

**PROJECT MANAGEMENT SERVICES
STATEMENT OF QUALIFICATIONS (SOQ)**

This serves as an application for the Project Management Services Master Agreement.

To complete the SOQ:

- 1) Check off/complete/submit all the requirements met and sign form.
 - Minimum Qualifications (applies to all vendors)
 - Project Management Services Category Specific (only complete sections in categories you intend to apply for)
- 2) Attach all applicable copies of the licenses/certificates/proof of registration.
- 3) Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Section 1.5 (Vendor's Minimum Qualifications) and the applicable requirements of Section 2.7.3 (Vendor's Qualifications) of this Request for Statement of Qualifications as well as willingness to comply with all terms and conditions of Appendix H - Sample Master Agreement.

COUNTY USE ONLY

VENDOR NAME	MASTER AGREEMENT NO.
DATE RECEIVED	DMH ANALYST NAME

VENDOR TO COMPLETE

RFSQ	Section 1.11	County's Mandatory Web-Ven Registration
<input type="checkbox"/>		Vendor is registered with the County's WebVen. Vendor's ID #: _____
<input type="checkbox"/>		Vendor is not registered with the County's WebVen.
RFSQ	Section 1.5	Vendor's Minimum Qualifications
<input type="checkbox"/>	1.5.1	Vendor has two (2) years' of experience, within the last five (5) years providing similar Project Management consultant services as referenced in Section 1.2 Scope of Work. Vendor provided a description (including dates) of its methodology, process or approach utilized in prior consultant services. Description of prior consultation service(s) must be labeled and attached as Exhibit MQ-1.
<input type="checkbox"/>	1.5.2	Vendor provided a description of a prior consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. Description of this experience must be labeled and attached as Exhibit MQ -2.
<input type="checkbox"/>	1.5.3	Vendor's project manager has two (2) years' of experience within the last five (5) years, providing similar Project Management consultant services. Vendor provided a description (including dates) of its project manager consultant experiences. Description of project manager's experience must be labeled and attached as Exhibit MQ-3. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>	1.5.4	Vendor submitted three to five (3-5) signed letters of references relating to the same or similar scope of services provided within the last five (5) years as identified in Exhibit 7 (Prospective Contractor References) Appendix A - Required Forms. LA County may not be used as a reference. Reference letters are labeled and attached as Exhibit MQ-4.
<input type="checkbox"/>	1.5.5	Vendor certified that its firm does not have any unresolved questions costs identified by the Auditor-Controller, in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. DMH will verify.
RFSQ	Section 2.7	Preparation and Format of the SOQ
<input type="checkbox"/>		Transmittal Letter (Section 2.7.1)
<input type="checkbox"/>		Table of Contents (Section 2.7.2)
Section 2.7.3 VENDOR'S QUALIFICATIONS		
RFSQ	Section 2.7.3	Vendor's Qualifications (Section A)
<input type="checkbox"/>	Exhibit 1	SOQ Application
<input type="checkbox"/>	Exhibit 2	Vendor's Organization Questionnaire/Affadavit and CBE Information
RFSQ	Section 2.7.3 A	Vendor's Background and Experience (Section A.1)

For each category for which Vendor is attempting to qualify, Vendor submitted a **Statement of Experience (SOE)** that included the following:

SOE must not exceed four (4) pages for each category. Attachments such as pamphlets, curriculums are excluded from page limit. A link to the Vendor's or other entity's website will not be accepted.

PROJECT MANAGEMENT SERVICES CATEGORIES

<input type="checkbox"/>	Strategic Management	
<input type="checkbox"/>		1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Strategic Management consultant services.
<input type="checkbox"/>		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Strategic Management consultant services.
<input type="checkbox"/>		3) a detailed description of a prior Strategic Management consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.
<input type="checkbox"/>		4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Strategic Management consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Strategic Management consultant service.

<input type="checkbox"/>	<p>Program Planning, Development, and Implementation</p> <p><input type="checkbox"/> 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Program Planning, Development, and Implementation consultant services.</p> <p><input type="checkbox"/> 2) a detailed description of Vendor's methodology, process, or approach utilized in prior Program Planning, Development, and Implementation consultant services.</p> <p><input type="checkbox"/> 3) a detailed description of a prior Program Planning, Development, and Implementation consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.</p> <p><input type="checkbox"/> 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Program Planning, Development, and Implementation consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).</p> <p><input type="checkbox"/> 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Program Planning, Development, and Implementation consultant service.</p>
<input type="checkbox"/>	<p>Program Monitoring</p> <p><input type="checkbox"/> 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Program Monitoring consultant services.</p> <p><input type="checkbox"/> 2) a detailed description of Vendor's methodology, process, or approach utilized in prior Program Monitoring consultant services.</p> <p><input type="checkbox"/> 3) a detailed description of a prior Program Monitoring consultant services that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.</p> <p><input type="checkbox"/> 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Program Monitoring consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).</p> <p><input type="checkbox"/> 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Program Monitoring consultant service.</p>
<input type="checkbox"/>	<p>Performance Measurement</p> <p><input type="checkbox"/> 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Performance Measurement consultant services.</p> <p><input type="checkbox"/> 2) a detailed description of Vendor's methodology, process, or approach utilized in prior Performance Measurement consultant services.</p> <p><input type="checkbox"/> 3) a detailed description of a prior Performance Measurement consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.</p> <p><input type="checkbox"/> 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Performance Measurement consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).</p> <p><input type="checkbox"/> 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Performance Measurement consultant services project.</p>
<input type="checkbox"/>	<p>Customer Relations</p> <p><input type="checkbox"/> 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Customer Relations consultant services.</p> <p><input type="checkbox"/> 2) a detailed description of Vendor's methodology, process, or approach utilized in prior Customer Relations consultant services.</p> <p><input type="checkbox"/> 3) a detailed description of a prior Customer Relations consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.</p> <p><input type="checkbox"/> 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Customer Relations consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).</p> <p><input type="checkbox"/> 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Customer Relations consultant service.</p>
<input type="checkbox"/>	<p>Training</p> <p><input type="checkbox"/> 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Training consultant services.</p> <p><input type="checkbox"/> 2) a detailed description of Vendor's methodology, process, or approach utilized in prior Training consultant services.</p> <p><input type="checkbox"/> 3) a detailed description of a prior Training consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.</p> <p><input type="checkbox"/> 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Training consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).</p> <p><input type="checkbox"/> 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Training consultant service.</p>

<input type="checkbox"/>	Marketing and Communication	
<input type="checkbox"/>	<input type="checkbox"/>	1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Marketing and Communication consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Marketing and Communication consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	3) a detailed description of a prior Marketing and Communication consultant services project that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.
<input type="checkbox"/>	<input type="checkbox"/>	4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Marketing and Communication consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>	<input type="checkbox"/>	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Marketing and Communication consultant service.
<input type="checkbox"/>	Emergency Outreach	
<input type="checkbox"/>	<input type="checkbox"/>	1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Emergency Outreach consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Emergency Outreach consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	3) a detailed description of a prior Emergency Outreach consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.
<input type="checkbox"/>	<input type="checkbox"/>	4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Emergency Outreach consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>	<input type="checkbox"/>	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Emergency Outreach consultant service.
<input type="checkbox"/>	Grant Writing and Grant Administration	
<input type="checkbox"/>	<input type="checkbox"/>	1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Grant Writing and Grant Administration consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Grant Writing and Grant Administration consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	3) a detailed description of a prior Grant Writing and Grant Administration consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.
<input type="checkbox"/>	<input type="checkbox"/>	4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Grant Writing and Grant Administration consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>	<input type="checkbox"/>	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Grant Writing and Grant Administration consultant service.
<input type="checkbox"/>	Process Improvement	
<input type="checkbox"/>	<input type="checkbox"/>	1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Process Improvement consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Process Improvement consultant services.
<input type="checkbox"/>	<input type="checkbox"/>	3) a detailed description of a prior Process Improvement consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity.
<input type="checkbox"/>	<input type="checkbox"/>	4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Process Improvement consultant services. (Not applicable to a vendor who identifies as a Sole Proprietorship).
<input type="checkbox"/>	<input type="checkbox"/>	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Process Improvement consultant service.
RFSQ	Section 2.7.3 A	Required Support Documents (Section A. 1)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Vendor furnished a copy of Certificate of Good Standing with the state of incorporation/organization (if Corporation or LLC)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Vendor furnished a conformed copy of the most recent "Statement of Information" as filed with the CA Secretary of State listing corporate officers or members and managers (if Corporation or LLC)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Vendor furnished a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the CA Secretary of State, and any amendments (if Limited Partnership)
RFSQ	Section 2.7.3 B	Vendor's References (Section A.2)
<input type="checkbox"/>	Exhibit 7	Prospective Contractor References
<input type="checkbox"/>	Exhibit 8	Prospective Contractor List of Contracts
<input type="checkbox"/>	Exhibit 9	Prospective Contractor List of Terminated Contracts
RFSQ	Section 2.7.3 C	Vendor's Pending Litigation and Judgments (Section A.3)
<input type="checkbox"/>	<input type="checkbox"/>	Vendor furnished a statement describing the size and scope of any pending or threatening litigation against or by the Vendor or principals of the Vendor in the past five (5) years.
<input type="checkbox"/>	<input type="checkbox"/>	Vendor furnished a statement and indicated that there are NO pending or threatening litigation against or by the Vendor or principals of the Vendor in the past five (5) years.

RFSQ	Section 2.7.4	Required Forms (Section B)
Includes all forms identified in Appendix A - Required Forms		
<input type="checkbox"/>	Exhibit 3	Certification of No Conflict of Interest
<input type="checkbox"/>	Exhibit 4	Vendor's EEO Certification
<input type="checkbox"/>	Exhibit 5	Request for Preference Program Consideration
<input type="checkbox"/>	Exhibit 6	Familiarity with the County Lobbyist Ordinance Certification
<input type="checkbox"/>	Exhibit 10	Attestation of Willingness to Consider GAIN/GROW Participants
<input type="checkbox"/>	Exhibit 11	County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception
<input type="checkbox"/>	Exhibit 12	Charitable Contributions Certification
<input type="checkbox"/>	Exhibit 13	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
<input type="checkbox"/>	Exhibit 14	Zero Tolerance Policy on Human Trafficking Certification
<input type="checkbox"/>	Exhibit 15	Intentionally Omitted
<input type="checkbox"/>	Exhibit 16	Compliance with Fair Chance Employment Hiring Practices Certification
RFSQ	Section 2.7.5	Proof of Insurability (Section C) - Sample Master Agreement Paragraphs 8.23 and 8.24
<input type="checkbox"/>	Vendor furnished a copy of Certificate of Insurance (ACORD or equivalent form) that meets all insurance requirements as set forth in Appendix H-Sample Master Agreement sub-paragraphs 8.23 & 8.24. County of Los Angeles is named additional insured.	
<input type="checkbox"/>	Vendor that does not currently have the required insurance coverage attached a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Vendor be selected to receive a Project Management Services Master Agreement.	
INSURANCE REQUIREMENTS		
General Commerical Liability		Coverage Limit:
<input type="checkbox"/>		General Aggregate: \$2 million
<input type="checkbox"/>		Products / Completed Operations Aggregate \$1 million
<input type="checkbox"/>		Personal and Advertising Injury \$1 million
<input type="checkbox"/>		Each Occurrence \$1 million
Automobile Liability		
<input type="checkbox"/>		Each accident \$1 million
Workers' Compensation and Employers' Liability		
<input type="checkbox"/>		Each accident \$1 million
Sexual Misconduct Liability		
<input type="checkbox"/>		Per claim \$2 million
<input type="checkbox"/>		Per aggregate \$2 million
Professional Liability / Errors and Omissions		
<input type="checkbox"/>		Per claim \$1 million
<input type="checkbox"/>		Per aggregate \$2 million
Technology Errors & Omissions Liability		
<input type="checkbox"/>		Each occurrence \$10 million
Privacy/Network Security (Cyber) Liability		
<input type="checkbox"/>		Each occurrence \$2 million
RFSQ	Section 2.7.6	Proof of Licenses (Section D)
<input type="checkbox"/>	Vendor furnished a copy of all applicable licenses, certificates, accreditation, and permits for the provision of services for which they intend to qualify.	
RFSQ	Section 2.8	SOQ Submission
<input type="checkbox"/>	Vendor provided one (1) original SOQ and two (2) copies AND an electronic version of the SOQ on a thumb drive/compact disk. The cover of the original SOQ must clearly state " Original ". The original SOQ and two (2) copies must state " Project Management Services SOQ " RFSQ Bid No. DMH110918B1 , and the name of Vendor's organization/firm.	
<p>Applicant acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his judgment shall be final. Applicant also understands and agrees that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix H – Sample Master Agreement.</p> <p>I DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.</p>		
PRINT PREPARER'S NAME		PREPARER'S EMAIL ADDRESS
PREPARER'S SIGNATURE		DATE
PREPARER'S SIGNATURE		TITLE
ADDRESS OF HEADQUARTERS		CITY, STATE, ZIP CODE