



CITY OF SANTA MARIA  
POLICE DEPARTMENT

1111 W. BETTERAVIA ROAD • SANTA MARIA, CA 93455 • 805-928-37811 • [www.cityofsantamaria.org](http://www.cityofsantamaria.org)

# City of Santa Maria

## Request for Proposals RFP

### #PD-2025-1

## Background Investigation Services

**Bid Close Date: 12/1/25**  
**at or before 2:00 p.m. PT**

**City of Santa Maria**  
**Police Department**  
1111 W. Betteravia Rd.  
Santa Maria, CA 93455

City Website: <https://www.cityofsantamaria.org/>

## TABLE OF CONTENTS

### A. SOLICITATION INTRODUCTION

- 1.0 Timeline of Events
- 2.0 Background of the City of Santa Maria
- 3.0 Period of Performance
- 4.0 Introduction
- 5.0 Evaluation Method

### B. PROPOSAL GUIDELINES

- Tab A – Proposal Checklist
- Tab B – Acknowledgement
- Tab C – Company Profile/ Experience
- Tab D – Scope of Services
- Tab E – References
- Tab F – Cost/Budget Narrative
- Tab G – Proposer Attachment

### EXHIBITS

- Exhibit 1 - Agreement for Professional Services Example
- Exhibit 2 - Insurance Requirements

**Attention Proposers: please complete Section Tabs A-G and email it as part of your bid response. Proposals must be submitted electronically to [cwilliams@cityofsantamaria.org](mailto:cwilliams@cityofsantamaria.org)**

**All questions must be emailed to [cwilliams@cityofsantamaria.org](mailto:cwilliams@cityofsantamaria.org).**

## 1.0 TIMELINE OF EVENTS

Proposers will be responsible to carefully examine the requirements contained herein.

### Proposed Timeline

DATE	ACTIVITY
November 1, 2025	Release of Solicitation
November 21, 2025	Last day for Questions by Proposers Proposer inquiries must be emailed: <a href="mailto:cwilliams@cityofsantamaria.org">cwilliams@cityofsantamaria.org</a>
November 23, 2025	Addendum Issued (if applicable/required)
December 1, 2025	Submission of the Proposal is to be emailed at or before <b>2:00 p.m.</b> Pacific Time. <a href="mailto:cwilliams@cityofsantamaria.org">cwilliams@cityofsantamaria.org</a>
December 3-5, 2025	Review of Proposals
December 8, 2025	Agreement Development/Negotiations
December 16, 2025	City Council approval (if necessary, e.g., over \$200,000)
January 5, 2026	Contracted work begins

**The above dates are tentative and are subject to change as necessary.**

## 2.0 BACKGROUND OF THE CITY OF SANTA MARIA

Santa Maria, a vibrant and growing community of approximately 112,000 people, is located on the beautiful Central Coast and is the most populous city in the County of Santa Barbara. Nestled about 65 miles northwest of Santa Barbara and 150 miles northwest of Los Angeles. Santa Maria prides itself on its rich diversity and culture. Santa Maria is a full-service city. Incorporated as a general law city in 1905, Santa Maria operates under the council-manager form of government. The governing body, the City Council, is composed of five (5) members.

## 3.0 PERIOD OF PERFORMANCE

The period of performance anticipated for this solicitation shall be for a period of up to three (3) years beginning, January 5, 2026 or effective upon signature of an Agreement by both parties, through January 4, 2029, unless terminated earlier. After the first year, and each year thereafter, the City shall have the option to extend the term pursuant to the Agreement, upon mutually acceptable services, cost adjustments, and the City requirements. There is no obligation by the City to purchase any specified amount of goods or services

## 4.0 INTRODUCTION

The City of Santa Maria invites proposals from qualified contractors to conduct Background Investigation Services for the Santa Maria Police and Fire Departments.

The Santa Maria Police and Fire Department has been in existence for over one hundred years and is dedicated to delivering quality, professional services in all activities that promote community safety, security, and public trust. The Police Department's goal is to provide for the safety and welfare of the residents of Santa Maria utilizing effective law enforcement systems, including crime prevention, patrol, traffic enforcement, criminal investigation follow-up, crime analysis, vice and narcotic enforcement, gang suppression, and community engagement. The Fire Department's goal is to provide for the safety and welfare of the citizens of Santa Maria utilizing effective Fire department services to minimize the impact of both emergency and non-emergency calls for service.

