

Attachment A

Forms

Request for Proposal Number 4752Z1

**Bidders are required to complete all forms provided in this attachment
Forms A.1 is to be included as part of the Technical proposal.
Forms A.2 through A.3 are to be submitted as the Cost Proposal**

Form A.1 Requirements Traceability Matrix

Form A.2 Cost Proposal

Form A.3 Fixed Hourly Rate

Form A.4 through Form A.5 will not be scored

Form A.4 Optional Product/Service Matrix

Form A.5 Optional Cost

Form A.1

Requirements Traceability Matrix (RTM)

Request for Proposal Number 4752Z1

Each of the items in the Detailed Technical Requirement Matrix in the table below requires a response of one of the following options: “Bidder”, “Subcontractor/Affiliate”, “3rd Party”, and “No”. Bidders must respond to the Detailed Requirements Matrix using the matrix format provided and must not change the order of the requirements.

The RTM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. The Department will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide the Department with sufficient information to differentiate the bidder’s technical solution from other bidders’ solutions. Explain each response and describe how the proposed solution meets each requirement.

Only one box may be checked per requirement. If Oral Interviews/Presentations and/or Demonstrations are requested, you may be asked to demonstrate each item marked as “Bidder” or “Subcontractor/Affiliate”.

The Bidder Response box should be completed if the response to the requirement is “Bidder”, “Subcontractor/Affiliate”, or “3rd Party”. Bidders may also use it with “No” responses if desired. Bidders must provide a response directly in the matrix, using as much space as needed. Below is a brief definition of each response option. Bidders should carefully read the response definitions as these responses, as well as the entire response to this RFP, will become part of any resulting contract with the awarded contractor.

Bidder	Yes, requirement is met and demonstrable in the current release of the product(s) proposed in the bidder’s response to this RFP, without manipulation of fields, forms, or the need to add fields or tables to the system.
Subcontractor/ Affiliate	This requirement is met through the use of a Subcontractor or Affiliate with whom the Bidder works to provide a fully functional product and which is included as part of this proposal. Costs associated with Subcontractor or Affiliate products used to satisfy any requirement must be included in the fixed price cost of the proposed solution.
3rd Party	This requirement is met through the use of a 3rd Party Vendor’s product, which is included as part of this proposal. Costs associated with 3rd Party products used to satisfy any requirement must be included in the fixed price cost of the proposed solution.
Not Available	No, the requirement is not or cannot be met by the product(s) included in the proposed solution. A response of “No” to a requirement does not eliminate the bidder’s proposal from consideration. All proposals meeting the mandatory requirements set forth in Section II.N will be evaluated and scored by the evaluation committee. The “No” option is also appropriate when a requirement can be met through a separate module or if the module is not included in the fixed price cost proposal. In the above scenario, it is recommended that the bidder note this in the “response/description” section of the Optional Products/Service (Form A.4) and the cost on the Optional Cost Proposal (Form A.5).

RTM #		Bidder	Subcontractor/Affiliate	3 rd Party	No
	TECHNICAL AND LICENSING				
RTM-1	Describe in detail how your software provides graphical user interface, on-line help, tutorials, etc.				
Bidder Response:					
RTM -2	Describe in detail how your software incorporates workflow.				
Bidder Response:					
RTM -3	Describe in detail how your software will interface with Oracle Standard Edition databases. Describe in detail any limitation with interfacing with Oracle database and your software.				
Bidder Response:					
RTM -4	Describe in detail how your software will handle missing or invalid data.				
Bidder Response:					
RTM -5	Describe in detail the process that will be used to develop and implement the corporate income tax project. This should include time frames and State staffing requirements.				
Bidder Response:					
RTM-6	Describe in detail the hardware required if the software is used in a virtual server environment.				
Bidder Response:					
RTM -7	Describe in detail the hardware required if the software is used on a dedicated physical machine.				
Bidder Response:					

RTM #		Bidder	Subcontractor/Affiliate	3rd Party	No
RTM -8	Describe in detail any operating system requirements/options for the base software requirements.				
Bidder Response:					
RTM -9	Describe in detail any desktop/client software that is required to use this software.				
Bidder Response:					
RTM -10	Describe in detail any third-party software requirements for the proposed software.				
Bidder Response:					
RTM-11	Describe in detail how the software is licensed. Include all components that are necessary for a fully functioning product that meets the requirements of this RFP.				
Bidder Response:					
RTM-12	Describe in detail how the models produced by the consultant will be licensed.				
Bidder Response:					
RTM-13	Describe in detail all software required that transmits any information back to the vendor.				
Bidder Response:					
RTM-14	Describe in detail the process that will be used to install the software. This should include time frames and all staffing requirements, for both State and contractor.				
Bidder Response:					

