proposed approach to the scope of services. **Provide detailed information for the cost for the various services.**
5. Identify any additional services not covered in the Scope of Service sections that your firm believes may be of particular value to the Library. Please describe why you believe these services to be relevant.
6. For each scope of services proposed, identify any services listed in the Scope of Services your firm is not able to perform and explain why you are not able to perform these services.
7. Provide a minimum of three (3) recent clients as references from clients of similar size to that of the Queens Library and this Scope of Services (a “Reference Client”). Provide the Reference Client’s name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, project costs, size of project, completion date and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work. Identify where the proposed solution has been deployed. Discuss the availability of the Library to visit this location.
8. Explain how you will safeguard and keep confidential the data and information provided by the Library to you.
9. Provide information and documentation that communicates your firm’s financial stability.
10. Identify any sub-contractors that you plan to utilize as part of your proposed team.
11. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could affect your role or ability to serve as a consultant to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm’s ability to serve in the required capacity.
12. Identify the nature of any potential conflict of interest your firm or any proposed sub consultants might have in providing consulting services under this solicitation to the Library.
13. Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
14. State whether your firm represents any party that is or may be adverse to the Library.
15. You must certify in writing that your representation of the Library will not create any conflict of interest involving that firm.