

Responding to a Solution-Based Procurement

This guide is included as a checklist for Offerors preparing proposals to insure that most major concerns are addressed. Some suggestions listed here may not be applicable depending on the State's needs and the proposed solution.

Submittal Letter

Offeror's Proposal should be accompanied by a Submittal Letter clearly identifying the following information and be signed by an individual authorized to sign contracts on behalf of the Offeror

The individual who is the signatory to contracts and who is responsible for the delivery of contract services;

The Federal Identification Number or Social Security Number of the Offeror

The address to send all notices relative to a contract and the name of the individual to whom notices should be addressed

The identification of all materials and/or enclosures being forwarded in response to this RFP

Executive Overview

Offeror's proposal should include a brief description of the proposed solution and an explanation demonstrating an understanding of the needs of the State as expressed in this solicitation and how the proposed solution will satisfy those needs. Include a discussion of the overall approach to the management of this effort, including brief discussions of the total organization; use of personnel; project/function/subcontractor relationships

Technical Overview

Offeror should include an overview of the proposed technical solution with enough detail to demonstrate an understanding of the current environment and scope of the project

Detailed Explanation of Proposed Solution

Management

Implementation Schedule

Complete from contract signing to installation and acceptance.

Include installation, testing, and pilot as appropriate.

Include a detailed staffing deployment schedule

Include milestones and deliverables.

Project Management Practices, Policies, and Certifications

Application Development Methodologies

Subcontracting, outsourcing, off-shore contribution (if any)

Escalation Policies, Practices, and Contacts

Technical

Detailed technical information about proposed solution:

Include technical specifications of any proposed equipment or services. Detail all of the functional capabilities of the proposed solution. Include a complete explanation of all performance capabilities and specifications including response times, if appropriate. If the proposed solution includes software, identify the manufacturer, the functional capabilities, warranties, support levels, include any applicable license agreements and documents authorizing the offeror to include those products. Include a complete explanation of all services included in the proposal and otherwise available. Include a detailed explanation of any environmental requirements for the proposed solution.

Technical and Operational manuals may be included by reference.

Installation and Support

Installation – Provide detailed information on the installation requirements and schedule.

Training – Explain any proposed training solution. Include any other training solutions that are available.

Support Services including hardware and software maintenance – Include an explanation of any proposed support services including performance guarantees. Identify all proposed maintenance including a detailed explanation of response times. Include any forms or agreements.

Include any Service Level Agreements with performance commitments.

Warranties – Include all functional, performance, and quality of workmanship warranties

Intellectual Property – Explain the ownership rights to all proposed intellectual property.

Staffing

Contractor

Key Staff

Resumes of key staff

References of key staff

Non-Key Staffing – identify by number and areas of responsibility on this project.

State - How many state employees are necessary and what training and skill levels are anticipated?

Other – Are there any other staffing requirements?

Business Proposals

Total Cost of Ownership – What is the anticipated cost of purchasing, owning, operating, maintaining, and supporting the proposed solution for the total potential term of the contract? Provide a detailed accounting.

Risk Analysis – What internal or external factors could significantly impact the probability of completing this project on time and within budget?

Risk Mitigation – What actions can be taken to mitigate the identified risks?

Risk Sharing – Are there opportunities for mutually beneficial risk sharing?

Performance Incentives – Are there opportunities for performance-based incentives?

Financial Options - Are there alternative financing options available to the State?

Offeror's Qualifications

Include the following information for the offeror and any subcontractor that will contribute more than 10% of the performance requirements of the contract:

Include a brief history of the offeror's experience in providing solutions of similar size and scope.

Financials

Audited

Public Corporations, Private Corporations, Private Companies, and LLCs

Corporate References

Customer Lists – A complete customer list is requested.

Failed Projects, Suspensions, Debarments, Litigation (past and present).