RTM #		Bidder	Subcontractor/Affiliate	3 rd Party	No
	ENHANCEMENTS AND UPGRADES				
RTM-15	Describe in detail if your software has a “marketplace” where commercial/open-source 3 rd party add-ons are available? Describe in detail any add-on products that are available and any third-party add-ons that you support.				
Bidder Response:					
RTM-16	Are user-defined algorithms allowed? Specify in detail if your software supports this functionality and which tools or languages are supported (e.g. Java, R.Python). Describe in detail the algorithms available/provided and the ability to add/incorporate additional algorithms from other vendors/outside sources.				
Bidder Response:					
RTM-17	Describe in detail your maintenance upgrade cycle for the software.				
Bidder Response:					
RTM-18	Describe in detail how new algorithms developed by the software vendor are made available to the State.				
Bidder Response:					
RTM-19	Describe in detail the options for scaling up (adding computer nodes, distributing across the network, Hadoop) for increased number of models and/or records.				
Bidder Response:					

RTM #		Bidder	Subcontractor/Affiliate	3 rd Party	No
	PRESENTATION OF MODELING RESULTS				
RTM-20	Describe in detail how your software provides visualization of modeling results.				
Bidder Response:					
RTM-21	Describe in detail how the modeling results can be presented in a report and/or graphical format.				
Bidder Response:					
RTM-22	Describe in detail you software's use of dashboards.				
Bidder Response:					
	TRAINING, SUPPORT, AND DOCUMENTATION				
RTM-23	Describe in detail the software documentation and provide samples of the documentation.				
Bidder Response:					
RTM-24	Describe in detail your helpdesk functions, availability, and issue escalation process.				
Bidder Response:					
RTM-25	Describe in detail your training procedures and materials, for both technical and end users.				
Bidder Response:					
RTM-27	Describe in detail the process and timeline that will be used for training the Department staff to use the software. Describe in detail the equipment that is needed for training purposes.				
Bidder Response:					

RTM #		Bidder	Subcontractor/Affiliate	3 rd Party	No
	PRICING STRUCTURE				
RTM-28	Describe in detail the software pricing structure; including any pricing that depends on CPU's, cores, and/or virtual machines.				
Bidder Response:					
RTM-29	Describe in detail any pricing based on number of users. (Is this based on specific users or number of users at one time?)				
Bidder Response:					

Form A.2

Cost Proposal

Request for Proposal Number 4752Z1

Line #		Year 1	Year 2
1	Software purchase *		
2	Software Installation		
3	On-going Maintenance and Licensing Fees		

	First Renewal Period		Second Renewal Period		Third Renewal Period		Fourth Renewal Period		Fifth Renewal Period	
	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year
On-going Maintenance and Licensing Fees**										

* No Software as a Solution or vendor-hosted software solution will be accepted.
Any models developed for the Department and all models developed by the Department will be owned by the Department.

**Renewal costs shall not increase more than 2% per year.

Form A.3

Fixed Hourly Rates

Request for Proposal Number 4752Z1

Every job title identified in RFP Section V.B.2.b., SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH, must be listed below and fixed all inclusive hourly rates assigned. These rates shall remain fixed for the initial contract period. Please see Change Management as identified in Section V.B. of the RFP. These rates will only be used in the context of that section.

Number of hours provided are estimates and are not to be construed as either a minimum or maximum quantity. The hours charged shall be for the actual hours used by the agency during the life of the contract. Vendor shall not impose a minimum number of hours required.

Job Title	Estimated # of Hours	All Inclusive Hourly Rate	Total
Modeler*	1,280		
Trainer*	320		

Job Title	First Renewal Period		Second Renewal Period		Third Renewal Period		Fourth Renewal Period		Fifth Renewal Period	
	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year
Modeler**										
Trainer**										

*The hourly rate for the Modeler and Trainer shall be all inclusive, including any travel expenses.

**Renewal costs shall not increase more than 2% per year.

Form A.4

Optional Products/Services *This form will not be scored*

Request for Proposal Number 4752Z1

	Bidder	Subcontractor/ Affiliate	3 rd Party	No
Product/Service: Predictive analytics algorithms categories: Text Mining Model				
Bidder Response:				
Product/Service Predictive analytics algorithms categories: Social Networking Model				
Bidder Response:				
Product/Service				
Bidder Response:				
Product/Service				
Bidder Response:				
Product/Service				
Bidder Response:				
Product/Service				
Bidder Response:				

Form A.5

Optional Cost Proposal

This form will not be scored

Request for Proposal Number 4752Z1

Product/Service	Cost
Text Mining Model	\$
Social Networking Model	\$
	\$
	\$
	\$
	\$