**Appendix 6: Project Questionnaire**

**PROJECT TITLE:**

To be considered for this work, you must complete this questionnaire as part of your response to the RFP

|  |  |
| --- | --- |
| Name of Business: |  |
| Contact Person: |  |
| Contact Person’s Title: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Website: |  |

All responses become the property of the Agency and are subject to disclosure under the state’s public disclosure laws. See Section 5.5 of this Request.

**Background and Qualifications:**

1. Please provide a brief description of your organization.
2. What skills qualify you to perform this project?
3. Please list any subcontractors you would be working with. Describe what skills they will bring to the project. Describe what portions of the project they would be completing.
4. Please provide at least three (3) references for similar work you or your company has completed.

Reference 1

|  |  |
| --- | --- |
| Name: |  |
| Affiliation/Organization: |  |
| Phone: |  |
| Email: |  |
| Scope of services provided to this reference: |  |
| When work was completed: |  |

Reference 2

|  |  |
| --- | --- |
| Name: |  |
| Affiliation/Organization: |  |
| Phone: |  |
| Email: |  |
| Scope of services provided to this reference: |  |
| When work was completed: |  |

Reference 3

|  |  |
| --- | --- |
| Name: |  |
| Affiliation/Organization: |  |
| Phone: |  |
| Email: |  |
| Scope of services provided to this reference: |  |
| When work was completed: |  |

**Project Approach and Cost:**

1. Please describe how you will meet the objectives of this project.
2. Please explain how your organization will retain posted materials to aid the Agency’s compliance with the Washington Public Records Act, Ch. 42.56 RCW (“the PRA”).
3. Please explain how your approach will support the Agency’s environmental justice or equity goals as described in Section 3 and provide all relevant qualifications to meet these goals.
4. Please provide a description of services and costs for each task listed in Section 3: Background and Scope of Services of this RFP/RFQ.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task #** | **Task Description** | **Description of Services** | **Anticipated Campaign Dates** | **Estimated Time to Complete Task** | **Project Costs Including Taxes** | |
| **Media Costs** | **Buyer Fees** |
| 1 | Develop and implement digital media advertising plan for the Wood Stove Program |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL:** | | | |  |  |  |

1. Please provide detailed budget information including:
   1. Who will work on this project
   2. Each person’s hourly or daily rate of compensation
   3. Number of hours their services will be used for each task

Use the table provided or create your own

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Name |  |  |  |  | | | |
| Billing Rate | $ | $ | $ |
|  | | | | Total Hours | Total Labor | Media Costs | Total Budget |
| Task 1 | | | | | | | |
| Task Hours |  |  |  |  |  | | |
| Task Cost | $ | $ | $ |  | $ | $ | $ |
| Grand Total Hours |  |  |  |  |  |  |  |
| Grand Total Cost | $ | $ | $ |  | $ | $ | $ |

1. Additional qualifications (Optional).

I hereby certify that the information provided in this questionnaire is accurate to the extent of my knowledge.

Name (print) Title

Signature Date