

# Attachment A: Proposal Template

Proposals must be submitted electronically in PDF format to Anna Amen, Finance and Operations Director, at [aamen@northborok.info](mailto:aamen@northborok.info) by Friday, December 23, 2024 at 9:00am. All questions regarding this proposal should be sent to Anna Amen, Finance and Operations Director, [aamen@northborok.info](mailto:aamen@northborok.info) by December 10, 2024.

1. Name of Company
2. Contact name and title
3. Address
4. Phone number
5. Email
6. Employees

Total # of Employees:

# of Employees	Title/Role

7. Independent contractors (if any)

Total # of IC:

# of IC	Role


8. Company background and qualifications

9. Additional information

10. Proposed approach

11. Staffing plan

12. Budget

13. Proof of insurance

14. References

	Organization Name	Contact (Name, Phone, Email)	Years Working Together
1			
2			

