



# STANDARD FORM - APSB BPS

May 24, 2016

## Boundary Planning Services

### Statement of Qualifications

1. Project title <b>Indefinite Deliveries Contract for Boundary Planning Services</b>	2. Project number <b>RFQ-16-012</b>																
3a. Official Name of Firm (include official name as registered in the state of Louisiana Secretary of State Office, or if firm is not registered in Louisiana, note the official name of the firm listed in the Secretary of the State where the firm's nearest office is located)	3b. Firm mailing address of the office to perform work.																
	3c. Name, title, telephone number, and e-mail address of the official with <b>signing authority</b> for this contract																
3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):  Signature: _____ Date: _____																	
4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3b above: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a. Directors/Managers</td> <td style="width: 20%;">a. _____</td> </tr> <tr> <td>b. Political Advisors/Political Analysts (or employees whose specialty is in understanding political factors that influence student enrollment boundary plans)</td> <td>b. _____</td> </tr> <tr> <td>c. Boundary Planners (or employees whose primary duty is to develop student enrollment boundary options and final boundary plans)</td> <td>c. _____</td> </tr> <tr> <td>d. Demographic Analysts (or employees whose specialty is in understanding the demographic factors that influence student enrollment boundary plans)</td> <td>d. _____</td> </tr> <tr> <td>e. Implementation Specialists (or employees who provide customer focused assistance with software problems)</td> <td>e. _____</td> </tr> <tr> <td>f. Customer Service Representatives (or employees who have a broad knowledge of the technical and customer service related issues)</td> <td>f. _____</td> </tr> <tr> <td>g. IT Engineers</td> <td>g. _____</td> </tr> <tr> <td>h. Other personnel not included in above categories</td> <td>h. _____</td> </tr> </table> <p>Total personnel at primary work location (sum of a – h)</p>		a. Directors/Managers	a. _____	b. Political Advisors/Political Analysts (or employees whose specialty is in understanding political factors that influence student enrollment boundary plans)	b. _____	c. Boundary Planners (or employees whose primary duty is to develop student enrollment boundary options and final boundary plans)	c. _____	d. Demographic Analysts (or employees whose specialty is in understanding the demographic factors that influence student enrollment boundary plans)	d. _____	e. Implementation Specialists (or employees who provide customer focused assistance with software problems)	e. _____	f. Customer Service Representatives (or employees who have a broad knowledge of the technical and customer service related issues)	f. _____	g. IT Engineers	g. _____	h. Other personnel not included in above categories	h. _____
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5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:
- |   |          |
|---|----------|
| a. Directors/Managers                               | a. _____ |
| b. Political Advisors/Political Analysts            | b. _____ |
| c. Boundary Planners                                | c. _____ |
| d. Demographic Analysts                             | d. _____ |
| e. Implementation Specialists                       | e. _____ |
| f. Customer Service Representatives                 | f. _____ |
| g. IT Engineers                                     | g. _____ |
| h. Other personnel not included in above categories | h. _____ |

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

7. For each proposed element of work below (as defined in the RFQ-16-012 Narrative), note the % of the element to be performed by the firm.

- |   |       |
|---|-------|
| 1. Develop Scope of Work and Schedule                                     | _____ |
| 2. Prepare Code Research  | _____ |
| 3. Data Preparation   | _____ |
| 4. Prepare Draft Student Enrollment Boundary Sketches                     | _____ |
| 5. Present Options to Ascension Parish School Board                       | _____ |
| 6. Assist in Facilitating Public Hearings (as necessary)                  | _____ |
| 7. Prepare Final Student Enrollment Boundary Plans and Legal Descriptions | _____ |

8. Do you intend to use a sub-consultant(s)? \_\_\_\_\_ yes \_\_\_\_\_ no  
(For use by the Prime Consultant only)

Name and address	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (Yes/No)
1.		
2.		
3.		
4.		
5.		

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).



11. Work by firm which best illustrates project experience relevant to the proposed services described in the RFQ-16-012 Narrative (List not more than 10 Projects)

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish School Board (as Prime or Sub-consultant)

a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands)** (by phase/type of work)	
			Total	Remaining
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total	

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.