

ATTACHMENT A
PRICE INFORMATION SHEET

Florida Department of State RFP # RFP 08/14-08 Rebid

Company Name: _____

Company Contact Name: _____ Contact Phone # _____

Address: _____

City: _____ State: _____ Zip: _____

Respondent(s) must complete and return this "Price Information Sheet" with the response. Pricing for all items must be complete or the response will be disqualified.

Budget

The anticipated budget for this contract is not to exceed \$60,000, including all costs for services, travel and the contracted fee. This estimated figure is given only as a guideline for preparing a response and should not be construed as representing actual figures under the contract.

	Service	Cost
1	Facilitate Planning Meeting for DOS Leadership Program	\$
2	Design & facilitate the face-to-face session # 1	\$
3	Design & facilitate the face-to-face session # 2	\$
4	Design & facilitate the face-to-face session # 3	\$
5	Design & facilitate the face-to-face session # 4	\$
6	Design & facilitate the face-to-face session # 5	\$
7	Design & facilitate the face-to-face session # 6	\$
8	Design & facilitate the face-to-face session # 7	\$
9	Design & facilitate the face-to-face session # 8	\$
10	Design & facilitate the face-to-face session # 9	\$
11	Design & facilitate the face-to-face session # 10	\$
12	Facilitate Evaluation Meeting for DOS Leadership Program	\$
	TOTAL PRICE	\$

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

ATTACHMENT B
RESPONDENT'S CONTACT INFORMATION

The Respondent shall identify the contact information as described below.

For solicitation purposes, the Respondent's contact person shall be:

Primary Representative Name: _____

Title: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Alternate Representative Name: _____

Title: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

For contractual purposes, should the Respondent be awarded, the contact person shall be:

Primary Representative Name: _____

Title: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Alternate Representative Name: _____

Title: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

**ATTACHMENT D
REFERENCES**

Reference: # 1

Company Name _____
Contact Person _____
Company Address _____
City, State, & Zip _____
Phone Number _____
E-mail Address _____
Product _____
Phone Number _____
E-mail Address _____
Term of contract performed for this reference - From: _____ To: _____
Product(s) or service(s) provide for this contract: _____

Reference: # 2

Company Name _____
Contact Person _____
Company Address _____
City, State, & Zip _____
Phone Number _____
E-mail Address _____
Product _____
Phone Number _____
E-mail Address _____
Term of contract performed for this reference - From: _____ To: _____
Product(s) or service(s) provide for this contract: _____

Reference: # 3

Company Name _____
Contact Person _____
Company Address _____
City, State, & Zip _____
Phone Number _____
E-mail Address _____
Product _____
Phone Number _____
E-mail Address _____
Term of contract performed for this reference - From: _____ To: _____
Product(s) or service(s) provide for this contract: _____

ATTACHMENT E
QUALIFICATIONS AND EXPERIENCE

Qualifications

It is required that the successful vendor and/or its key officers and staff have a proven track record of leading multi-day multi-topic sessions culminating in a comprehensive Leadership Program. The successful vendor will have had experience in providing management and leadership consultations with various types of organizations throughout North America.

Preference will be given to a vendor that has provided such Leadership training to cultural heritage organizations. Cultural heritage organizations include libraries, museums, archives, community cultural and arts centers, and ethnic and cultural awareness organizations.

Please detail your company's qualifications and experience as it related to the requirements of this RFP.

ATTACHMENT F
VENDOR PERSONNEL QUALIFICATIONS AND EXPERIENCE

Provide pertinent qualifications and experience for each member of the team described in the vendor's proposal.