

ATTACHMENT C - DESCRIPTION OF SERVICES

1. Provide a statement of the project approach, any unique benefits, and other considerations.
2. Provide an estimate of the earliest start date following execution of a contract.
3. Submit a work plan with key dates and milestones. Response should include:
 - 3a. Identification of tasks to be performed by Vendor.
 - 3b. Identification of tasks to be performed by the City of Duluth.
 - 3c. Timeframes to complete performance of the identified tasks or expected timeframe in which the project would be completed.
 - 3d. Implementation strategy including transition plan if necessary.
4. Provide summary resumes for proposed project team members or assigned staff, including their specific experiences with similar projects, qualifications and special expertise, and number of years with your company.