

LACKAWANNA COUNTY BOARD OF COMMISSIONERS REQUEST FOR QUALIFICATIONS

The following explains what the Board of Commissioners expects in each of the major sections:

1. **Scope of Services** – The Board of Commissioners is requesting qualification statements to provide professional services for the County of Lackawanna. Your response should detail the firm’s or individual’s qualifications to provide that type of service.

2. **Resume** – All resumes submitted to the County of Lackawanna shall include the following:
 - a) Name and address of your firm and the corporate officer authorized to execute agreements.
 - b) A brief description of your firm’s history, ownership, organizational structure, location of its management, and licenses to do business in the Commonwealth of Pennsylvania.
 - c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
 - d) A listing of local government clients with which you have similar contracts; include the name, address and telephone number of the contact person.
 - e) A statement of your firm’s insurance coverage. Firms need not provide an insurance certificate specific to the County in responding to this RFQ. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.
 - f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm’s operations.

3. **Facilities** – Office Locations
 - a) For your firm’s facilities which will service this project:
 - i. The location
 - ii. Firm personnel assigned to this location
 - iii. Activities of the firm performed at this location

 - b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.