|  |  |
| --- | --- |
|  | RFP Response Template  |

[Insert Company Name Here]

***template Should be completed using Section VII, Proposal Format***

RFP Title: Enterprise Document Management System

RFP # IT-DMS-2016-01-MDS

**PROPOSALS DUE:**

November 3, 2016 no later than 5:00 pmPacific Time

|  |
| --- |
| InsertCover Letter here  |

***Proposer Information***

Company name:

Address:

Phone:

Fax:

Federal Tax Id:

Representative Name:

Title:

Address:

Phone:

E-mail:

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1. Volume I: Response to Technical Requirements
	1. Executive Summary and Introduction

See RFP Section VII.3, Section 3 for instructions on content guidance and complete tables below.

[Insert Executive Summary and Introduction here.]

## Company Overview

|  |  |
| --- | --- |
|  | **Information** |
| **Company name** |  |
| **RFP Response lead/account executive name, title and contact information:** |  |
| **Industry (NAICS)** *(North American Industry Classification System)* |  |
| **Fiscal 2015 company revenue** |  |
| **Fiscal 2015 company net income** |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership** *(i.e. private/public, joint venture)* |  |
| **Number of years Proposer has been providing Enterprise DMS Implementation and User Training services** |  |
| **Number of employees:****Total:****Implementation Services:** |  |
| **Service Delivery Locations in the Continental United States** |  |
| **End of Table** |

## References

Provide at least three references of customers with comparable service.

| **Reference # 1** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Vendor’s Project Manager Name** |  |
| **Please provide the Internet links to either the DMS service or to the courts that use the DMS service.** |  |
| **Describe how this product has become your Enterprise DMS solution.** |  |
|  **End of Table** |  |

| **Reference # 2** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Proposer’s Project Manager Name** |  |
| **Please provide the Internet links to either the DMS service or to the courts that use the DMS service.** |  |
| **Describe how this product has become your DMS solution.** |  |
| **End of Table** |

| **Reference # 3** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Proposer’s Project Manager Name** |  |
| **Please provide the Internet links to either the DMS service or to the courts that use the service.** |  |
| **Describe how this product has become your DMS solution.** |  |
|  **End of Table** |  |

* 1. Administrative Requirements

See RFP Section VII.3, Section 4 for instructions on content.

[INSERT CONTENT HERE]

* 1. Proposed Solution Requirement Response

See RFP Section VII.3, Section 5 for instructions on content.

[INSERT CONTENT HERE]

* 1. Bidders Experience and Project Staff

See RFP Section VII.3, Section 6 for instructions on content.

[INSERT CONTENT HERE]

* 1. Business Solution Response

See RFP Section VII.3, Section 7 for instructions on content.

[ ]  **Check** - Proposer has fully responded to each of the separately numbered documents in *Appendix B.*

[INSERT CONTENT HERE]

1. Volume II: Supporting Documentation

See RFP Section VII.3.1 , Section 7 for instructions on content.

[INSERT CONTENT HERE]

1. Volume III: Cost Data

See RFP Section VII.3.2, Volume III for instructions on content.  **This Volume must be submitted in a separate, sealed, and clearly identified envelope**

* 1. Cost Workbook

Appendix D, all tabs must be completed.

1. Volume IV: Completed Attachment 1 and Statement of Work (SOW)

See RFP Section VII.3.3, Volume IV for instructions on content

* 1. DMS Solution Implementation Plan

[INSERT CONTENT HERE]

* 1. DMS Migration Plan

[INSERT CONTENT HERE]

* 1. Training Plan

[INSERT CONTENT HERE]

* 1. Testing Plan

[INSERT CONTENT HERE]

 **4.5 Maintenance and Support Program**

[INSERT CONTENT HERE]

1. RFP Checklist

*To prevent* *disqualification, please ensure you have included or addressed all the items below in your response.*

[ ]  Included Proposer Company’s Name, Address, Telephone, and Fax numbers, and Federal identification number

[ ]  Included Proposer’s representative’s Name, Title, Address, telephone, and Email Address

Volume I:

[ ]  Appendix C: RFP Response Template

[ ]  Title Page

[ ]  Cover Letter

[ ]  Table of Contents

[ ]  Executive Summary and Introduction

[ ]  Company Overview

[ ]  References

[ ]  Administrative Requirements (small business, DVBE)

[ ]  Proposed Solution Requirements Response

[ ]  All Appendices B: Completed Appendices B, System and Functional Requirements and Technical Requirements, according to the instructions listed in each of the responsive Appendix B documents

[ ]  All Appendices B 04a-b, acknowledgement of materials to execute Future Options

[ ]  Response to Appendix E

[ ]  Bidders Experience and Project Staff Response

[ ]  Project Staff CVs

[ ]  Business Solution Response

Volume II:

[ ]  Supporting Information

[ ]  Third Party Products

Volume III:

[ ]  Appendix D: Cost Work Book, according to the instructions listed in Appendix D.

Volume IV:

[ ]  Appendix A: Statement of Work

Additional Documentation

[ ]  Included California Seller’s permit or certification of registration

[ ]  Included proof of good standing and qualification to conduct business in California

[ ]  Included current business license, professional certification or other credentials

[ ]  Attachment 1: Completed Attachment 1, Proposer’s Acceptance of Terms and Conditions contained in Appendix H

[ ]  Attachment 2: Small Business Declaration ***only*** if you wish to participate in the Small Business Incentive.

[ ]  Attachment 3: Completed Attachment 3, General Certifications

[ ]  Attachment 4: Completed Attachment 4, Vendor Payee Data Record

[ ]  Attachment 5: Completed Attachment 5, Bidder Declaration ***only*** if you wish to participate in the DVBE incentive

[ ]  Attachment 6: Completed Attachment 6, DVBE Declaration ***only*** if you wish to participate in the DVBE incentive

[ ]  Attachment 7: Completed Attachment 7, Iran Contracting Declaration

[ ]  Attachment 8: Completed Attachment 8, Proposed Consultants Titles