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| --- | --- |
| **Supplier Name:** |  |

**MINIMUM QUALIFICATIONS FORM**

Proposals that do not satisfy the following minimum qualifications will be deemed non-responsive and will not be scored. Compliance with the Minimum Qualifications require completion of the following forms in Attachment A-1.

**I certify that the proposed services have the following mandatory minimum qualifications.**

 **CHECK ONE**

|  |  |  |
| --- | --- | --- |
| **Minimum Requirements** | **Yes** | **No** |
| LETTER OF INTENTInterested vendors must submit a mandatory Letter of Intent by the due date as indicated in Section I. Introduction, Item B. Schedule.  |  |  |
|  Supplier Qualification FormThe proposed has signed stated that they are in compliance with the City Supplier compliance requirements listed on form. |  |  |
| PROPOSAL Minimum Qualifications (This Form)The proposer has signed and stated that they are in compliance with the minimum qualifications outlined in Section IV. Mandatory and Minimum Qualifications, B. |  |  |
| Minimum Qualification form Proposer has completed and attached the 12L compliance form. |  |  |
| Minimum QualificationPer AMENDMENT #1 – This language has been removed. | NA | NA |
| Minimum QualificationProposer is an approved City Supplier. Or in the process of becoming a City Supplier and will comply with all City Ordinances. |  |  |
| Minimum QualificationProposer has five (5) years experience as a provider of HHS Psychosocial Support services for PLWH and for Long-Term Survivors of HIV or related services to people who use substances.  |  |  |
| Budget Form (Guaranteed Maximum Price Cost Proposal) Proposer must complete and submit with their proposal response the Budget Form in Attachment A-1. This is the Guaranteed Maximum Price (GMP) cost proposal which addresses all items listed in Section III Minimum Qualifications, Item F. Budget Form. |  |  |

Proposals will not be scored during the screening of Minimum Qualifications. The proposer must check each requirement either “Yes” or “No.” An answer of “No” will result in failure to meet the Minimum Qualifications and your proposal will be rejected. This screening is simply a pass or fail determination as to whether the proposer has met the minimum qualifications. A proposal that fails to meet the minimum qualifications will not be eligible for consideration in the evaluation process. The City reserves the right to request clarifications from proposers prior to rejecting a proposal for failure to meet the minimum qualifications. Clarifications are limited exchanges between the City and Proposer for the purpose of clarifying certain aspects of the proposal and will not provide a proposer the opportunity to revise or modify its proposals. Only proposals that meet the minimum qualifications can proceed to the next evaluation phases.