**Attachment C: Qualifications and References**

**Proposers shall complete and return this section as part of their proposal.**

Provide information in each section to indicate your ability to meet the criteria.

1. Qualifications: Indicate your company's qualifications to provide the service requested. Include the following information:
	1. Name, Address, and Phone number of legal entity with whom the contract would be written and all trade names/assumed names used.
	2. Organizational structure under which the proposer's business shall be operated (e.g. corporation, partnership, limited partnership, trust, sole proprietor, etc.)
	3. Name and title of each of the proposer's principal officers (President, Vice President, Chairperson of the Board of Directors, etc.
	4. Federal Employer ID and business license to work in the City of St. Louis, Missouri.
	5. Copy of all licenses or other documentation, which authorizes your company to provide, requested services.
	6. Other information that may be pertinent to your company's qualifications to provide the requested services.
		1. Date Founded
		2. Organization structure
			1. Sole Proprietorship
			2. Partnership
			3. Corporation
		3. Ownership status
			1. Independent
			2. Subsidiary (Name of Parent Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
		4. Company history
		5. Office locations, personnel, and expertise Products and services offered
	7. Do you have a local (St. Louis metropolitan area) office from which services will be based? If so, specify below, if not please explain how services will be provided.
		1. Number of full time local staff
		2. Number of full time local technicians
		3. Number of current customers in the St. Louis metropolitan area
2. References: (Label this Section II)
	1. Provide a list of references that will include the following information:
	2. List at least three (3) references (preferably school districts) where you are currently providing service similar to that proposed in your response. Include the following information:
		1. Name of reference
		2. Address
		3. Phone Number
		4. Contact Person
		5. Contact Person E-mail
		6. Number of years your company has provided service
		7. Start Date of your work with this reference
	3. Other references or information that will provide pertinent information.