Hiring qualified employees is critical to meeting these goals. To this end, the City of Santa Maria has issued this Request for Proposal for background investigation services for the Santa Maria Police and Fire Department.

The City intends to contract with a single contractor; however, the City reserves the right to award more than one contract for the services specified herein to ensure the continuing ability to obtain timely and accurate background investigations of candidates for employment.

## **5.0 EVALUATION METHOD**

The Evaluation Committee will review and score only those proposals that are deemed responsive to this RFP and presented in the format as set forth in Tab A below.

Failure to include any sections in the proposal may result in that proposal being deemed nonresponsive. During the scoring process, the Evaluation Committee may contact the Proposer's references or any other sources deemed relevant by the Evaluation Committee as part of their review of the Proposer's qualifications to perform the requested services or work. Selection will not be based on the lowest priced proposal, but will be based on the following criteria:

1. Proposer's ability and history in providing the requested services or work for public agencies of similar size, population, and need as the City.
2. Responsiveness of the proposal and the clarity and completeness of the proposed Scope of Work.
3. Demonstrated technical competence and experience to perform the services or work requested in the RFP.
4. Past record of performance of similar work or service as determined by all available information. These criteria will be based not only on the information contained within the proposal, but also by discussions with the Proposers and their references, as well as other relevant entities or individuals who have used the Proposer for similar work or services.
5. Cost Proposal.

## Tab A – Proposal Checklist

### *Instructions:*

- a) This section must be filled in and each item checked off to ensure all items requested by the City in this solicitation have been submitted.
- b) Follow the instructions in each section of this solicitation.
- c) Present all requested items in the index tabs ordered A through G as shown.
- d) Label each item presented and include additional items on your table of contents.
- e) All proposals must include a detailed description of each proposed service to be provided.
- f) Proposers that do not follow the bid instructions found in the separate document titled “**Terms and Conditions**” may be found to be “non-responsive” and disqualified from the bid process.

**Name of Company:**

---

**Service to provide:**

---

**Main Point of Contact:**

---

**E-mail:**

**Phone:**

---

## **Tab A Proposal Submission Checklist**

### **General Proposer Information**

*Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.*

	<b>Page Number</b>
<input type="checkbox"/> Tab A: Proposal Checklist ( <i>this page</i> )	_____
<input type="checkbox"/> Tab B: Acknowledgement	_____
<input type="checkbox"/> Tab C: Company Profile/ Experience	_____
<input type="checkbox"/> Tab D: Scope of Services	_____
<input type="checkbox"/> Tab E: References	_____
<input type="checkbox"/> Tab F: Cost Proposal/Budget Narrative	_____
<input type="checkbox"/> Tab G: Proposer Attachment	_____

---

### **CERTIFICATION**

I, the undersigned, certify and declare I have read and know the contents of the proposal the proposer listed below is submitting to the City of Santa Maria (“City”). I certify under penalty of perjury that the preparer(s) of this proposal has/have provided only complete and truthful information to the City in this proposal. I understand that any misrepresentations or material omissions within this proposal will be grounds for potentially disqualifying the proposer or not awarding the contract to the proposer. Additionally, any misrepresentations or material omissions within this proposal are considered breaches of the contract (should the proposer be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City and its employees and agents to contact references—including those references’ officials, employees, and agents (collectively, “References”)—of the proposer and its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock (collectively, “Owners”), and request information from other clients—including those clients’ officials, employees and agents (collectively, “Other Clients”). I further give permission for the City to review any criminal records of the Owners and obtain public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims by the proposer, the Owners, and all of their heirs and assigns against the City and its officials, employees and agents, the References, and the Other Clients regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph. Furthermore, I agree that the City and its officers, employees and agents may but have no obligation to share any such information.

I am executing this proposal on behalf of the proposer. I warrant and represent under penalty of perjury that I have the authority to execute this proposal on behalf of the proposer, and I have the authority to bind the proposer to the answers provided in this proposal. If any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

CERTIFICATIONS

I, \_\_\_\_\_ of \_\_\_\_\_  
**Printed Name of Agent/Officer** **Name of Organization**

Hereby certify that by submission of this proposal in response to the solicitation, agree upon contract award to carry out the requirements specified and obligations set forth therein.

