

Consultancy Services Proposal Template

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Business Consulting Services for Organizational Development, Change Management, and Management and Business Analysis



Proposal To	
Solicitation Number	
Date	

Table of Contents

Bidding Categories.....	2
Bidder's Organization.....	2
Experience	6
Quality Assurance	7
Staff Qualifications.....	8
Qualifications Essay	9
Commitment to DEI	10
NTE Rates	10
Response Letter.....	11
Exhibit A-1: Bidder Certification	12
Exhibit A-2: Bidder Profile.....	12

Categories Your Campaign is Bidding On

Bidder's Organization

Provide a high-level explanation of your company's background, team, and values.

>> Financial Stability

Explain your company's current financial position, including profit margins, revenue status, debt, and ownership.

>> Public-Sector Focus

Explain what public sectors and agencies your company serves.

>> Core Team and Strategic Partnerships

Explain how your company staffs each project and what specialized services your partners provide.

>> Areas of Service

Explain your service areas, such as change management, process improvement, and quality assurance.

>> Client Roster

Provide a list of clients you currently work with in the areas of service defined above.

Client Roster	Areas of Service			Duration and Activity	
	Change Management	Business Process Improvement	Quality Assurance Services	Project Duration	Project Status

>> Our Guiding Principles

List your values as an organization.

>> Summary

Summarize your organization based on the information provided above.

Experience

Project 1	
Size	
Scope	
Timeline	
Goals	
Actions Taken	
Results	
Project 2	
Size	
Scope	
Timeline	
Goals	
Actions Taken	
Results	

Quality Assurance

Explain the key elements of your quality assurance approach.

Staff Assignments	
Expectations and Goal Setting	
Evaluation	
Deliverable Review	
Status Reporting and Client Check-Ins	
Project Management Standards	

Qualifications Essay

Explain how you meet the RFP's minimum requirements.

Commitment to Diversity, Equity, Inclusion (DEI)

Explain your demonstrated commitment to DEI, including DEI development plans.

Not to Exceed Rates (NTE)

NTE Rate	Quoted Hourly NTE Rate

Response Email or Letter

Exhibit A-1: Bidder Certification

Competitive Solicitation No.	
Bidder	
Bidder's Address	
Bidder Organization Type	
State of Formation	

Exhibit A-2: Bidder Profile

Competitive Solicitation No.	
Bidder	
Bidder's Legal Name and Address	
Unified Business Identifier (UBI)	
Federal Tax ID No. (TIN)	
Certified Minority or Women Owned Business?	
Self-Certified Small Business?	
Veteran Owned?	

Contract Management Points of Contact			
Name	Title	Email	Phone
Send Management Fee Invoice To:			
Address			

Ordering / Sales Points of Contact			
Name	Area of Responsibility	Email	Phone

Reference 1		
Name	Email	Phone
Reference 2		
Name	Email	Phone

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