

1: Do you want a narrative proposal explaining how the bidder would approach the project attached to the Statement of Qualifications Form? If so, how long a narrative proposal do you seek? If not, is the "qualifications packet" mentioned on the Statement of Qualifications Form to include only the form itself, the resume, the work sample, and the referee list?

Yes, we would like an overall description of only one page.

2: I don't understand how to fill out the "A,B,C" section under Qualifications on the Statement of Qualifications Form. For "A," for example, do I simply indicate that a resume, for "B" a work sample, and for "C" a referee list are attached or included?

- A. You would need to attach your resume and your resume should be composed of all your personal research.**
- B. You should also attach a sample of your published work.**
- C. Kindly list the names and phone numbers of three references.**

3. Similarly, for A through E in the "Time Frame" section on the Statement of Qualifications form, do you want a number of hours, or days, estimated to complete A (research), B (writing), C (illustration work), D (meetings), and E (revisions)?

We would appreciate you to “estimate” how many hours and the cost per hour for you to complete individual tasks.

- A. Research**
- B. First Draft**
- C. Identify Illustrations and write captions**
- D. Meet with City teachers and organizations**
- E. Make revision with the publisher and staff**

4. The Price Proposal Bid Form asks for a "base fee" for each of the five components, while the instructions to bidders ask for "the unit price or price proposal base amount." Do you want bidders to state a flat rate for each of A through E, or do you want both an hourly or daily rate and a total fee for each of the five (based on the amount of time specified on the Statement of Qualifications Form)?

You would need to figure out how many hours it would take to do research
Example: It would take you 50 hours to complete your research and you make \$10.00 per hour, you would place \$500.00 in section A in words and numbers.