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| **REQUEST FOR QUALIFICATIONS FOR**  **Real Estate Title Services**  **RFQ#CON2017-MOHCD**  **CONTACT: Sonia Delgado-Schaumberg, Sonia.delgado-schaumberg@sfgov.org, 415-701-5540** |

Responses received under this RFQ that fail to address each of the requested items in this Attachment V, Response Template in sufficient and complete detail to substantiate that the Respondent can meet the City’s Minimum Qualifications, will be deemed non-responsive and will not be considered for pre-qualification. 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 (left blank) are not acceptable.

Instructions are provided in blue and may be deleted. Please complete your response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.

**Note that all documents under this RFQ process are subject to public disclosure. Please redact confidential or proprietary information as appropriate.**

**A. Executive Summary**

1. Respondent Information and Partner(s)

|  |  |
| --- | --- |
| Respondent’s Firm Name |  |
| Respondent’s Firm Address |  |
| Location of Respondent’s Office to Perform Services under this RFQ |  |
| Respondent’s City Vendor ID  Respondent’s Partner(s) Firm Name(s) | Note: Possession of this number serves as partial verification that the Respondent has completed the City’s administrative requirements (see Attachment III for more details). |

## 2. RFQ Contact

Clearly identify the person that will serve as the overall RFQ contact. This person will receive e-mail notifications regarding the RFQ process.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone |  |
| Fax |  |
| Address |  |

## 3. How did you find out about this RFQ Opportunity?

Insert Response Here.

**B. Minimum Qualifications**

The Minimum Qualifications are used by the City to determine whether the Respondent meets qualifications and the proposed staff has had experience on projects comparable to the services the City is requesting. Any response that does not demonstrate that the Respondent meets these Minimum Qualifications by the response deadline will be considered non-responsive and will not be evaluated or eligible for inclusion in the pre-qualified list. Be sure to complete this section, as described.

## Respondent Certification

**The Respondent certifies that:**

1. **RFQ ATTACHMENTS**: It has completed the requirements and submitted the forms described in RFQ Attachments I, II, III, IV, and V as part of its RFQ response, as applicable.

**🞏 Yes**

1. **EXPERIENCE**: It has submitted two (2) Prior Project Descriptions, as part of RFQ Attachment V response, for **EACH PROJECT TYPE** for which it would like to be considered for pre-qualification. The services described in the Prior Project Descriptions must have been provided to public sector clients within five (5) years from the date of this RFQ. The lead staff proposed to be assigned to the City’s project(s) must individually have had a similar lead role in both of the Prior Project Descriptions submitted for each Project Type.

**🞏 Yes**

## Prior Project Descriptions

Using the following template, Respondents must submit Prior Project Descriptions in accordance with the Minimum Qualifications stated above in Section B.

Contacts are required, and may serve as references for the Respondent. The City will not inform Respondents when references will be contacted. The Respondent should ensure that client contact information listed in the response is up-to-date and should notify references that the City may be contacting them. See RFQ Attachment I, Section 14.

## Failure to provide the information as requested will result in rejection of your response.

PRIOR PROJECT DESCRIPTION

|  |  |
| --- | --- |
| Project | Project Name |
| Client | Client Name (City, County, etc.) |
| Client Unit | Client Agency, Department, or Unit Name |
| Client Contact Name and Title |  |
| Client Contact Phone |  |
| Client Contact E-mail |  |
| Timeline | Month/Year to Month/Year; Length of project beginning to end  (Project must be within five (5) years from the date of this RFQ) |
| Consultant Firm Name |  |
| Consultant Lead(s) | Staff Lead Name(s) – same as lead proposed to City? |
| Fee | $00,000.00 |
| Number of Hours | XX hours |
|  |  |
| Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes? If different, what were the goals and desired outcomes of your services?  Insert Response Here.  Project Scope What were the project activities your firm completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.  Insert Response Here.  Project Approach How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them.  Insert Response Here.  Project Staffing Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.  Insert Response Here.  Involvement of Client and/or Stakeholders Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.  Insert Response Here.  Project Outcomes What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.  Insert Response Here. | |

PRIOR PROJECT DESCRIPTION

|  |  |
| --- | --- |
| Project | Project Name |
| Client | Client Name (City, County, etc.) |
| Client Unit | Client Agency, Department, or Unit Name |
| Client Contact Name and Title |  |
| Client Contact Phone |  |
| Client Contact E-mail |  |
| Timeline | Month/Year to Month/Year; Length of project beginning to end  (Project must be within five (5) years from the date of this RFQ) |
| Consultant Firm Name |  |
| Consultant Lead(s) | Staff Lead Name(s) – same as lead proposed to City? |
| Fee | $00,000.00 |
| Number of Hours | XX hours |
|  |  |
| Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes? If different, what were the goals and desired outcomes of your services?  Insert Response Here.  Project Scope What were the project activities your firm completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.  Insert Response Here.  Project Approach How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them.  Insert Response Here.  Project Staffing Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.  Insert Response Here.  Involvement of Client and/or Stakeholders Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.  Insert Response Here.  Project Outcomes What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.  Insert Response Here. | |

**C. Firm Qualifications – 20 points**

Even if using an alternative format for your responses, the following information must be included in the order specified to be scored appropriately.

