#

Lead Safe Cleveland Coalition

c/o Enterprise Community Partners, Inc.

Cleveland, OH

[**leadsafecle.org**](http://www.leadsafecle.org/)

#

# INSTRUCTIONS FOR RESPONDING TO THE LEAD SAFE WORKER RFQ

Interested individuals and businesses able to meet the requirements as presented in the Lead Safe Worker RFQ’s Scope of Work should submit a response not exceeding five pages, which includes the following three components. The cover page and attachments do not count toward the five-page limit.

1. **A completed cover page** (available here: <https://leadsafecle.org/about-coalition/rfqs>). This does not count toward the five-page limit.
2. **In a Word document, please provide the following information in 5 pages or less:**
	* **Background and Experience**
		+ Detail your qualifications, areas of expertise, years of experience, number of jobs, and how your services can meet the requirements and intent of this RFQ.
		+ Describe your workforce capabilities and capacity, including your personnel’s name, title, responsibilities, and resumes (if available).
		+ Describe your knowledge and/or experience delivering services of similar scope and type and the local availability of the Respondent’s personnel and equipment resources. Provide details including a brief project description, project cost, days to completion, and client names.
		+ Communicate your internal policies that promote equal opportunity and non-discrimination.
		+ Provide an overview of your financial capability to fully deliver on the RFQ’s scope of work.
	* **Project Management and Methodology**
* Describe practices and measures used to manage projects, including, but not limited to, staff and project supervision, training and development, scheduling, conflict resolution, and relevant organization accreditations or certifications that would be deployed for this project.
1. **Attachments.** These do not count towards the five-page limit.
* Resumes of persons that would work on the project, if available
* Proof of insurance
* Copies of appropriate licenses and certifications
* Three written, verifiable references dated within the last two years from clients for which the Respondent has rendered services substantially similar to those sought by this RFQ and recommending Respondent for selection for such services.

Entry-level Respondents with appropriate training but limited to no experience are welcome to apply. Respondents should share their interest in the work, previous experience, and other skills and credentials that would support the completion of the Scope of Work described above.

# DEADLINE

Responses must be received by **5:00 pm ET on Tuesday, September 5, 2023.** Responses must be submitted electronically in pdf format via email to leadsafecleveland@gmail.com. The subject line of the email should read “Statement of Qualifications for Lead Safe Workers.”