## **Consulting Services Questionnaire**

- 1. Project name: ELECTRONIC DOCUMENT MANAGEMENT, VIDEO STREAMING, VOTE CASTING 2017 RFP
- 2. Date Submitted:
- 3. Specify type of ownership and indicate if applicable:
  - \_\_\_\_Private corporation \_\_\_\_Public corporation \_\_\_\_Proprietorship
  - Minority owned business Partnership \_\_\_\_ Small business
  - Limited Liability Company Woman owned business
- 4a. Firm (or joint venture) name, mailing address, telephone number
- 4b. Firm's owners
- 4c. Name, title, telephone, fax number and e-mail address of principal to contact
- 4d Name, title, telephone fax number and e-mail address of proposed project manager
- 5. Is submittal a joint venture?

a. If so, has joint venture worked together before? b.If a joint venture, name of lead firm?

6. Summary of professional service fees received in (insert index number)

2017	2016	2015	2014	2013
( )	( )	( )	( )	( )

Use index below:

Index

- 1. less than \$250,000
- 4. \$3,000,000 to \$6,000,000
- 2. \$250,000 to \$1,000,000
- 5. \$6,000,000 or greater
- 3. 1,000,000 to \$3,000,000
- 7. Brief resumes of key persons anticipated for this project. Please indicate male/female Minority/majority and parish of domicile.
  - a. Name and title
  - b. Project assignment

- c. Name of firm by which employed full time and location of office
- d. Years experience with this firm With other firms in the New Orleans market
- e. Highest Academic Degree: Year Received

Specialization

Other Professional Training

- f. Experience and qualification relevant to the proposed project
- g. Names of public officials, political candidates and/or public agencies, especially in Louisiana for which the firm has provided service since July 1, 2010 with dates of the service and brief description.
- h. Contracts using public funds (city, state or federal) administered by firm.
- 9. Work by firm's personnel members to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 5 projects including experience with governmental issues).
  - a. Project Name & Location and Owner's Name
  - b. Project Description
  - c. Nature of Firm's responsibilities
  - d. Completion Date (Actual or Estimated)
  - e. Estimated Fees for Entire Project
- 10. Provide any additional information or description of resources supporting your firm's qualifications for the proposed project.
- 11. Provide three references including name/title, phone number, address, and e-mail address.