## 1. Firm History and Structure

Briefly describe your firm, including history, number of years in business, organizational structure, and ownership structure. Include names of principals.

Insert Response Here.

2. Pending Litigation

Briefly describe any litigation or pending litigation related to audit services within the past five years of this RFQ issue date. If none, state “None.”

Insert Response Here.

3. Client Relationships Severed For Reasons Other Than Convenience Provide a list of your clients where the contractual relationship was not completed and was severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the client and the client’s project manager are also required. If none, state “None.”

Insert Response Here.

4. Capacity and Resources

Describe your firm’s general capacity and local resources to provide the services under this RFQ.

Insert Response Here.

**D. Staff Qualifications – 40 points**

Even if using an alternative format for your responses, the following information must be included in the order specified to be scored appropriately.

As previously noted in RFQ Attachment I, if Respondent is selected for a contract, the City will contractually obligate the Respondent to assure that the key individuals listed and identified in the Response will be performing the work and will not be substituted with other personnel or reassigned to another audit by the Respondent/Contractor without the City’s prior approval or request. The City, in its sole discretion, shall have the right to review and approve all staff assigned to provide services throughout the duration of the contracts negotiated under this RFQ. Such approval by the City will not be unreasonably withheld. If selected for interviews, the Respondent’s key individuals, including any partner/subcontractor representatives, if applicable, will be required to meet with the City prior to selection for contract negotiations.

## 1. Proposed Staffing Structure

Describe the staffing structure proposed for services under this RFQ, including a proposed staff organization chart.

*Insert Response Here.*

The organization chart should be in graphic format as follows (example only). The organization chart should include sufficient detail on the staff levels to be assigned to the services by specialization, as appropriate.

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## 2. Proposed Staff Information

Expanding on the proposed staff organization chart information provided above, use the following tables or alternative format to provide detailed narrative information on the proposed roles and responsibilities, qualifications and educational background of audit principals and key staff members, including subcontractor staff, if applicable, proposed to perform services for the City. Include as many tables as needed.

|  |  |
| --- | --- |
| Name, Title | Insert Response Here. |
| Proposed Project Role and Responsibilities | Insert Response Here. |
| Experience with Performance Audit, Financial Audit, and Attestation Engagement Services | Describe experience with performance audit services. Performance audits are engagements that provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performance audits include assessments of program effectiveness, economy, and efficiency; internal control; compliance; and prospective analyses. The subject of compliance performance audits may include compliance with laws, regulations, contract provisions, grant agreements, and other requirements. Performance audit services specifically include concessionaire and other lease compliance audits (such as golf courses or food and beverage concessions).  Insert Response Here. If not applicable, write “Not Applicable.”  Describe experience with financial statement audits. Financial audits performed include financial statement audits and other related financial audits. Financial audits provide an independent assessment of and reasonable assurance about whether an entity’s reported financial condition, results, and use of resources are presented fairly in accordance with recognized criteria. Reporting on financial audits also includes reports on internal control, compliance with laws and regulations, and provisions of contracts and grant agreements as they relate to financial transactions, systems, and processes.  *Insert Response Here. If not applicable, write “Not Applicable.”*  Describe experience with attestation engagements. Attestation engagements concern examining, reviewing, or performing agreed upon procedures on a subject matter or an assertion about a subject matter and reporting on the results. The subject matter of an attestation engagement may take many forms, including historical or prospective performance or condition, historical events, analyses, or systems and processes. Attestation engagements cover a broad range of financial or nonfinancial objectives about a subject matter or assertion. Examples of objectives of attestation engagements include reporting on an entity’s internal control over financial reporting or an entity’s compliance with requirements of specified laws, regulations, rules, contracts, or grants. Attestation engagements include quarterly review engagements of the City's investments and other agreed-upon procedures.  *Insert Response Here. If not applicable, write “Not Applicable.”* |

|  |  |
| --- | --- |
| Experience with IT Audit and IT Audit Consulting Services | Describe experience with Information Technology (IT) audits. IT audits are examinations of information systems (hardware and software) within an IT infrastructure. IT audits may include audits of IT general controls (e.g. security (logical/physical) controls, change management, data management etc.), application controls, and audits of IT project progress (planning, acquisition, implementation, post implementation, etc.), among others.  Insert Response Here. If not applicable, write “Not Applicable.”  Describe experience with IT audit consulting services. This may include providing technical assistance to audit teams or serving on audit teams as a subject matter expert.  *Insert Response Here. If not applicable, write “Not Applicable.”* |
|  |  |
| Education | Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.  Attach copy of CPA license, CISA certificate, or other applicable documentation. |

