# PROJECT MANAGEMENT SERVICES
# STATEMENT OF QUALIFICATIONS (SOQ)

This serves as an application for the Project Management Services Master Agreement.

**To complete the SOQ:**

1) Check off/complete/submit all the requirements met and sign form.
   - Minimum Qualifications (applies to all vendors)
   - Project Management Services Category Specific (only complete sections in categories you intend to apply for)
2) Attach all applicable copies of the licenses/certificates/proof of registration.
3) Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Section 1.5 (Vendor's Minimum Qualifications) and the applicable requirements of Section 2.7.3 (Vendor's Qualifications) of this Request for Statement of Qualifications as well as willingness to comply with all terms and conditions of Appendix H - Sample Master Agreement.

| COUNTY USE ONLY | |
|---|---|
| **VENDOR NAME** | **MASTER AGREEMENT NO.** |
| **DATE RECEIVED** | **DMH ANALYST NAME** |

| VENDOR TO COMPLETE | | |
|---|---|---|
| RFSQ | Section 1.11 | County's Mandatory Web-Ven Registration |
| ☐ | | Vendor is registered with the County's WebVen. Vendor's ID #: _____ |
| ☐ | | Vendor is not registered with the County's WebVen. |
| RFSQ | Section 1.5 | Vendor's Minimum Qualifications |
| ☐ | 1.5.1 | Vendor has two (2) years' of experience, within the last five (5) years providing similar Project Management consultant services as referenced in Section 1.2 Scope of Work. Vendor provided a description (including dates) of its methodology, process or approach utilized in prior consultant services. **Description of prior consultation service(s) must be labeled and attached as Exhibit MQ-1.** |
| ☐ | 1.5.2 | Vendor provided a description of a prior consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. **Description of this experience must be labeled and attached as Exhibit MQ -2.** |
| ☐ | 1.5.3 | Vendor's project manager has two (2) years' of experience within the last five (5) years, providing similiar Project Management consultant services. Vendor provided a description (including dates) of its project manager consultant experiences. **Description of project manager's experience must be labeled and attached as Exhibit MQ-3. (Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| ☐ | 1.5.4 | Vendor submited **three to five (3-5)** signed letters of references relating to the same or similar scope of services provided within the last five (5) years as identified in Exhibit 7 (Prospective Contractor References) Appendix A - Required Forms. **LA County may not be used as a reference. Reference letters are labeled and attached as Exhibit MQ-4.** |
| ☐ | 1.5.5 | Vendor certified that its firm does not have any unresolved questions costs identified by the Auditor-Controller, in an amount over $100,000 that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. **DMH will verify.** |
| RFSQ | Section 2.7 | Preparation and Format of the SOQ |
| ☐ | Transmittal Letter (Section 2.7.1) | |
| ☐ | Table of Contents (Section 2.7.2) | |
| Section 2.7.3 VENDOR'S QUALIFICATIONS | | |
| RFSQ | Section 2.7.3 | Vendor's Qualifications (Section A) |
| ☐ | **Exhibit 1** | SOQ Application |
| ☐ | **Exhibit 2** | Vendor's Organization Questionnaire/Affadavit and CBE Information |
| RFSQ | Section 2.7.3 A | Vendor's Background and Experience (Section A.1) |

For each category for which Vendor is attempting to qualify, Vendor submitted a **Statement of Experience (SOE)** that included the following:

**SOE must not exceed four (4) pages for each category. Attachments such as pamphlets, curriculums are excluded from page limit. A link to the Vendor's or other entity's website will not be accepted.**

## PROJECT MANAGEMENT SERVICES CATEGORIES

| | | |
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| ☐ | **Strategic Management** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Strategic Management** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Strategic Management** consultant services. |
| | ☐ | 3) a detailed description of a prior **Strategic Management** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Strategic Management** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Strategic Management** consultant service. |

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| ☐ | **Program Planning, Development, and Implementation** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Program Planning, Development, and Implementation** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Program Planning, Development, and Implementation** consultant services. |
| | ☐ | 3) a detailed description of a prior **Program Planning, Development, and Implementation** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Program Planning, Development, and Implementation** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Program Planning, Development, and Implemenation** consultant service. |
| ☐ | **Program Monitoring** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Program Monitoring** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Program Monitoring** consultant services. |
| | ☐ | 3) a detailed description of a prior **Program Monitoring** consultant services that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Program Monitoring** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Program Monitoring** consultant service. |
| ☐ | **Performance Measurement** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Performance Measurement** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Performance Measurement** consultant services. |
| | ☐ | 3) a detailed description of a prior **Performance Measurement** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Performance Measurement** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Performance Measurement** consultant services project. |
| ☐ | **Customer Relations** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Customer Relations** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Customer Relations** consultant services. |
| | ☐ | 3) a detailed description of a prior **Customer Relations** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years experience within the last five (5) years providing similar **Customer Relations** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Customer Relations** consultant service. |
| ☐ | **Training** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Training** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Training** consultant services. |
| | ☐ | 3) a detailed description of a prior **Training** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Training** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Training** consultant service. |

