



Request for Statement of Qualifications
BEST Chance Evaluation

Issued: June 22, 2023

Due Date: August 4, 2023

Capital Workforce Partners | Request for Statements of Qualifications (RSQ)

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I. Purpose of this Solicitation

Capital Workforce Partners (CWP) is seeking one qualified entity to conduct a comprehensive evaluation of CWP's BEST Chance Program, which serves over one hundred Returning Citizens (e.g., formerly incarcerated individuals) and Justice-Involved Youth (JIY) annually in the Greater Hartford region through workforce development programming and services that prepare participants for employment and employment retention. The work will include retrieval, analysis, and presentation of both quantitative and qualitative information on BEST Chance program participants encompassing in-program participation measures as well as post-program employment and recidivism outcomes.

The purpose of the services solicited through this RSQ is to evaluate the BEST Chance program and its outcomes to identify emergent best practices, areas for improvement, and other insights to better serve the Returning Citizen and JIY populations across a continuum of workforce development programming and services.

II. Background

Capital Workforce Partners - the Regional Workforce Development Board for North Central Connecticut

CWP is a private, non-profit corporation. Under the mandate of federal legislation, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Governor of Connecticut, along with the Local Chief Elected Officials (CEOs) for the North Central Region, has designated CWP as the regional workforce development board and administrator for the North Central Region encompassing 37 central Connecticut (CT) municipalities. CWP administers WIOA programs in the North Central Region in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681.

CWP's mission is to leverage public and private resources to produce skilled workers for a competitive regional economy. CWP strives to implement and coordinate an effective Workforce Development System that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

CWP administers seven American Job Centers (AJC) in the North Central Region, which serve as one-stop career and employment centers providing a full range of assistance to jobseekers. AJCs offer training referrals, career counseling, job listings, and related employment services such as career navigation, supportive services, and credential-based training programming. CWP facilitates the BEST Chance program as an augmentation of the AJC network, with a specific focus and purpose to serve Returning Citizens (e.g., formerly incarcerated individuals). BEST Chance has recently expanded its services to also include Justice-Involved Youth (JIY) (e.g., young adults that have been involved in the justice system but that have not necessarily been incarcerated). BEST Chance services are designed to rapidly train and place Returning Citizens and JIY into employment and to support employment retention, promoting self-sufficiency while reducing recidivism.

CWP is governed by a Board of Directors and Local Chief Elected Officials (CEOs) for the North Central Region, working through the Local Chief Elected Official Consortium, consisting of 37 chief elected officials in the North Central Region. A majority of the CWP Board of Directors' members represent private sector businesses.

The North Central Region includes the following 37 Connecticut towns and cities:

Andover	East Hartford	Hebron	Simsbury	West Hartford
Avon	East Windsor	Manchester	Somers	Wethersfield
Berlin	Ellington	Marlborough	South Windsor	Windsor
Bloomfield	Enfield	New Britain	Southington	Windsor Locks
Bolton	Farmington	Newington	Stafford	
Bristol	Glastonbury	Plainville	Suffield	
Burlington	Granby	Plymouth	Tolland	
Canton	Hartford	Rocky Hill	Vernon	
East Granby				

III. Solicitation Timeline

RSQ Issued	June 22, 2023
Deadline for written questions	July 3, 2023
Q & A Published	July 10, 2023
Submission Deadline	August 4, 2023 – 5pm
Notification of Award	August 18, 2023

Questions regarding this RSQ must be submitted in writing to via email to rfp@capitalworkforce.org with the subject line “RSQ Question”. CWP staff will not respond individually to questions; responses will be published on the CWP website no later than July 10, 2023.

IV. Funding

The contract will be funded through CWP's 1) federal Department of Labor Community Project and 2) private Hartford Foundation for Public Giving grants. CWP anticipates allocating a total of \$35,000-\$50,000, contingent upon budget availability. The amount of the contract award will be based on the anticipated service delivery schedule. CWP reserves the right to purchase other services with other federal, state of CT or private funds.

V. Eligible Proposers and Proposal Acceptance Criteria

Any organization that meets the following criteria, whether for-profit or non-profit, may apply.

1. In business for at least two years prior to proposal submission.

2. Legally able to do business in the State of CT; evidence of legal status in the form of a printout of current business registration from the CT Secretary of State, indicating the type of business (corporation, LLC, LLP, etc.). Out-of-state proposers may submit similar business registration from their home state but must register in CT no later than August 1, 2023.

