BIDDERS RESPONSE DOCUMENT

CONTACT INFORMATION

Company Name:_____ **Date:**_____

Street Address:_____

City:_____ **State:**_____ **Zip Code:**_____

Contact Person:_____

Phone Number:_____

Email Address:_____

WORK AND DELIVERABLE

Bidders should identify services (work) to be provided and deliverables for the successful completion of this project. Fully explain and define each deliverable with completion date. All pricing should be fixed firm and deliverable based.

A. Kick-off Meeting with COGs/ISDs and Locals

Include all tasks and deliverables: include time to complete

B. Business Case Analysis: Development and Communication Strategies

Include all tasks and deliverables: include time to complete

C. Implementation plan

Include all tasks and deliverables: include time to complete

Table 1: Summary of the Project Cost

No.	Cost Categories	Cost ($)	Time to Complete	Comments
A.	Business Case Analysis			
B.	Implementation Plan			
	Total Costs	$		

***Travel expenses will not be reimbursed**

C. Bidders Staff

The Bidder will provide resumes for staff who will be assigned to the Contract, indicating the duties/responsibilities and qualifications of such personnel, and stating the amount of time each will be assigned to the project. The bidder will commit that staff identified in its proposal will actually perform the assigned work.

Subcontractors must be pre-approved by the MMLF. If approved, Bidder must provide a list of all subcontractors, including firm name, address, contact person, and a complete description of the work to be contracted. Include descriptive information concerning subcontractor's organization and abilities.

Attach resumes of proposed staff