

RFP Sections			Proposal Sections		Proposal Assignments		
Section (Sec)	Section M	SOW	Para #	Proposal Heading	Section Page Limit	Sub Page Limit	Author /Role
Sec 3			NA	Proposal Response to American Embassy			
Sec 3.A.1			1	Standard Form (SF) 1449			
			2	Defense Base Act (DBA) Insurance			
Sec 3.A.2			3	Offeror's/Quoter's Ability to Perform			
Sec 3.A.2.1			3.1	Project Manager Information			
Sec 3.A.2.2			3.2	Evidence of Established Business			
Sec 3.A.2.3			3.3	Relevant Past Performance Information			
			3.3.1.1	Contract #1 – Title			
			3.3.1.2	Contract #2 – Title			
			3.3.1.3	Contract #3 – Title			
Sec 3.A.2.4			3.4	Personnel, Equipment, and Financial Resources			
Sec 3.A.2.5			3.5	Plan to Obtain all Licenses and Permits			
Sec 3.A.2.6			3.6	Strategic Plan for Janitorial Services			
		PWS 1	3.6.1	Work Plan for PWS Elements			
		PWS 1.1	3.6.1.1	General Work Instructions			
		PWS 1.2	3.6.1.2	Duties and Responsibilities			
		PWS 1.3	3.6.1.3	Types of Services			
		PWS 1.3.1	3.6.1.3.1	Daily Cleaning			
		PWS 1.3.2	3.6.1.3.2	Periodic Cleaning			
		PWS 1.3.3	3.6.1.3.3	Monthly Cleaning			
			3.6.1.3.4	Quarterly Cleaning			
		PWS 1.3.5	3.6.1.3.5	Annual Cleaning			
		PWS 1.4	3.6.1.4	Green Cleaning Products			
		PWS 1.5	3.6.1.5	Recycling			
		PWS 2.0	3.6.2	Management and Supervision			
		PWS 2.1	3.6.2.1	On-Site Supervision			
		PWS 2.2	3.6.2.2	Work Schedules			

Dynamic Contracts Consultants LLC - Sample

RFP Sections			Proposal Sections		Proposal Assignments		
Section (Sec)	Section M	SOW	Para #	Proposal Heading	Section Page Limit	Sub Page Limit	Author /Role
		PWS 2.3	3.6.2.3	Quality Control			
		PWS 2.4	3.6.2.4	Quality Control Program			
		PWS 2.5	3.6.2.5	Cleaning Procedure/Practices for FEBR Doors			
		PWS 2.6	3.6.2.6	Cleaned and Washed Uniform			
		PWS 2.6	3.6.2.7	Control Overtime			
		PWS 2.7	3.6.3	Trainings			
		PWS 5.0	3.6.4	Required Types, Quantities of Equipment, Supplies and Materials			
			3.6.5	Quality of Services			
			3.6.6	Certificate of Insurance			
Sec 3.A.2.7			3.7	Proposed Green Product of Supplies and Materials Details			
Sec 3.A.2.8			3.8	Audited Financial Statements			
Sec 3.A.2.9			3.9	Safety Plan			
Sec 3.A.2.10			3.10	Risk Assessment Plan			
Sec 3.A.2.11			3.11	Recruitment and Housing Plans			
			4	Recruitment of Third Country Nationals for Performance			
			4.1	Recruitment Plan			
			4.1.1	Anticipated Number, Skills and Countries			
			4.1.2	Attract Candidates and Recruitment Strategy			
			4.1.3	Sample Recruitment Agreement			
			4.1.4	Recruitment Charges			
			4.1.5	Recruitment Practices Compliance with Recruiting Nation and Host Country Labor Laws			
			4.1.6	Understanding of Combating Trafficking in Persons			
			4.1.7	Use of Bona Fide Licensed Recruitment Companies			
			4.1.8	Notification of Changes in Recruitment Plan during Performance			
			4.2	Housing Plan			
			4.3	Treat Employees With Respect and Dignity			
			5	Section 5 – Representations and Certifications			

Dynamic Contracts Consultants LLC - Sample Only