# Attachment B – Proposal Introduction and Solution / Approach

1. **Proposal Introduction**:

In your introduction, please include, at a minimum, the following information and/or documentation:

* + - * A statement to the effect that your proposal is in response to this RFP;
			* A brief description of your firm/company;
			* A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
			* Evidence of any licenses or registrations required to provide the services under this contract.
1. **Proposal Solution / Approach**:

Respondents shall provide their solution and approach to meeting the requirements outlined in Section 2. Statement of Work of this RFP.

1. **Project Timeline / Schedule**:

Respondents shall provide a preliminary project schedule showing completion dates.

1. **Technical Approach**

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm’s ability to identify, evaluate and communicate while providing the requested services, e.g. fees.