**documents under this RFP process are subject to public disclosure. Please exclude confidential or proprietary information, as appropriate.**

***Instructions are provided in blue and may be deleted.* Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.**

**Minimum Qualifications (RFP Page 11 to 12)**

Proposers must provide a prior project reference demonstrating their ability to meet each minimum qualification listed. Proposers should include **at least two (2) but no more than three (3) total references**. At least one of the projects referenced must meet multiple minimum qualifications.

Include below references (limited to three) and their relevant information. Contacts for each project are required. **Please attach a letter from each reference for the project(s) that comprise your minimum qualifications. Each letter should be no more than one (1) page, and signed by the authorized representative.**

|  |  |  |
| --- | --- | --- |
| **Reference 1** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

|  |  |  |
| --- | --- | --- |
| **Reference 2** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

|  |  |  |
| --- | --- | --- |
| **Reference 3** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

|  |  |  |
| --- | --- | --- |
| MQ# | Minimum Qualifications | List of proof documentations |
| 1. | Must be able to execute Appendix C of the City’s contract, U.S. Department of Homeland Security Urban Areas Security Initiative Grant Program | 🞎 Completed and signed: Appendix III – Proposal Statement Form, #3 Acceptance of U.S. Department of Homeland Security’s Urban Areas Security Initiative Grant Program Requirements  |
| 2. | Proven familiarity with Bay Area public safety agencies and relevant training requirements /certifications via references and related projects within the last 5 years.  |  *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 3. | Proven understanding of the California Standardized Emergency Management System, Master Mutual Aid Compact, and regional response structure via integration of these concepts in the proposed project approach. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 4. | Proven success in facilitating multi-discipline work groups to build consensus via references and related projects within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 5. | Proven success with experience developing and implementing a Multi-Year Training and Exercise Plan proven via references and related projects within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 6. | Proven success in coordinating & administering public safety training courses proven via references and related projects within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 7. | Proven success in developing & evaluating multi-discipline large scale exercises proven via references and related projects within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 8 | Proven success of program management capabilities demonstrated in the proposed project approach and validated via references and related projects within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 9. | Proven success working with multiple jurisdictions and public entities in a concurrent manner within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |
| 10. | Proven success of technical capabilities for website design, hosting, and maintenance within the last 5 years. | *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |