**Consulting Services Questionnaire**

1. Project name: PROPRTY TAX APPEAL ADMINISTRATION 2016 RFP
2. Date Submitted:
3. Specify type of ownership and indicate if applicable:

 \_\_\_Private corporation \_\_ Public corporation \_\_\_Proprietorship

 \_ \_Partnership \_\_ Small business \_\_\_Minority owned business

 \_\_\_ Woman owned business \_ \_Limited Liability Company

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

1. Is submittal a joint venture?
	1. If so, has joint venture worked together before?
	2. If a joint venture, name of lead firm?
2. Summary of professional service fees received in (insert index number)

2016 2015 2014 2013 2012

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 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
4. Brief resumes of key persons anticipated for this project. Please indicate male/female

Minority/majority and parish of domicile.

* 1. Name and title
	2. Project assignment
	3. Name of firm by which employed full time and location of office
	4. 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

* 1. 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.
	2. 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).

1. Project Name & Location and Owner’s Name
2. Project Description
3. Nature of Firm’s responsibilities
4. Completion Date (Actual or Estimated)
5. 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.