

# Attachment 1- Technical Proposal

Bidders must provide a response to every question to be considered.

1. Provide your organization's legal name, address, Federal Identification number (FEID) and Unique Entity Identifier (UEI) (if known). Also provide a point of contact for the proposal, including email and phone number.
2. Detail your firm's experience in providing professional support regarding the financial implications of an organizational separation or spin off of a non-profit organization including transfer of assets. Specifically identify the experience and qualifications that qualify you to propose, as outlined in Section 4. "Who May Apply", of this RFP.
3. Identify the types of staff who will be assigned to this project if you are successful in your bid, and their qualifications. Specifically identify the qualifications of staff available for the described advisory services in Section 5."Project Description", of this RFP.
4. Discuss commitments you will make to staff continuity for the project, including how you minimize the turnover on a project.
5. Describe how your firm will approach the assignment, including kick off meeting, initial deliverables, and approach to familiarizing yourself with HRI.
6. Discuss the communication process used by the firm to discuss issues with HRI Corporate Office management and audit committee of the board.
7. Provide the names and contact information for two (2) other clients you have assisted through similar project for reference purposes.
8. Describe how and why your firm is different from other firms being considered, and why our selection of your firm for this project is the best decision we could make.