**Request for Proposals for Racial Equity Facilitation and Consultancy Support**

**Sourcing Event ADM-DS 2020-05**

**Attachment 4**

**Proposer Information and References**

**Part I. Proposer Information**

|  |  |
| --- | --- |
| Name of Firm: |  |
|  |  |
| Headquarter Address: |  |
|  |  |
| Phone No.: |  |
|  |  |
| Toll Free Phone No.: |  |
|  |  |
| Contact Name & Title: |  |
|  |  |
| E-mail: |  |
|  |  |
| Supplier Number: | Leave blank if the proposer does not yet have a Supplier Number |
|  |  |
| Federal Tax ID |  |
|  |  |
|  |  |
| Person Preparing Form: |  |
|  |  |
| Local Representative Name and Number: |  |
|  |  |
|  |  |
|  |

Contact Information for Placing Orders:

|  |  |  |
| --- | --- | --- |
| * 1. Telephone |  |  |
| * 1. Fax |  |  |
| * 1. Email |  |  |
| * 1. Website |  |  |
| * 1. 24-hour Emergency Number |  |  |

**Part II.**

All proposers must provide references of at least two organizations to which the Proposer has provided similar services. Public sector clients are preferred. Upon request, successful proposer(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal.

|  |  |  |
| --- | --- | --- |
| **1.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email [REQUIRED] |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |
| **2.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email [REQUIRED] |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |
| **3.** | Name of Company |  |
|  |  |  |
|  | Address (street, city, state, zip) |  |
|  |  |  |
|  | Contact |  |
|  |  |  |
|  | Phone No. |  |
|  |  |  |
|  | Email [REQUIRED] |  |
|  |  |  |
|  | Number of Years Providing Service |  |
|  |  |  |
|  | | |

**Part III. Release of Liability – For References**

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the City, its commissions and boards, officers and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the City may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for the Request for Proposals for Racial Equity Facilitation and Consultancy Support (ADM-DS 2020-05) from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

|  |
| --- |
|  |

Company Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Signature of Authorized Representative of Company Date

|  |
| --- |
|  |

Print Name and Title

**Part IV. Certification of Truth, Accuracy, and Completeness**

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this submittal are true, accurate, and complete.

|  |
| --- |
|  |

Company Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Signature of Authorized Representative of Company Date

|  |
| --- |
|  |

Print Name and Title