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

Title of Agent/Officer: \_\_\_\_\_

*Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.*

## Tab B - Acknowledgement

### 1. Clarifications, Exceptions, or Deviations

All Proposer(s) shall describe any exception or deviation from the requirements of the solicitation. Each clarification, exception, or deviation must be clearly identified. If your company/firm/sole proprietorship has no clarifications, exceptions, or deviations, a statement to that effect shall be included in this section. The sample service agreement is a separate attachment discussed in the solicitation labeled "Sample Agreement" and "Proposer Terms and Conditions" document located on the Public Purchase website and incorporated herein by this reference.

The following contractual terms are **non-negotiable**:

- a. Termination
- b. Indemnification
- c. Insurance
- d. Conflict of Interest
- e. Governing Law
- f. Assignability of Agreement

*Do you have any other exceptions/deviations? If so, please identify the exception and provide an explanation.*

**PROPOSER'S RESPONSE:**

### 2. Evidence of Insurability/Business Licenses

All Proposer(s) shall submit evidence of all required insurance. If awarded the contract the Proposer has ten (10) calendar days to produce the required insurances, including a certified endorsement naming the City as additionally insured. The Proposer shall certify to the possession of any and all current required licenses or certifications. Proposer must provide a copy of current business license or other applicable licenses.

### 3. Transition (If applicable)

Upon expiration or termination of this agreement for any reason, during the transition close-out period the company/firm/contractor agrees to:

- a. Continue delivering services until notified otherwise; and
- b. Assist the City in the orderly transition and transfer of all collaborations and committees to the City and the subsequent company/firm/contractor; and
- c. Provide, in a timely manner, all file and information deemed necessary by the City for use in subsequent contracting activities without additional cost to the City or the new company/firm/contractor, upon termination or expiration of this agreement for any reason; and
- d. Cooperate with the City during a transition close-out period to ensure orderly and seamless delivery of services to the City.

**Tab C - Company Profile/Experience**

This section of the proposal is designed to establish the proposer as an entity with the ability and experience to operate the program as specified in the solicitation. The company profile should be concise and clear, including descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.).

**PROPOSER'S RESPONSE:**

2. Company overview and disclosure of services or activities performed, including:

- a. The City of Santa Maria is a public agency with a City Council composed of elected officials. The elected officials are restricted from voting on any action concerning a contract whose owners have made a campaign contribution of \$250 or more in the previous 12 months. To assist them in their decision-making process, please indicate the owners of the company and if any contributions were made to any Santa Maria elected officials.
- b. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
- c. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services.
- d. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

a. **PROPOSER'S RESPONSE:**

b. **PROPOSER'S RESPONSE:**

c. **PROPOSER'S RESPONSE:**

d. **PROPOSER'S RESPONSE:**

3. An explanation of any litigation, current or within the last 5 years, involving the Proposer or any principal officers thereof in connection with any contract. Is your firm, or the principals associated with your firm, under investigation, being sued, suing, or affiliated in any lawsuit or alternative dispute resolution with any governmental agency? If so, please provide details.

**PROPOSER'S RESPONSE:**

4. List of the members of your organization who are authorized to negotiate the agreement. Please provide an email address for each individual listed.

**PROPOSER'S RESPONSE:**

5. **Credentials/Resumes/Certifications/Licenses:**

This section shall state all employees/subcontractors responsible for administering or providing services. Provide a summary list of the organizational personnel that will actively participate and contribute their skills to this project. Include in this list the individual's name, job title, work location and relevant experience in projects of similar size and complexity. (Responses may be one page per individual.)

Proposer shall specifically provide the following information on all employees to be providing services related to this solicitation:

- a. Current Responsibilities
- b. Qualifications/Experiences
- c. Education
- d. Certifications/licenses, if applicable
- e. List other pertinent information that will assist in evaluating Proposer's qualifications.

a. ***PROPOSER'S RESPONSE:***

b. ***PROPOSER'S RESPONSE:***

c. ***PROPOSER'S RESPONSE:***

d. ***PROPOSER'S RESPONSE:***

e. ***PROPOSER'S RESPONSE:***

Proposer can add as many sections to this response box as it needs to state all employees providing services.