No organization, nor its named partners or subcontractors, will be considered that:

1. Has been debarred by an action of any government agency; or
2. Has a previous contract with any governmental entity in Connecticut terminated for cause; or
3. Has not complied with an official order of any agency of the State of Connecticut or the United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services; or
4. For any other good and just cause determined at the sole discretion of CWP.

These provisions include any related entities of the Proposer.

CWP reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RSQ reissued. CWP reserves the right to waive minor technical irregularities in offers received. During the technical review period, CWP reserves the right at its sole discretion and sole judgment to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points.

The proposer must sign the certifications and assurances at Attachment B. The submission of a proposal in response to this RFP with signed Attachment B is an affirmative act of agreement and/or assurance that the proposer and its collaborators shall comply with these requirements. If unable to comply with these requirements, please do not submit a proposal.

VI. Scope of Services

A. Evaluation Requirements

To facilitate the evaluation, CWP will:

1. Securely make available to the evaluator all available and relevant BEST Chance programmatic data and information as collected by CWP staff and housed in CWP's Efforts to Outcomes (ETO) data management system. Anticipated data elements to be made available include:
 - a. Basic participant demographic information (e.g., age, gender, race/ethnicity)
 - b. Participant services received (e.g., participation in BEST Chance program components, supportive services provided, subsidized training enrollment and participation)
 - c. Participant training and employment outcomes (e.g., credentials attained, employment placements)
 - d. Participant employment retention outcomes up to six months post-program
2. Coordinate with the contractor to facilitate qualitative information retrieval (e.g., interviews, surveys) from CWP staff, program participants, and BEST Chance service providers, within reasonable accommodations.

CWP is not responsible for providing or facilitating retrieval of data elements outside of the standard BEST Chance data collection processes, including from state agencies or other external stakeholders (e.g., CT Department of Labor, CT Department of Corrections) that may impact the Research Questions (see following section); this is the responsibility of the contractor.

The contractor will:

1. Securely retrieve and analyze all available and relevant BEST Chance internal and external quantitative and qualitative information as needed to thoroughly address each of the Research Questions;
2. Provide CWP with at least monthly updates on the evaluation status in a format prescribed by CWP throughout the evaluation period; and
3. Produce a formal written report encompassing all findings and recommendations and accommodate reasonable requests for revision or clarification, with availability to provide in-person or virtual presentations of the report to stakeholder audiences.

B. Research Questions

The BEST Chance evaluation will thoroughly address the following research question in the final written report:

1. What are the employment, wage, and recidivism outcomes of participants in the BEST Chance Program, and how do these outcomes vary by type of offense, demographics, and services received, including against the general population (e.g., non-participants)?
2. To what extent are the employment pathways supported by BEST Chance aligned with the needs and aptitudes of participants, and how do these pathways vary by demographic and offense type (as well as for JIY)?
3. What are the factors that contribute to successful employment outcomes (i.e., employment retention at 2 or 4 quarters, credential attainment) for participants in the BEST Chance Program, and how do these factors vary by offense type, education level at start, employment history, and training/support received? What is the impact of co-enrollments into other American Job Center services on BEST Chance employment outcomes?
4. What is the participation rate of customers in the different phases of the BEST Chance Program (submitting application, enrolling, receiving training, attaining credential(s), attaining employment, and employment retention), and how does participation vary by demographics and offense type? How does participation across the different phases contribute to program outcomes?
5. How do the outcomes of the BEST Chance Program compare to outcomes from similar programs that serve formerly incarcerated individuals and/or other workforce programs serving JIY, and what factors may explain any differences in outcomes?
6. How does the partnership structure of BEST Chance contribute to successful program outcomes, and how are BEST Chance partners adding value to program services?

7. How does the availability and quality of external data sources (CT DOC, CT DOL) affect the ability of the BEST Chance Program to successfully implement services, and what steps can be taken to address any data limitations?

VII. Narrative Specifications

The application must include answers to every question in the order presented below. Please provide a complete response to each question.

