

Exhibit A – Respondent Questionnaire

NOTE: THIS FORM MUST BE COMPLETED AND RETURNED WITH THE REQUEST FOR PROPOSAL (RFP). RFP'S THAT DO NOT INCLUDE THIS FORM WILL BE DISQUALIFIED. (Note: This information may be submitted in a form provided by the vendor, but the content must be presented with all information in the same order as shown in this questionnaire.)

THE RFP SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS EXHIBIT.

- A. **Respondent's Contact Person.** Respondent must list the name, title, email address, mailing address, phone number and fax number of the individual who will be the contract person for the term of any Contract resulting from this RFP.

Name:	
Title:	
Mailing Address:	
Telephone:	
Fax:	
Email:	

- B. **References.** Respondent must provide a list of at least five (5) creative projects, including project name, building type, location of state agencies, corporations, or other entities for which Respondent has provided the requested services in the RFP during the past five (5) years. Respondent must include dates when requested services were provided, names, telephone numbers and e-mail addresses of state agency's or firm's contact person. If none, check None

1.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

2.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

3.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

4.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

5.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

- C. **Cancellations or Terminations.** Respondent must list all contracts or purchase orders that Respondent executed or accepted within the last five (5) years and which were canceled or terminated prior to completion by any state agency or other entity with which Respondent contracted. For each such contract or contract, Respondent must include a detailed explanation for the cancellation or termination and final resolution of the matter. Include the names and telephone numbers of each such state agency's or firm's contact person. If none, check None

State Agency or Other Entity:	
Explanation for Cancellation or Termination:	
Final Resolution:	
Name of Agency / Other Contact:	
Telephone number of Contact:	

- D. **Profile.** Respondent must include the following profile that:

(a)	Describes the general nature of previous similar work performed by Respondent, particularly work in the last five (5) years:
(b)	Describes the size and scope of all operations, including number of Respondent's employees and years in business:
(c)	Describes Respondent's prior contracting experience with state agencies and similar entities:
(d)	List any other information Respondent believes is pertinent to this RFP:

- E. **Personnel.** Respondent must provide in detail the qualifications, education, training, experience and certifications of all Respondent's employees who will or may provide the items under any Contract resulting from this RFP. Respondent must provide this information for each such employee.

1.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	

	Experience:	
	Certifications and Licenses:	

2.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

3.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

4.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

5.	Staff Person's Name:	
	Qualifications:	

	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	