## Tab D - Scope of Services

The selected contractor shall provide pre-employment background investigation services for the Santa Maria Police and Fire Department. The successful Proposer shall provide a process to ascertain if candidates for employment and the qualifications and personal history stated by the candidates are as claimed/portrayed

### POLICE

The estimated number of pre-employment background investigations performed annually over the term of the agreement is provided below. These figures are provided only as information; it is neither expressly implied nor guaranteed that the amount shown will be achieved during the initial contract period or subsequent renewal periods of any contract entered into as a result of this Request for Proposal. Actual number of background investigations performed, whether lesser or greater than the amount indicated, shall not affect the contracted rates established by this Request for Proposal.

Sworn Personnel	30
Support Personnel	20

Pre-Employment Background Investigations shall be consistent with the guidelines set forth in:

- Government Code 1029, 1031
- Penal Code Section 13510(c)
- Peace Officer Standards and Training (P.O.S.T.) Regulation 1953 for Sworn Peace Officers
- Peace Officer Standards and Training (P.O.S.T.) Regulation 1959 for Police Dispatchers
- California Civil Code 1786, et al.
- California Senate Bill 2

The successful Proposer shall perform the investigations and provide the required reports and forms within five (5) weeks of receipt of request unless the City grants an extension for cause. To be considered qualified, the successful Proposer must have the in-house personnel and resources to complete a maximum of twenty (20) Police pre-employment investigations in a five (5) week period. The Proposer will have an option for expedited backgrounds completed within 3-4 weeks to meet the City's need to fill positions.

A comprehensive background investigation file shall include a detailed report summarizing all findings and reports of each applicant's background and eligibility based on City of Santa Maria hiring and POST (Peace Officers Standards and Training) standards and the above-referenced codes and regulations.

Though not solely provided/ completed by the Proposer, a Santa Maria Police Department background investigation report will, at a minimum, address the following areas:

1. A narrative-based summary of the applicant's background investigation. This summary will reflect the below-listed aspects of the background investigation and articulate any concerns that were discovered as a result of the background investigation.
2. A review of the candidate's personal history statement.

3. A photograph of the applicant.
4. Verification of birth and legal right to work in the United States.
5. Social Security Number (SSN) - Trace & Address Locator verification to determine name and name variations used by the individual such as maiden, divorced or previous names; other names associated with that SSN, current and former addresses associated with that SSN, and date of birth.
6. Employment verification and history.
7. Verification and contacts with the applicant's professional references.
8. Verification and contacts with the applicant's primary and secondary personal references.
9. Education background and verification. This section should verify that the applicant has either graduated from an accredited high school or has passed the General Education Development (GED) Test, or has passed the California High School Equivalency Examination. Copies of transcripts and diplomas from colleges and universities must be included.
10. Military verification and/or Selective Service registrations, including applicable dates of service, branch of military, rank and discharge status, etc.
11. Financial information, including monthly income/expenses including a credit inquiry.
12. Criminal history that advises of felony and/or misdemeanor convictions.
13. Applications to other Police department agencies, including an examination of the status/dispositions of said applications.
14. Motor vehicle driving history (all states in which the applicant held an operator/driver's license), including a copy of the applicant's driver's license and proof of motor vehicle insurance.
15. Drug and/or substance use history.
16. Neighborhood and rent check, including contacts with the applicant's neighbors.
17. Polygraph examination. (Proposer does not administer the polygraph examination but will provide a statement regarding the results of the examination).
18. Civil suits and legal judgments concerning the applicant (Federal, State, and current County of residence).
19. Fingerprint return, demonstrating the results of a Department of Justice and Federal Bureau of Investigation fingerprint check for criminal history. (This is conducted by the Santa Maria Police Department Records Division).
20. A check of wants/warrants information systems, including the County of Santa Barbara CLETS system; National Crime Information Center (NCIC); and Department of Justice search of the Child Abuse Central Index. (This is conducted by the Santa Maria Police Department Records Division).
21. Social Media Checks/ Reports encompassing the candidate's online presence/ behavior.