A. Previous/Relevant Experience

1. Describe your organization's previous experience conducting evaluations for workforce programs.
2. Describe your organization's previous experience conducting evaluations for programs serving justice-involved individuals (e.g., Returning Citizens, Justice-Involved Youth).
3. Describe your organization's previous experience conducting evaluations with mixed methodologies and/or evaluations that required aggregation or comparison across multiple data sources.
4. Describe your organization's previous experience working with a) state agencies, b) workforce development boards, and c) community-based organizations.
5. Describe your organization's previous experience developing formal written evaluations and presenting such evaluations to stakeholder audiences.

B. Capacity

1. Describe your capacity to securely obtain relevant data elements from CT state agencies and cross-map such data against CWP's internal BEST Chance data to address the Research Questions, including a statement of capacity and commitment to securely manage Personally Identifiable Information (PII) in accordance with CWP's [PII Policy](#).
2. Describe your capacity to commit to conducting a quantitative and qualitative review of the BEST Chance program within the specified time period and parameters, culminating in a formal written report that addresses each of the Research Questions.

C. Implementation Plan and Staffing

1. Implementation Plan. Please include a plan for the following activities: Data collection, Quantitative analysis, Protection of PII, Qualitative research, and Report generation. **You must be ready to initiate the evaluation by no later than August 28, 2023.**
2. Staffing. Describe the qualifications of your organization's evaluation team, including 1) the resume of each staff member to be assigned to this project, and 2) an organizational chart including staff assigned to this project, as applicable.

D. Organizational Status

Complete the checklist at Attachment C, and attach the required documents to your proposal. Please see Appendix A for CWP's insurance requirements for contractors.

E. References

Complete the reference list at Attachment D, providing a list of three references that can describe your capacity and your experience with performing quantitative and qualitative evaluations.

VIII. Cost Structure

A. Cost Estimate

CWP will issue a fee for service consulting contract. The selected contractor will be paid based on its hourly rate and proposed number of hours for each phase of the evaluation, per its implementation plan:

1. Data collection
2. Quantitative analysis
3. Qualitative research
4. Report generation

Please state your estimated hours x hourly rate for each phase, and the total cost of the project.

B. Payment Schedule

Contractor will be paid monthly upon receipt of an invoice in the format prescribed by CWP and verification of the work completed.

IX. Application Assembly and Delivery Instructions

Applications will be submitted electronically to rfp@capitalworkforce.org. The narrative should be single-spaced, in 12-point font with 1-inch margins, formatted for 8 ½ x 11-inch pages. The application should be assembled in this order:

1. Attachment A – Proposal Cover Page
2. Attachment B - Certifications and Assurances, signed electronically or in blue ink.
3. Attachment C – Organizational Status Checklist
4. Documents listed on Organizational Status Checklist
5. Attachment D - Reference List
6. Staff Resumes
7. Narrative
8. Implementation Plan
9. Cost estimate

Please use affirmative language (will, shall) in the narrative.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or formal Letter of Award. Applications may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

Applications must be received by 5:00 p.m. on August 4th, 2023. Applications received after the deadline will be rejected and returned to the sender.

X. Evaluation Criteria

Primary consideration in the selection of service providers considers whether the organization has:

- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, experience, accounting, and operational controls;
- The technical skills to perform the work; and
- Adequate financial resources or the ability to obtain them.

Applications will be rated according to the following criteria:	<u>Point Value</u>
Previous/Relevant Experience	25
Implementation Plan	25
Staff Qualifications	25
<u>Cost</u>	<u>25</u>
TOTAL	100 points

XI. General Conditions, Terms, & Solicitation Provisions

The release of this RSQ does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RSQ, and to evaluate all accepted applications on the criteria in this RSQ. Before preparing applications, respondents should note that:

