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**SUMMARY OF PROJECT - GRANT ADMINISTRATION EXPERIENCE FORM-3**

ONLY PROPONENT MEMBER(S) PROVIDING GRANT ADMINISTRATION SERVICES SHOULD COMPLETE THIS GRANT ADMINISTRATION QUALIFICATION FORM

**INSTRUCTIONS:**

- 1) List the experience of the Proponent member providing Grant Administration Services.
- 2) List no more than ten (10) projects in FORM-3 per Proponent. AAFAF will not consider any projects listed above this cap.

PROponent NAME	PROJECT NAME	CLIENT NAME	LOCATION AND SECTOR	GRANT VALUE MANAGED (Total and ANNUAL) (US \$m)	START/END DATES	PROponent ROLE (1)	PERCENTAGE OF RESPONSIBILITY
Example Entry: Non-profit.org	K-12 Grants Administration	AAFAF	Puerto Rico, Education	Total: \$50m 2015: \$5m 2016: \$15m 2017: \$20m 2018: \$5m 2019: \$5m	Start Date: 07/01/15 End Date: 12/31/19	Grant Administrator: Administered Grants to K-12 schools	% of Work: 100%
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(1) Provide the role and a brief summary of the role the company played



**Form-4 Summary of Projects – Skills Assessment and Development Planning Experience Form**

**SUMMARY OF PROJECT – SKILLS ASSESSMENT AND DEVELOPMENT PLANNING EXPERIENCE FORM-4**  
 ONLY PROPONENT MEMBER(S) PROVIDING SKILLS ASSESSMENT AND DEVELOPMENT PLANNING SHOULD COMPLETE THIS  
 QUALIFICATION FORM

**INSTRUCTIONS:**

- 1) List the experience of the Proponent member providing Skills Assessment and Development Planning.
- 2) List no more than ten (10) projects in FORM-4 per Proponent. AAFAF will not consider any projects listed above this cap.

PROponent NAME	PROJECT NAME	CLIENT NAME	LOCATION AND SECTOR	GRANT VALUE MANAGED (Total and ANNUAL) (US \$m)	START/END DATES	PROponent ROLE (1)	PERCENTAGE OF RESPONSIBILITY
Example Entry: Non-profit.org	K-12 Skills Assessment and Development Planning	AAFAF	Puerto Rico, Education	Total: \$50m 2015: \$5m 2016: \$15m 2017: \$20m 2018: \$5m 2019: \$5m	Start Date: 07/01/15 End Date: 12/31/19	Skills Assessment and Development Planning Grants to K-12 schools	% of Work: 100%
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Provide the role and a brief summary of the role the company played



**PROJECT NARRATIVE - GRANT ADMINISTRATION QUALIFICATIONS FORM**

**INSTRUCTIONS:**

- 1) Using **Form-5** below, provide a narrative description for no less than three (3) and no more than five (5) of the projects listed in **Form-3** that are most relevant to the RFP scope of work and best indicate the Proponent's Grant Administration qualifications and experience.
- 2) Please provide AT LEAST one (1) project with an annual grant value managed greater than \$2.5 million.
- 3) Please provide AT LEAST one (1) project located in Puerto Rico
- 4) The project narrative description must include:
  - a) the responding entity's role in this project, (i) the nature of the grant management arrangement, (ii) the grant allocation methodology applied and (iii) any monitoring procedures created and/or implemented.
  - b) for each project, (as applicable), (i) what technical, legal and/or financial technical expertise was integrated in the grant management process, (ii) how teaming entities were organized, and (iii) the Proponent's role in managing and/or coordinating technical, legal and/or financial advisors.
  - c) for each project, the intent of the program, any challenges and the outcome/results.
  - d) the name(s) of Key Personnel and Additional Resources proposed in response to this RFP that participated in each project and the functions they performed.
  - e) for each project narrative, please provide a reference contact (including Name, Title, Organization, Address, E-mail, Telephone Number) using the Proponent Reference Form (**Form-7**) below.