|  |  |
| --- | --- |
| Name, Title | Insert Response Here. |
| Proposed Project Role and Responsibilities | Insert Response Here. |
| Experience with Performance Audit, Financial Audit, and Attestation Engagement Services | Describe experience with performance audit services. Performance audits are engagements that provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performance audits include assessments of program effectiveness, economy, and efficiency; internal control; compliance; and prospective analyses. The subject of compliance performance audits may include compliance with laws, regulations, contract provisions, grant agreements, and other requirements. Performance audit services specifically include concessionaire and other lease compliance audits (such as golf courses or food and beverage concessions).  Insert Response Here. If not applicable, write “Not Applicable.”  Describe experience with financial statement audits. Financial audits performed include financial statement audits and other related financial audits. Financial audits provide an independent assessment of and reasonable assurance about whether an entity’s reported financial condition, results, and use of resources are presented fairly in accordance with recognized criteria. Reporting on financial audits also includes reports on internal control, compliance with laws and regulations, and provisions of contracts and grant agreements as they relate to financial transactions, systems, and processes.  *Insert Response Here. If not applicable, write “Not Applicable.”*  Describe experience with attestation engagements. Attestation engagements concern examining, reviewing, or performing agreed upon procedures on a subject matter or an assertion about a subject matter and reporting on the results. The subject matter of an attestation engagement may take many forms, including historical or prospective performance or condition, historical events, analyses, or systems and processes. Attestation engagements cover a broad range of financial or nonfinancial objectives about a subject matter or assertion. Examples of objectives of attestation engagements include reporting on an entity’s internal control over financial reporting or an entity’s compliance with requirements of specified laws, regulations, rules, contracts, or grants. Attestation engagements include quarterly review engagements of the City's investments and other agreed-upon procedures.  *Insert Response Here. If not applicable, write “Not Applicable.”* |

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|  |  |
| Education | Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.  Attach copy of CPA license, CISA certificate, or other applicable documentation. |

|  |  |
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| Name, Title | Insert Response Here. |
| Proposed Project Role and Responsibilities | Insert Response Here. |
| Experience with Performance Audit, Financial Audit, and Attestation Engagement Services | Describe experience with performance audit services. Performance audits are engagements that provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performance audits include assessments of program effectiveness, economy, and efficiency; internal control; compliance; and prospective analyses. The subject of compliance performance audits may include compliance with laws, regulations, contract provisions, grant agreements, and other requirements. Performance audit services specifically include concessionaire and other lease compliance audits (such as golf courses or food and beverage concessions).  Insert Response Here. If not applicable, write “Not Applicable.”  Describe experience with financial statement audits. Financial audits performed include financial statement audits and other related financial audits. Financial audits provide an independent assessment of and reasonable assurance about whether an entity’s reported financial condition, results, and use of resources are presented fairly in accordance with recognized criteria. Reporting on financial audits also includes reports on internal control, compliance with laws and regulations, and provisions of contracts and grant agreements as they relate to financial transactions, systems, and processes.  *Insert Response Here. If not applicable, write “Not Applicable.”*  Describe experience with attestation engagements. Attestation engagements concern examining, reviewing, or performing agreed upon procedures on a subject matter or an assertion about a subject matter and reporting on the results. The subject matter of an attestation engagement may take many forms, including historical or prospective performance or condition, historical events, analyses, or systems and processes. Attestation engagements cover a broad range of financial or nonfinancial objectives about a subject matter or assertion. Examples of objectives of attestation engagements include reporting on an entity’s internal control over financial reporting or an entity’s compliance with requirements of specified laws, regulations, rules, contracts, or grants. Attestation engagements include quarterly review engagements of the City's investments and other agreed-upon procedures.  *Insert Response Here. If not applicable, write “Not Applicable.”* |

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|  |  |
| Education | Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.  Attach copy of CPA license, CISA certificate, or other applicable documentation. |

**E. Approach and Cost – 30 points**

## 1. Client Involvement or Level of Effort

Describe your approach to providing audit services to public sector clients. What are the lessons learned that could be applied to services provided to the City?

Insert Response Here.

Describe your firm’s expectations and/or assumptions of the City’s involvement or level of effort, including review, approval and other communication protocols necessary to successfully complete the services.

Insert Response Here.

## 2. Competitive Differences

What makes your firm’s approach to the services different or more effective than other firms providing the same services? Describe any other asset, expertise, experience, data or technology that provides your firm with a competitive edge or advantage that will provide a benefit to your clients. Include any lessons learned.

Insert Response Here.

## 3. Cost Response

The City intends to award a contract to the Respondent that will provide the best overall Response to the City inclusive of qualifications and cost considerations. The City reserves the right to accept other than the lowest cost and to reject all responses that are not responsive to this RFQ.

* The City will negotiate costs and work effort with the selected Respondent to develop a firm fixed price for the contract utilizing a blended hourly rate to compensate Respondent for all services, travel, lodging, meals, miscellaneous and any other expenses related to the completion of services. Additional and separate cost reimbursement will not be provided by the City.
* Note that hourly rates provided shall apply to any and all as-needed services requested by the City for the full contract period under this RFQ, as applicable. Please see RFQ Attachment I, Section 13.

Provide standard hourly billing rates by staff name/role with the estimated percentage of overall team effort each staff person would allocate to each Project Type for which it seeks pre-qualification. A spreadsheet or table format is preferred with sufficient detail for the City to determine the justification for what is being included.

Insert Response Here or Attachment.