



FORM A - NARRATIVE
Facility Management Services RFQ

Please provide the responses to the following questions in a brief narrative and, to the extent possible, organize using headers. The narrative should not exceed **10 pages**. Please do not use a font size smaller than **11-point** size for legibility.

1. Based on the RFQ requirements outlined, describe your agency's proposed service(s) to the facility and agency. Please include the following:
 - Provide an overview of your firm's services and management approach. The narrative should demonstrate the bidder's ability to customize services to the client's needs and express how the bidder is qualified and capable to provide services at the LFC.
 - Describe your company's relevant experience and background in facility management services.
 - Identify the key staff, maybe management staff if you are unable to identify the on-site facility technician currently, to be assigned to this facility and provide a background of each staff member's relevant experience and why that matters for this RFQ.
 - Provide three (3) references in which similar services were delivered, including contact name, address, and phone. Please briefly describe the nature of the work performed and the relevant parallels to the LFC Facility needs.
 - If applicable, include at least one reference of a public sector client, including state or local agencies, authorities, and municipalities.
2. Based on the nature of the LFC Facility, F5FC views all vendors, contractors, tenants, and partners as a part of a team to help carry out the mission of the LFC (www.lfcfresno.org). Share about your agency's mission and history of service and how it relates to the proposed LFC Facility setting/environment with the intended services.
3. Include a statement affirming the agency's ability to deliver the scope of work consistent with the purpose of the RFQ identified above and as follows. F5FC is seeking a broad range of expertise to perform the facility management tasks mentioned herein.
4. Share and describe how assigned personnel to the LFC facility will be evaluated on performance and delivery of services.