

**Instructions: Provide answers in the shaded areas to all questions. Include any attachments, materials, and quotes you would like School to consider.**

**BUSINESS PROPOSAL**

Please confirm your understanding and acceptance to all terms and conditions listed in the RFP

Please explain why your company should be selected by School.

Please confirm you carefully reviewed and understand all requirements in the RFP. Should you have any alternatives, substitutions, or conditions for School’s consideration, please list them. School will not accept alternatives, substitutions, or conditions introduced after award, during contract finalization and implementation.

**General (optional)** - Please introduce or summarize any information you deem important to School’s use of your products and/or services requested in the RFP.

**Respondent’s Company Structure** - Please include the type of your organization, state in which formed (accompanied by a certificate of authority from <https://bsd.sos.in.gov/publicbusinesssearch>), the types of businesses in which the organization is involved, and a chart of your organization. Indicate if any attachments are included or website address where this information can be found.

**Company Financial Information** – Include information to demonstrate your financial solvency. Examples of documents can be: recent financial statements for the two (2) most recent years. You can also include tax returns or an income statement and balance sheet for each of the two most recent years.

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**Integrity of Company Structure and Financial Reporting** – Include a statement indicating an officer of your organization takes responsibility for the accuracy and correctness of financial information, pricing, and rates supplied with this proposal.

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**Contract Terms/Clauses** - Please provide any requested contract terms or conditions in the agreement you would like with the School.

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**Litigation:** Does your company have any pending litigation regarding any disputes with your customers or any prior legal proceedings involving IN schools? If yes, please list the court and cause number of each pending court case.

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**References** – Provide references for 3 customers similar to School

Customer 1	
Name of Customer	
Customer Mailing Address	
Customer City, State, Zip	
Contact Person	
Customer Telephone Number	
Customer Contact E-mail	

Customer 2	
Name of Customer	
Customer Mailing Address	
Customer City, State, Zip	
Contact Person	
Customer Telephone Number	
Customer Contact E-mail	

Customer 3	
Name of Customer	
Customer Mailing Address	
Customer City, State, Zip	
Contact Person	
Customer Telephone Number	
Customer Contact E-mail	

**Registration to do Business** – You must be in good standing with Indiana governmental entities (e.g. Secretary of State (“SOS”), Department of Revenue (“DOR”), DWD). Please state if you are registered with the SOS, DOR, and DWD and if not provide an explanation.

**Subcontractors** - Identify any subcontractors you will be using and describe your contractual relationship each subcontractor.

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**General Information** - Enter the following information about your organization.

Business Information	
Legal Name of Company	
Contact Name	
Contact E-mail Address	
Company Mailing Address	
Company City, State, Zip	
Company Fax Number	
Company Website Address	
Federal Tax Identification Number (FTIN)	
Number of Employees (company)	
Years of Experience	
Annual Revenue in previous year	
Annual Revenues in 2 years prior	

**Experience Serving Governments** - Provide a brief description of your experience in serving schools and other governmental entities.

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**Experience Serving Similar Customers** - Describe your experience serving customers of a similar size to School with products and services.

**COST PROPOSAL**

Provide your proposed pricing or rates for the products and services. Prices must include all labor, materials, supplies, equipment, delivery, shipping, service, and administrative costs.

Explain your Cost Proposal and/or include your standard quote form showing your pricing for the products and services.

List any cost assumptions, conditions, and/or constraints relative to, or which impact, the prices in your quote.