## **FIRE**

The number of pre-employment background investigations required over the two-year period covering calendar years 2023 and 2024 were approximately five (5) per year. These figures are provided only as information; it is neither expressly implied nor guaranteed that the amount shown will be achieved during the initial contract period or subsequent renewal periods of any contract entered into as a result of this Request for Proposal. Actual number of background investigations performed, whether lesser or greater than the amount indicated, shall not affect the contracted rates established by this Request for Proposal.

Pre-Employment Background Investigations shall be consistent with the guidelines set forth in:

- Government Code 1031
- Penal Code Section 13510(c)
- Peace Officer Standards and Training (P.O.S.T.) Regulation 1953 for Sworn Peace Officers
- Peace Officer Standards and Training (P.O.S.T.) Regulation 1959 for Police Dispatchers
- California Civil Code 1786, et al.

The successful Proposer shall perform the investigations and provide the required reports and forms within six (6) weeks of receipt of request, unless the City grants an extension for cause.

To be considered qualified, the successful Proposer must have the in-house personnel and resources to complete a maximum of twenty (25) Fire pre-employment investigations in a six (6) week period.

A comprehensive background investigation file shall include a detailed report summarizing all findings and reports of each applicant's background and eligibility based on City of Santa Maria hiring and POST (Peace Officers Standards and Training) standards and the above-referenced codes and regulations. Though not solely provided/completed by the Proposer, a Santa Maria Fire Department background investigation report will, at a minimum, address the following areas:

1. A narrative-based summary of the applicant's background investigation. This summary will reflect the below-listed aspects of the background investigation and articulate any concerns that were discovered as a result of the background investigation.
2. A review of the candidate's personal history statement.
3. A photograph of the applicant.
4. Verification of birth and residency.
5. Social Security Number (SSN) - Trace & Address Locator verification to determine name and name variations used by the individual such as maiden, divorced or previous names; other names associated with that SSN, current and former addresses associated with that SSN, and date of birth.
6. Employment verification and history.
7. Verification and contacts with the applicant's professional references.
8. Verification and contacts with the applicant's personal references.

9. Education background and verification. This section should verify that the applicant has either graduated from an accredited high school or has passed the General Education Development (GED) Test, or has passed the California High School Equivalency Examination. Copies of transcripts and diplomas from colleges and universities must be included.
10. Military verification and/or Selective Service registrations, including applicable dates of service, branch of military, rank and discharge status, etc.
11. Financial information, including monthly income/expenses.
12. Criminal history that advises of felony and/or misdemeanor convictions.
13. Applications to other Fire department agencies, including an examination of the status/dispositions of said applications.
14. Motor vehicle driving history (all states in which applicant held an operators/driver's license), including a copy of the applicant's driver's license and proof of motor vehicle insurance.
15. Drug and/or substance use history.
16. Neighborhood and rent check, including contacts with the applicant's neighbors.
17. Psychological evaluation and/or polygraph examination. (Proposer does not administer the polygraph examination but will provide a statement regarding the results of the examination from a certified examiner who is approved by the Fire Department).
18. Civil suits and legal judgments concerning the applicant (Federal, State and current County of residence).
19. Fingerprint return, demonstrating the results of a Department of Justice and Federal Bureau of Investigation fingerprint check for criminal history.
20. A check of wants/warrants information systems, including: County of Santa Barbara CLETS system; National Crime Information Center (NCIC); Department of Justice search of the Child Abuse Central Index.

**Qualifications:**

As a prerequisite for submitting a proposal, Proposers shall possess the following minimum qualifications or abilities:

1. The successful Proposer must be properly trained and licensed as required by law and preferably has prior experience conducting background investigations for law enforcement agencies.
2. Successful Proposer must have obtained restrictive licenses or security clearance to permit the collection of verification information for other governmental jurisdictions in the past. References to confirm this verification shall be provided by the Proposer.
3. The City requires that any work performed via the Internet be performed on a secure and encrypted system (e.g., HTTPS (Hypertext transfer protocol over secure socket layer or HTTP over SSL) to prevent loss/theft and exposure of candidate's personal data. Proposer must provide information regarding its protocol in the proposal response.

