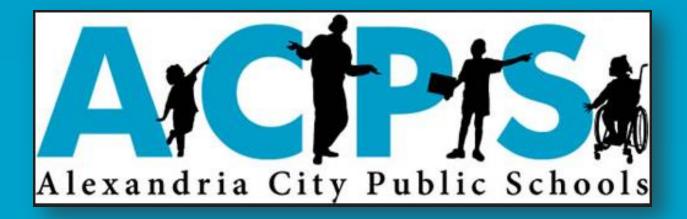*Processes and Protocols for*

Community Funded Facilities Projects Proposal Questionnaire

Alexandria City Public Schools (ACPS) appreciates the willingness of businesses, groups, organizations and other entities and persons in our community to contribute some or all of the funding, goods, services, and the like to various capital projects. The basic process for every community funded project is the same, although each project may have subtle differences. As a public entity, ACPS has significant public policy considerations including compliance with all requirements under Virginia Law and the Virginia Public Procurement Act (VPPA).   This proposal questionnaire is an important piece of the process. Fill in as much information as possible and submit to the principal of the school or to the Office of School, Business and Community Partnerships. Please feel free to attach answers on a separate sheet if more space is needed.

Date:

Name:

Business Name/Organization Name (If Applicable):

Address:

City:

State:

Zipcode:

Email Address:

Phone Number:

1. Please describe the purpose and nature of the project.

2. Please describe the scope of work and relevant history of the project.

3. Please provide any information about the entities involved and their respective roles.

4. Please describe any reasonable foreseeable impacts on the community.

5. Please provide details of schedule durations and timing for performance and completion.

6. Please provide details of anticipated cost, funding requirements, contributions from providers and on expected contributions or costs to be borne by ACPS or other person or entity.

7. Technical details about the project, to the extent in which they exist. This could include estimates, design, specification, test results, assessments, plans, functionality, service/maintenance requirements, life expectancy and other information.

8. Details of factors you feel are most critical for success.

9. Other information that ACPS would reasonably be expected to want in deciding whether or not to authorize and proceed with the project.