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| ☐ | **Marketing and Communication** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Marketing and Communication** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Marketing and Communication** consultant services. |
| | ☐ | 3) a detailed description of a prior **Marketing and Communication** consultant services project that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Marketing and Communication** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Marketing and Communication** consultant service. |
| ☐ | **Emergency Outreach** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Emergency Outreach** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Emergency Outreach** consultant services. |
| | ☐ | 3) a detailed description of a prior **Emergency Outreach** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Emergency Outreach** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Emergency Outreach** consultant service. |
| ☐ | **Grant Writing and Grant Administration** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Grant Writing and Grant Administration** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Grant Writing and Grant Administration** consultant services. |
| | ☐ | 3) a detailed description of a prior **Grant Writing and Grant Administration** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Grant Writing and Grant Administration** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Grant Writing and Grant Administration** consultant service. |
| ☐ | **Process Improvement** | |
| | ☐ | 1) a written statement demonstrating that the Vendor has two (2) years' experience within the last five (5) years providing similar **Process Improvement** consultant services. |
| | ☐ | 2) a detailed description of Vendor's methodology, process, or approach utilized in prior **Process Improvement** consultant services. |
| | ☐ | 3) a detailed description of a prior **Process Improvement** consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity. |
| | ☐ | 4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar **Process Improvement** consultant services. **(Not applicable to a vendor who identifies as a Sole Proprietorship).** |
| | ☐ | 5) included one (1) sample (i.e., pamphlets, curriculums, etc.) of a prior **Process Improvement** consultant service. |
| **RFSQ** | **Section 2.7.3 A** | **Required Support Documents (Section A.1)** |
| ☐ | ☐ **N/A** | Vendor furnished a copy of Certificate of Good Standing with the state of incorporation/organization (if Corporation or LLC) |
| ☐ | ☐ **N/A** | Vendor furnished a conformed copy of the most recent "Statement of Information" as filed with the CA Secretary of State listing corporate officers or members and managers (if Corporation or LLC) |
| ☐ | ☐ **N/A** | Vendor furnished a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the CA Secretary of State, and any amendments (if Limited Partnership) |
| **RFSQ** | **Section 2.7.3 B** | **Vendor's References (Section A.2)** |
| ☐ | **Exhibit 7** | Prospective Contractor References |
| ☐ | **Exhibit 8** | Prospective Contractor List of Contracts |
| ☐ | **Exhibit 9** | Prospective Contractor List of Terminated Contracts |
| **RFSQ** | **Section 2.7.3 C** | **Vendor's Pending Litigation and Judgments (Section A.3)** |
| | ☐ | Vendor furnished a statement describing the size and scope of any pending or threatening litigation against or by the Vendor or principals of the Vendor in the past five (5) years. |
| | ☐ | Vendor furnished a statement and indicated that there are **NO** pending or threatening litigation against or by the Vendor or principals of the Vendor in the past five (5) years. |

| RFSQ | Section 2.7.4 | Required Forms (Section B) |
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| **Includes all forms identified in Appendix A - Required Forms** | | |
| ☐ | **Exhibit 3** | Certification of No Conflict of Interest |
| ☐ | **Exhibit 4** | Vendor's EEO Certification |
| ☐ | **Exhibit 5** | Request for Preference Program Consideration |
| ☐ | **Exhibit 6** | Familiarity with the County Lobbyist Ordiance Certification |
| ☐ | **Exhibit 10** | Attestation of Willingness to Consider GAIN/GROW Participants |
| ☐ | **Exhibit 11** | County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception |
| ☐ | **Exhibit 12** | Charitable Contributions Certification |
| ☐ | **Exhibit 13** | Certification of Compliance with the County's Defaulted Property Tax Reduction Program |
| ☐ | **Exhibit 14** | Zero Tolerance Policy on Human Trafficking Certification |
| ☐ | **Exhibit 15** | Intentionally Omitted |
| ☐ | **Exhibit 16** | Compliance with Fair Chance Employment Hiring Practices Certification |
| **RFSQ** | **Section 2.7.6** | **Proof of Licenses (Section D)** |
| ☐ | Vendor furnished a copy of all applicable licenses, certificates, accreditation, and permits for the provision of services for which they intend to qualify. | |
| **RFSQ** | **Section 2.8** | **SOQ Submission** |
| ☐ | Vendor provided one (1) original SOQ and two (2) copies **AND** an electronic version of the SOQ on a thumb drive/compact disk. The cover of the original SOQ must clearly state **"Original"**. The original SOQ and two (2) copies must state **"Project Management Services SOQ" RFSQ Bid No. DMH110918B1**, and the name of Vendor's organization/firm. | |

**Applicant acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his judgment shall be final. Applicant also understands and agrees that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix H – Sample Master Agreement.**

**I DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.**

| PRINT PREPARER'S NAME | PREPARER'S EMAIL ADDRESS | DATE |
|---|---|---|
| PREPARER'S SIGNATURE | TITLE | |
| ADDRESS OF HEADQUARTERS | CITY, STATE, ZIP CODE | |