- a. CWP will not pay for any expenses incurred prior to the execution of a contract and will not be liable for any cost incurred in the preparation of applications or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
- b. All applications in their entirety will become the property of CWP upon submission.
- c. Applications may be withdrawn by written notice. Withdrawals will be accepted any time up to execution of a contract.
- d. The award of a contract for any proposed service is contingent upon:
 - Favorable evaluation of the application in relation to other applications;
 - Approval of the application by CWP; and
 - Successful negotiation of any changes required by CWP.
- e. CWP reserves the right to negotiate the final terms of all contracts with successful respondents. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, program schedules, target groups, and service levels.
- f. CWP also reserves the right to accept any application as submitted for contract award without substantive negotiation of offered terms, services, or costs. Therefore, respondents are advised to propose their most favorable terms initially.
- g. CWP is responsible for final review and evaluation of applications and selection of service providers and reserves the right not to fund any or all applications. Applications must be complete and must follow the format outlined in this RSQ.
- h. By submission of the application, the respondent certifies that in connection with this application:
 - The costs in the application have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other respondent or with any competition;
 - Unless otherwise required by law, the costs which have been quoted in the application have not been knowingly disclosed by the respondent, and will not be disclosed by the respondent, prior to award directly or indirectly to any other respondent or to any competition;
 - No attempt has been made by the respondent to induce any other person or firm to submit or not submit an application for the purpose of restricting competition; and
 - The respondent shall agree that no employee, member/partner, either paid or unpaid which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation, selection, award, or administration of contracts supported by Federal/State/City/Private funds.
- i. Applications will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information

contained in all applications received. However, respondents should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from.

- j. Any respondent awarded funds to provide services will be required to operate a program of professional quality, maintain proper programmatic and fiscal controls, and submit timely reports as required. Service providers must ensure that programs are administered with safeguards against fraud and abuse. No portion of the program will discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, genetic information, or political affiliation or belief. Moreover, programs must comply with the Americans with Disabilities Act (ADA), which requires, among other things, that all programs be fully accessible to persons with disabilities or be linked with programs of equal quality, which are accessible.
- k. Respondents are encouraged to read this entire RSQ before preparing and submitting an application. Applications that do not follow the general format, do not include all the minimum requirements specified including the required documentation and certifications in this RSQ, and/or are not submitted by the due date and time will not be considered for funding.

XII. Appeal Procedure

Appeals shall be limited to violations of local, State or Federal laws, rules, and regulations. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with the CWP Procurement SOP process. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they are regarding such issues as evaluator's professional judgment on the quality of a proposal or CWP's assessment of its own needs or requirements.

The Proposer may request a post-procurement meeting at which time the Proposer shall specify the details related to the aforementioned violations. The meeting can be requested over the phone or in writing. An appeal meeting must be requested within five (5) business days of notification of non-award. In the meeting, the discussion is limited to the proposer's presentation of a matter of bias, discrimination, conflict of interest or CWP's non-compliance with procurement procedures. The President/CEO will issue a decision within five (5) business days of the appeals meeting. The decision is final and conclusive.

APPENDIX A: Insurance Requirements

Consultant, and any subcontractors engaged to perform services under this contract, shall maintain the following insurance coverage throughout the Term. All such insurance shall be of the “coverage” type and issued by insurers authorized to do business in the State of Connecticut, shall name Capital Workforce Partners, Inc. (CWP) as an additional insured on the General Liability and Commercial Automobile Liability policies and not on the Worker’s Compensation policy, shall contain appropriate endorsements for all such policies denying Contractor, its subcontractors and its insurers the right of subrogation against CWP, and shall contain a provision whereby each insurer agrees not to cancel such insurance without thirty (30) days prior written notice to CWP. Consultant shall furnish CWP with a certificate evidencing the aforesaid insurance coverage and endorsements, and renewal certificates shall be furnished to CWP at least thirty (30) days prior to the expiration date of such insurance. The following insurance policies and policy limits are required:

- (i) Statutory Workers’ Compensation coverage with minimum limits for Employers Liability as follows:

Bodily injury by Accident	\$500,000 each accident
Bodily injury by Disease	\$500,000 policy limit
Bodily injury by Disease	\$500,000 each employee

- (ii) Commercial General Liability coverage with the following limits:
 - \$1,000,000 Each Occurrence;
 - \$2,000,000 General Aggregate Limit;
- (iii) Commercial Automobile Liability coverage including Hired and Non-Owned Auto coverage with a Combined Single Limit of \$1,000,000
- (iv) Professional Liability coverage including Errors and Omissions.

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response

costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

Errors and Omissions Insurance which covers any computer system or software architecture, engineering, design, accounting, legal or other professional services under or in connection with this Agreement, at such party's sole cost and expense, in an amount not less than \$2,000,000 per occurrence.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the CWP requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CWP.