### PROJECT NARRATIVES - GRANT ADMINISTRATION EXPERIENCE

<b>CLIENT NAME:</b>	<b>PROJECT NAME:</b>	
<b>PROPONENT NAME:</b>	<b>LOCATION:</b>	<b>SECTOR:</b>
<b>GRANT VALUE MANAGED (ANNUAL) (US \$M):</b>	<b>START DATE:</b>	<b>END DATE:</b>

**NARRATIVE DESCRIPTION OF PROJECT AS PER INSTRUCTION NUMBER 3) a-d (above):**



## Form-6 Project Narratives – Skills Assessment and Development Planning Qualifications Form

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### PROJECT NARRATIVE – SKILLS ASSESSMENT AND DEVELOPMENT PLANNING QUALIFICATIONS FORM

#### INSTRUCTIONS:

- 5) Using **Form-6** below, provide a narrative description for no less than three (3) and no more than five (5) of the projects listed in **Form-4** that are most relevant to the RFP scope of work and best indicate the Proponent's Skills Assessment and Development Planning qualifications and experience.
- 6) Please provide AT LEAST one (1) project with an annual grant value managed greater than \$2.5 million.
- 7) Please provide AT LEAST one (1) project located in Puerto Rico
- 8) The project narrative description must include:
  - a) the responding entity's role in this project, (i) the nature of the grant management arrangement, (ii) the grant allocation methodology applied and (iii) any monitoring procedures created and/or implemented.
  - b) for each project, (as applicable), (i) what technical, legal and/or financial technical expertise was integrated in the grant management process, (ii) how teaming entities were organized, and (iii) the Proponent's role in managing and/or coordinating technical, legal and/or financial advisors.
  - c) for each project, the intent of the program, any challenges and the outcome/results.
  - d) the name(s) of Key Personnel and Additional Resources proposed in response to this RFP that participated in each project and the functions they performed.
  - e) for each project narrative, please provide a reference contact (including Name, Title, Organization, Address, E-mail, Telephone Number) using the Proponent Reference Form (**Form-7**) below.



**FORM 6**  
**PROJECT NARRATIVES – SKILLS ASSESSMENT AND DEVELOPMENT PLANNING**  
**EXPERIENCE**

<b>CLIENT NAME:</b>	<b>PROJECT NAME:</b>	
<b>PROPONENT NAME:</b>	<b>LOCATION:</b>	<b>SECTOR:</b>
<b>GRANT VALUE MANAGED (ANNUAL) (US \$M):</b>	<b>START DATE:</b>	<b>END DATE:</b>

**NARRATIVE DESCRIPTION OF PROJECT AS PER INSTRUCTION NUMBER 3) a-d (above):**



**Form-7 Proponent References Form**

**FORM-7**

**PROPONENT REFERENCES FORM**

<b>Proponent References</b>	
<b>REFERENCE 1</b>	
Proponent (or Team Member, as applicable)	
Name of the project in which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
<b>REFERENCE 2</b>	
Proponent (or Team Member, as applicable)	
Name of the project in which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
<b>REFERENCE 3</b>	
Proponent (or Team Member, as applicable)	
Name of the project in which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
<b>REFERENCE 4</b>	
Proponent (or Team Member, as applicable)	



Name of the project in which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
<b>REFERENCE 5</b>	
Proponent (or Team Member, as applicable)	
Name of the project in which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	

Notes:

- (2) For international phone numbers, include the full dialing code for calling from the United States.



**Form-8 Key Personnel References Form**

**FORM-8**

**KEY PERSONNEL REFERENCES FORM**

<b>References for Key Personnel and Additional Resources</b>	
<b>Name and Role of Key Personnel or Additional Resource:</b>	
<b>REFERENCE 1</b>	
Name of the project in which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	
<b>REFERENCE 2</b>	
Name of the project in which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	
<b>REFERENCE 3</b>	
Name of the project in which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	

**Notes:**

- (1) This reference must meet the requirements of Section 5.7.2 in the RFP
- (2) For international phone numbers, include the full dialing code for calling from the United States.

