





















## 3.2 Organization of Proposal

This section outlines the information that must be included in your proposal. Please respond with your information in the same order as the items in this section.

- A. Letter of Interest.** Each response to the RFP should be accompanied by a letter of interest that summarizes key points of the proposal and which is signed by an officer of the firm authorized to commit the Respondent to the obligations contained in the proposal. The letter should also include a phone number and email address for the Respondent's contact person.
- B. Introduction.** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
- C. Portfolio and References.** Include examples and a list of who you have done work for in the past and any references.
- D. Table of Contents.** Include a Table of Contents at the beginning, which clearly outlines the contents of your proposal.
- E. Conflict of Interest.** Any conflicts of interest that may affect the Village's potential selection of, or entering into an agreement with, your organization, i.e., your organization currently holds an agreement with the Village for other services, a relative of any employee if the Respondent is a member of the selection committee, etc.
- F. Oral Presentation.** Respondents who submit a proposal may be requested to make an oral presentation of their proposal to the Village. These presentations will provide an opportunity for the Respondent to clarify their proposal to ensure a thorough mutual understanding. At the same time, the Village is under no obligation to offer any Respondent the opportunity to make such a presentation. It is anticipated that the oral presentations will take place within 30 days of the RFP response deadline.

**CLOSED**

## 3.3 Material Submitted

All right, title and interest in the material submitted by the Respondent as part of a proposal shall vest in the Village upon submission of the Respondent's proposal to the Village without any obligation or liability by the Village to the Respondent. The Village has the right to use any or all ideas presented by a Respondent. The Village reserves the right to ownership, without limitation, of all proposals submitted.