

**TEMPLATE FOR SUBMISSION OF PRE-QUALIFICATION PROPOSALS
IN RESPONSE TO THE RFQ,
TO THOSE WISHING TO SERVE AS PROJECT CONTRACTORS (Include with cover letter)**

1. [Cover letter precedes]
2. Name of Contractor/Firm

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Physical Address

Address	Town	State	Zip

Mailing Address if different from physical address

Address	Town	State	Zip

3. Year established and State where organized/incorporated (include former firm names and year established, if applicable)

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4. Type of Ownership (e.g., sole/ partnership/ corporation; include name and location of parent company/subsidiaries if any)

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5. Licensed to do business in State of Vermont?

Yes	
No but will obtain license prior to awarding of any work	

6. Number of full-time employees and—separately—number of part-time employees routinely engaged

Full time	
Part time	

7. Project Type Checklist

Project Type (Select all that apply.)	Check here if you wish to prequalify performing this project type
Procuring Equipment for Best Management Practice installation and/or maintenance (forestry, stormwater/roads sectors)	
Installation/construction	
Stormwater Practice Operation and/or Maintenance	
Stormwater Practice Inspection	
Other (Describe)	

8. Experience relating to project types identified in checklist above

Template for proposals involving only construction/implementation/operations/inspections services

9. Any special technical resources your firm possesses or accesses (e.g., equipment, technology, access to materials, etc.).

10. Debarment Documentation: If your organization has been debarred in the last five years please provide an explanation and documentation relating to the debarment. *Subgrantees may initially self-certify their debarment status. However, the CWSP will audit debarment status of subgrantees at least once within the three-year subgrantee agreement period.*

11. Certificate of Good Standing: Is your organization compliant with Section 13 of Act 154 of 2016 – Certification for Grants? *Subgrantees may initially self-certify their adherence to Certificate of Good Standing requirements. However, the CWSP will audit Good Standing status of subgrantees at least once within the three-year subgrantee agreement period.*

12. Description of the contractor’s commitment to, and experience with addressing, diversity and equity.

13. Financial and Accounting information:

Type of Accounting system

An hourly rate schedule for all job categories that may be utilized under this contract s

14. References

At least three references familiar with the contractor’s ability, experience, and reliability in the performance and management of projects of a similar nature

Name	Position	Email	Telephone