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1. Size of organization.
 2. Number of years engaged in these types of services, including operation under other firm names.
 3. Number of staff employed by your firm.
 4. Resumé and background information of the staff that will be assigned to this project.
 5. Current copy of your firms occupational license.
 6. State under what other or former name(s) the Proposer is currently operating under or has operated under.

Provide cost for services rendered. Commission structure and any other flat rates.