4. Successful Proposer will be required to provide summary invoicing which is supported by detailed cost descriptions of individual background investigations.
5. The successful Proposer, and all of its employees and subcontractors who will perform work under the contract, may be subject to a background investigation, including but not limited to the criteria specified herein. Employees hired after and during the contract term and any subsequent renewal periods may also be subject to a background investigation before they are authorized to perform work under the contract. It shall be the successful Proposer's responsibility to notify the City of Santa Maria Police Department of all newly hired employees.
6. Successful Proposer shall comply with all applicable Federal, State and County policies, rules, regulations, laws and codes, including without limitation, the Federal Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) and the California Investigative Consumer Reporting Agencies Act (Civil Code § 1786 et seq.).
7. Successful Proposer shall keep itself fully informed of, and shall observe and comply with, all laws, ordinances and regulations which in any manner affect those engaged or employed on any work, the collection of data and information, or in any way affect the performance of any work under the contract, and of all orders and decrees of agencies having any jurisdiction or authority over work performed under the contract.
8. Successful Proposer must be available upon request (at no cost to the City) to discuss contract issues and concerns.
9. Successful Proposer must be available to assist the City should legal action result from the background investigations performed by the successful Proposer.
10. Successful Proposer shall not release any information to any candidate regarding their pre-employment background investigation without the express written consent of the City of Santa Maria.

## Tab E - References

All Proposer(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include City staff as a reference. However, references can include other governmental agencies. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	

Project cost:	
---------------	--

1. Provide a list of contracts that your company has been awarded during the last three (3) years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

<b>PROPOSER'S RESPONSE:</b>
-----------------------------

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

<b>PROPOSER'S RESPONSE:</b>
-----------------------------

## Tab F - Cost Proposal/Budget Narrative

In this section, please complete and include a Cost Proposal. The City reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs of charges to the City as part of this service/project. As stated in the Cost Proposal, Proposers must provide fully inclusive blended rates, which are all-encompassing of the Proposer's project-related or supported expenses, including travel expenses. Proposers may also include any other documents as information to further explain the proposed costs.

Method of payment. Payment by the City for the services will be made only after the services have been performed and an invoice is submitted. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services, hours provided for the service at the hourly rate quoted in this proposal. The appropriate City representative must approve the invoice. The City will make payment on a monthly basis, thirty (30) days after receipt of the invoice.

- a) Provide total review hours detailed by partner, senior manager, manager, field supervisor and other staff.
- b) Hourly rate detailed by partner, senior manager, manager, field supervisor and other staff.
- c) The maximum annual cost for the review for each of the three (3) years.

### **F-1- Cost proposal-Line item services table (EXAMPLE)**

ITEM	PROGRAM COSTS Item Descriptions	Cost Justification (include formulas and a clear description of each item)		
		Expand the amount of information in each cell, as needed.	PER YEAR	
		Provide details.		
	Training		\$	
	Consultants		\$	
	Other Costs (Please specify. One item per line.)			
	1.		\$	
	2.		\$	
	Equipment (New)		\$	
	Equipment Maintenance		\$	
	Other: (Please specify. One item per line.)			
	1.		\$	
	2.		\$	
			TOTAL PROPOSED COSTS	\$

### **F-2 UNIT OF SERVICE COST (EXAMPLE)**

Proposed Service	Estimated #	Estimated # of Sessions	Total Number of Units Contractor can provide in one (1) year:	Cost for each unit of service:	Extended Cost:
				\$	\$
				\$	\$
				\$	\$

**F-3 Budget Narrative (EXAMPLE)**

In the space below please detail the budget narrative:

**PROPOSER'S RESPONSE:**

**Tab G - Proposer Attachment**

Any response that Proposers are finding difficulty pasting into the “Proposers Response” boxes in any section of the solicitation, proposers shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Proposer’s Response box as the example shows below:

**Below is an example:**

**Tab C - Company Profile**

This section of the proposal is designed to establish the proposer as an entity with the ability and experience to operate the program as specified in the solicitation. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:
1. Business name and legal business status (i.e. partnership, corporation, etc.)
<i>PROPOSER'S RESPONSE:</i> Located in “Attachment 1”
2. Proof of non-profit status, if applicable
<i>PROPOSER'S RESPONSE:</i> Located in “Attachment 2”

Tab G - Any response that Proposers are finding difficulty pasting into the “Proposers Response” boxes in any section of the solicitation, proposers shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Proposer’s response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____