

REQUEST FOR PROPOSALS (RFP) No. P-061226
Executive Search & Recruitment Services for Senior Leadership Positions

FORM OF PROPOSAL
(RFP Attachment A)

(1) **Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer.

[Table No. 1]

“X” = Item Included	Tab No.	Submittal Item (One original signature copy of each document, plus two exact copies)
	1	Letter of Transmittal
	2	Form of Proposal (Attachment A)
	3	form HUD-5369-C (Attachment B)
	4	Profile of Firm Form (Attachment C)
	5	Proposed Services
	6	Managerial Capacity/Financial Viability, including resumes
	7	Client Information
	8	Business Inclusion and Section 3 Efforts
	9	Subcontractor/Joint Venture Information (Optional)
	10	Attachment H
	11	Attachment J Form W-9
	12	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
Attachment H must be uploaded separately, and the same Proposed Pricing shall be entered, where provided for, within the Housing Agency Marketplace.		

(2) **Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Virginia City of Alexandria, or any local government agency within or without the State of Virginia? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and the current status.

Signature

Date

Printed Name

Company

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(3) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(4) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and the current status. PLEASE NOTE: The Agency reserves the right not to make an award to any proposer that has staff who have been convicted of a felony if the Agency feels that doing such is in its best interests.

(5) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(6) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, where provided for within the eProcurement Marketplace, the undersigned proposer thereby agrees to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided within the eProcurement Marketplace pertaining to this RFP.

Signature	Date	Printed Name	Company
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