ATTACHMENT A: Proposal Cover Sheet

Capital Workforce Partners
2023-24 BEST Chance Evaluation
Request for Statement of Qualifications
Due Date: July 26, 2023 - 5:00 pm



Name of Proposer Organization:

Proposer Organization FEIN:

Contact Person Information

Name:

Title:

Telephone:

Email Address:

Organization Status

Non-Profit Corporation

Private For-Profit Corporation

Government

Other: (specify)

Proposer Location (headquarters)

Street:

City:

State:

Zip:

Amount Requested \$

ATTACHMENT B - CERTIFICATIONS AND ASSURANCES

CERTIFICATIONS

On behalf of the proposing organization named on Attachment A (Proposer)

Proposer Name:

1. The individual signing certifies that they are authorized to contract on behalf of the Proposer listed on Attachment A.
2. The individual signing certifies that all information in this proposal is true and correct, the document has been duly authorized by the governing body of the Proposer, and the Proposer will comply with the attached assurances if a contract is awarded.
3. The individual signing certifies that they have read and understand all the information in this Request for Proposal, including the cost reimbursement payment schedule and the programmatic and service delivery requirements.
4. The individual signing certifies that any financial or other relationships with CWP Board Members or Staff are disclosed below. Check here if there are none: ☐

Disclosures: List the name and title of each person that has a relationship with a CWP Board or staff member and list the name and role of the person associated with CWP or Board member.

Name and title of Proposer's staff or board member who has or who's immediate family member or partner has a relationship with CWP Board or staff member.

Name of the CWP board or staff member and nature of the relationship (e.g., spouse, parent, child, sibling).

Name, Title

Name, Relationship

1.

1.

2.

2.

3.

3.

4.

4.

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected.

The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We have not had a contract terminated for cause by any State of Connecticut government entity.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have all of the fiscal controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.
6. **We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintain confidentiality of records, as required.
 - Report financial, participant, and performance data, as required.
 - Comply with Federal OMB Uniform Guidance at 2 CFR, Chapter I, Chapter II, Part 200, et al.
 - Comply with State of CT Cost Standards.
 - Comply with Federal and State non-discrimination provisions.
 - Meet requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meet requirements of the *Americans with Disabilities Act of 1990*.
 - Meet all applicable labor law, including Child Labor Law standards.
 - Ensure organization is a Drug Free Workplace.
 - Ensure that contract funds will not be used to lobby.
 - Enforce zero tolerance for violence in the workplace.
 - Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors.
7. **We will not:**
 - Place a participant in a position that will displace a current employee.
 - Use public/private money to assist, promote, or deter union organizing.
 - Use funds to employ or train persons in sectarian activities.
 - Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
 - Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I hereby attest that these certifications, disclosures and assurances are true.

Signature of Authorized Representative

Date

Print name of Authorized Representative

Title of Authorized Representative

ATTACHMENT C: ORGANIZATIONAL STATUS CHECKLIST

A copy of each of the applicable documents listed below must be submitted with the proposal.

1. Current Organization Status

Document	Attached
Printout of current business registration from CT Secretary of State, or comparable agency from organization's home state, indicating type of business (corporation, LLC, LLP, etc.)	
Non-Profit Organization: Proof of 501(c) 3 status.	

2. Proof of Current Insurance

Document	Attached
Certificate of Insurance: Workers Compensation	
Certificate of Insurance: General Liability	
Certificate of Insurance: Automobile	
Certificate of Insurance: Cyber Liability	
Certificate of Insurance: Professional Liability	

3. Proof of Current Financial Status

Document	Attached	Not Applicable
Most recent state and/or federal single audit (non-profit proposer)		
- OR -		
Third-party financial audit and summary of revenue by source for past two fiscal years (non-profit proposer)		
- OR -		
Third-party recent financial audit, financial review, or financial compilation for past two fiscal years (for-profit proposer)		

ATTACHMENT D:

BEST Chance Evaluation Request for Statement of Qualifications Reference List

Proposer must provide three references that will be contacted directly by CWP staff. The references should be able to provide information on the proposer's capacity and experience with evaluations similar to the one solicited by CWP. The references should have experience with the proposer during the past two years.

1. Organization Name:

Contact Person Name and Title:

Contact Person Telephone:

Contact Person Email:

2. Organization Name:

Contact Person Name and Title:

Contact Person Telephone:

Contact Person Email:

3. Organization Name:

Contact Person Name and Title:

Contact Person Telephone:

Contact Person Email: