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)
- Attach all applicable copies of the licenses/certificates/proof of registration.
 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.

DATE RECEIVED DMH ANALYST NAME VENDOR TO COMPLETE	and condi	itions of Appendix	H - Sample Master Agreement. COUNTY USE ONLY					
DMT RECEIVED DMH ANALYST NAME VENOR TO COMPLETE	VENDOR	NAME						
Vendor is registered with the County's WebVen. Vendor's ID #:								
RFSQ Section 1.11 County's Mandatory Web-Ven Registration Vendor is registered with the County's WebVen. Vendor's ID #; Vendor is not registered with the County's WebVen. Vendor's ID #; Vendor's Minimum Qualifications Vendor's Minimum Qualifications Vendor's Minimum Qualifications Vendor's Minimum Qualifications Vendor bas two (2) years' of experience, within the last five (5) years providing similar Project Management consultant service Note of the Vendor provided a description (including dates) of its methodology, process or at utilized in prior consultant service. Description of prior consultation service(s) must be labeled and attached as Exhibit MQ -2. Vendor's project manager has two (2) years' of experience within the last five (6) years providing similar Project Management Vendor's project manager has two (2) years' of experience within the last five (6) years providing similar Project Management Vendor's project manager has two (2) years' of experience within the last five (6) years providing similar Project Management Vendor's project manager has two (2) years' of experience within the last five (6) years providing similar Project Management Vendor's project manager has two (2) years' of experience within the last five (6) years providing similar Project Management Vendor's project manager has two (2) years' of experience within the last five (6) years and such project manager consultant experiences. Description (including dates) of its project manager consultant experiences. Description (including dates) of its project manager consultant experiences. Description (including dates) of its project manager consultant experiences. Description (including dates) of its project manager within the last five (5) years as identified in Exhibit MQ-3. (Not applicable to a vendor who identified has a state of experience within the last five (5) years as identified in Exhibit MQ-3. (Not applicable to a vendor who identified has a state of the same or similar scope of services	DATE RE	CEIVED	DMH ANALYST NAME					
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Vendor's In or registered with the County's WebVen.	RFSQ	Section 1.11						
Network Number								
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5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Strategic Management consultant service.			5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Strategic Management consultant service.					

	Program Plann	ing, Development, and Implementation					
		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.					
		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Program Planning, Development, and Implementation consultant services.					
		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.					
		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 vendo who identifies as a Sole Proprietorship).					
		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Program Planning, Development, and Implemenation consultant service.					
	Program Monite	oring					
		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.					
		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Program Monitoring consultant services.					
		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.					
		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).					
		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Program Monitoring consultant service.					
	Performance M	leasurement					
		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.					
		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Performance Measurement consultant services.					
		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.					
		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).					
		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Performance Measurement consultant services project.					
	Customer Rela	tions					
		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.					
		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Customer Relations consultant services.					
		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.					
		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)					
		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Customer Relations consultant service.					
	Training						
		1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar Training consultant services.					
		2) a detailed description of Vendor's methodology, process, or approach utilized in prior Training consultant services.					
		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.					
		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).					
		5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Training consultant service.					
		7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,					

Marketing and Co	ommunication			
	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.			
	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Marketing and Communication consultant services. 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. 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).			
	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Marketing and Communication consultant service.			
Emergency Outro	each			
	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.			
	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Emergency Outreach consultant services			
	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.			
	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).			
	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Emergency Outreach consultant service.			
Grant Writing and	d Grant Administration			
	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.			
	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Grant Writing and Grant Administration consultant services.			
	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.			
	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).			
	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Grant Writing and Grant Administration consultant service.			
Process Improve				
	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.			
	2) a detailed description of Vendor's methodology, process, or approach utilized in prior Process Improvement consultant services.			
	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.			
	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).			
	5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior Process Improvement consultant service.			
Section 2.7.3 A	Required Support Documents (Section A. 1)			
□ N/A	Vendor furnished a copy of Certificate of Good Standing with the state of incorporation/organization (if Corporation or LLC)			
□ 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)			
□ 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)			
Section 2.7.3 B	Vendor's References (Section A.2)			
	Prospective Contractor References			
	Prospective Contractor List of Contracts			
Exhibit 8	Prospective Contractor List of Contracts Prospective Contractor List of Terminated Contracts			
	Prospective Contractor List of Terminated Contracts			
Exhibit 8 Exhibit 9				
	Emergency Outro			

RFSQ	Section 2.7.4	Required Forms (Section B)						
ncludes all forms identified in Appendix A - Required Forms									
	Exhibit 3	Certification of No Conflict of Interest							
	Exhibit 4	Vendor's EEO Certification							
	Exhibit 5	Request for Prefer	Request for Preference Program Consideration						
	Exhibit 6	Familiarity with the	County Lobbyist Ordia	nce Certif	cation				
	Exhibit 10		ngness to Consider GA						
	Exhibit 11	County of Los Ang	eles Contractor Employ	ee Jury S	service Program Certification	Form and Application for Exception			
	Exhibit 12	Charitable Contribu	utions Certification						
	Exhibit 13	Certification of Cor	npliance with the Coun	ty's Defau	Ilted Property Tax Reduction	Program			
	Exhibit 14	Zero Tolerance Po	licy on Human Trafficki	ng Certific	cation				
	Exhibit 15	Intentionally Omitte	ed						
	Exhibit 16	Compliance with F	air Chance Employmer	t Hiring P	ractices Certification				
RFSQ	Section 2.7.6	Proof of Licenses	(Section D)						
	Vendor furnished a copy of all applicable licenses, certificates, accreditation, and permits for the provision of services for which they intend to qualify.								
BESO			ble licenses, certificate	s, accredi	tation, and permits for the pro	ovision of services for which they intend to qualify.			
RFSQ	Section 2.8	SOQ Submission	·						
	Section 2.8 Vendor provided original SOQ must	SOQ Submission one (1) original SOQ clearly state "Origi	and two (2) copies AN	I D an elec	etronic version of the SOQ on	a thumb drive/compact disk. The cover of the ct Management Services SOQ" RFSQ Bid No.			
□ Applican	Vendor provided original SOQ must DMH110918B1, a	SOQ Submission one (1) original SOQ c clearly state "Origind the name of Ven that if any false, mis	and two (2) copies AN inal". The original SO dor's organization/firm. sleading, incomplete,	D an elect Q and two or decep	stronic version of the SOQ on (2) copies must state "Proje	a thumb drive/compact disk. The cover of the ct Management Services SOQ" RFSQ Bid No. ents in connection with this SOQ are made, the			
□ Applican	Vendor provided original SOQ must DMH110918B1, a tracknowledges to be rejected. The	soQ Submission one (1) original SOQ c clearly state "Original the name of Ven that if any false, mis evaluation and de	and two (2) copies AN inal". The original SO dor's organization/firm. sleading, incomplete, ptermination in this ar	ID an elect Q and two or decep ea shall t	stronic version of the SOQ on (2) copies must state "Proje tively unresponsive statement at the Director's sole judge	a thumb drive/compact disk. The cover of the ct Management Services SOQ" RFSQ Bid No. ents in connection with this SOQ are made, the gment and his judgment shall be final.			
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DApplican SOQ ma Applican vith, all DECLA	Vendor provided original SOQ must DMH110918B1, a tacknowledges to be rejected. The talso understand terms and conditions.	soQ Submission one (1) original SOQ clearly state "Original the name of Ven that if any false, mise evaluation and des and agrees that ons of the Append LTY OF PERJURY	and two (2) copies AN inal". The original SO(dor's organization/firm. sleading, incomplete, etermination in this ar submission of the SO ix H – Sample Master THAT ALL OF THE AE	ID an elect Q and two or decep ea shall t Q constit Agreeme	stronic version of the SOQ on (2) copies must state "Proje tively unresponsive statempe at the Director's sole judgutes acknowledgement and ont. ORMATION IS TRUE AND C	a thumb drive/compact disk. The cover of the oct Management Services SOQ" RFSQ Bid No. ents in connection with this SOQ are made, the gment and his judgment shall be final. di acceptance of, and a willingness to comply CORRECT.			

PMS RFSQ BID NO. DMH110918B1-Addendum 2