**PHB 2012-13**

**Appendix A4 – Proposal Format & Content**

##### Contractor Proposal Format & Content

Proposals should be clear and concise and address all items on the proposal cover sheet. If an item is not applicable, mark the response “N/A”. PHB is not responsible for any expenses incurred in the preparation of the proposal or worksheets.

Each proposal must include the following information in the order listed below:

* A completed Contractor Proposal Cover sheet (see attached).
* If this is a renewal, include the “Draft Contract” (see attached) with revisions for FY 2012-13.
* Current insurance certificate.
* Workers Compensation certificate.
* Auto Liability Insurance or memo stating auto will not be used.
* EEO expiration date, City website for more information, [www.portlandonline.com/omf/index.cfm?c=45665&](http://www.portlandonline.com/omf/index.cfm?c=45665&)
* Business license number or exemption, City website to apply: [www.portlandonline.com/omf/index.cfm?c=27353&a=158119](http://www.portlandonline.com/omf/index.cfm?c=27353&a=158119)
* A completed Budget Proposal worksheet (see attached). Include additional attachments as necessary.
* Completed A-133 form (see attached).
* Completed FFATA form, if applicable (see attached).
* Completed Indirect Cost Allocation form, if applicable (see attached).
* Indirect Rate Agreement or Cost allocation plan, if applicable.
* Copy of 501(c)(3) Federal Income Tax Exemption letter, as well as most recent tax return or audited financial statement.
* Board of Directors roster.

**Submission of Proposals**

The proposal should be returned via email, US mail, or fax by due date

**Electronic Mail**

Ruth.Benson@portlandoregon.gov

**Phone**

See contract manager phone number on cover letter.

**Fax**

ATTN: [Contract Manager Name]

503-823-2387

**Mail/Personal Delivery**

[Contract Manager Name]

PHB

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