**Proposal Synopsis Form**

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| --- | --- |
| **Organization** |  |
| **Street Address****City, State, Zip Code** |  |
| **Contact Person** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Website** |  |
| **Amount Requested** | $ |

**Narrative**

**Your Company**

1. Briefly describe your firm’s history and background.
2. Provide details of your firm’s financial status and stability.
3. Discuss any impending changes in your organization that could impact the delivery of services.
4. Has your firm been subject to any lawsuits or settlements within the last five years?
5. Identify staff that will be assigned to the project and their experience.
6. Have you or your organization/agency been debarred or suspended from receiving federal or state grants, contracts, or assistance?

**Performance**

1. Describe why your firm is qualified to undertake this project.
2. Describe how the firm proposes to fulfill the duties and achieve the deliverables of the project, as noted on page3 and 4 of this RFP. Please include a timeline.
3. Describe how the firm will track and monitor compliance with deliverables and timeline of this project.