

## Checklist for Submissions:

### Request for Qualifications: Consulting On-Call

The following are mandatory submission requirements, page limits, and required appendices for the Statement of Qualifications (SOQ) for On-Call Services and is provided as a non-binding guide. Qualifications submitted that do not contain the mandatory submission requirements may be rejected as non-responsive, disqualifying submissions from scoring or award. Submissions should be well organized and easy to read. *Please keep in mind, additional information beyond what is required by the RFP is not necessary and may not be reviewed.*

#### I. General Submission Requirements

| Requirement              | Detail  |
|--------------------------|---|
| <b>Copies</b>            | 1   |
| <b>Format</b>            | Electronic submission via Portable Digital Format ( <b>PDF</b> ). |
| <b>File Size</b>         | No larger than <b>20 MB</b> .                                     |
| <b>Paper Size</b>        | Standard (8.5 x 11 or 11x17) when printed.                        |
| <b>Minimum Font Size</b> | <b>10 pt.</b>   |
| <b>Font Style</b>        | Accessible, sans-serif based (e.g., Arial, Calibri).              |

#### II. Required Submission Structure and Page Limits

The SOQ document (excluding appendices) must be organized into the following sections and adhere to the specified page limits.

| Section No.   | Section Title   | Page Limit     | Description  |
|---------------|---|----------------|--|
| <b>1.</b>     | <b>Cover Letter/Letter of Interest</b> (Includes <i>Summary</i> , Terminations, Legal Proceedings, Conflicts of Interest) | <b>1 page</b>  | Pass/Fail.<br>Must address all four topics (A-D).                    |
| <b>2.</b>     | <b>Minimum Qualifications Summary</b> (Includes Licensing, Taxes, Experience, Insurance)                                  | <b>1 page</b>  | Pass/Fail.<br>Requires documentation in Appendix A.                  |
| <b>3.A.</b>   | <b>Understanding and Approach</b>   | <b>5 pages</b> | Covers understanding of contract type and project delivery approach. |
| <b>3.B.1.</b> | <b>Representative Projects</b> (Minimum 3 projects)   | <b>1 page</b>  | Must include all 7 sub-items (a-g).                                  |
| <b>3.B.2.</b> | <b>Libraries Programming and Project Delivery</b>   | <b>2 pages</b> | Must detail library project or comparable facility.                  |
| <b>3.B.3.</b> | <b>Project Team</b> (Org Chart and Narrative)   | <b>2 pages</b> | Must detail roles, phases, and reporting structure.                  |

|               |                          |                                    |   |
|---------------|--------------------------|------------------------------------|---|
| <b>3.B.4.</b> | <b>Service Providers</b> | <b>1 page per Service Category</b> | Focus on staff experience per category. Resumes go in Appendix B. |
| <b>4.</b>     | <b>Rate Schedule</b>     | <b>2 pages</b>                     | Not Scored. Must be placed in Appendix C, for future use.         |

### III. Mandatory Appendices

The following appendices must be included as separate sections within the electronic submission.

| <b>Appendix Label</b>                                 | <b>Content Requirement</b>  | <b>Page Limit</b>                  |
|---|---|------------------------------------|
| <b>Appendix: Minimum Qualifications Documentation</b> | Proof of professional and business licensing, evidence of no outstanding taxes due, and Certificate of Insurance (COI).   | None                               |
| <b>Appendix: Team Resumes</b>                         | Resumes for <i>all</i> proposed key team members.   | <b>2 pages maximum per resume.</b> |
| <b>Appendix: Rate Schedule</b>                        | Current (2026) rate schedule and must include position classification, base hourly rate, overhead multiplier, profit multiplier, and total hourly billing rate. | <b>2 pages maximum.</b>            |