

Attachment A Requirements Matrix Request for Proposal Number 111760 O3

Bidders are instructed to complete a Requirements Matrix for New Hire Reporting Services. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Business Requirement.

The matrix is used to document and track the requirements from the proposal through testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements.

The matrix should 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. DHHS will consider any such response to the requirements in this RFP to be non-responsive and the bid may be rejected. The narrative should provide DHHS with sufficient information to differentiate the bidder's business solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the requirements matrix as provided by DHHS. Failure to maintain these elements may render the bid non-responsive and result in rejection of the bidder. How to complete the traceability matrix:

Column Description	Bidder Responsibility
Req #	The unique identifier for the requirement as assigned by DHHS, followed by the specific requirement number. This column is dictated by this RFP and must not be modified by the bidder.
Requirement	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.

Project Requirements

Requirements	
Req #	Requirement
REQ-1	Bidder must meet the requirements in Section V. D. 1. Employer Outreach. Describe how your solution will meet these requirements?
	Response:
REQ-2	Bidder must meet the requirements in Section V. D. 2. Customer Service. Describe how your solution will meet these requirements?
	Response:
REQ-3	Bidder must meet the requirements in Section V. D. 3. Methods of Data Transmission. Describe how your solution will meet these requirements?
	Response:
REQ-4	Bidder must meet the requirements in Section V. D. 4. Data Elements Reported by Employers. Describe how your solution will meet these requirements?
	Response:
REQ-5	Bidder must meet the requirements in Section V. D. 5. Reporting Timeframes. Describe how your solution will meet these requirements?
	Response:

REQ-6	Bidder must meet the requirements in Section V. D. 6. Accuracy/Quality Assurance Plan. Describe how your solution will meet these requirements.
	Response:
REQ-7	Bidder must meet the requirements in Section V. D. 7. Website. Describe how your solution will meet these requirements.
	Response:
REQ-8	Bidder must meet the requirements in Section V. D. 8. Technology. Describe how your solution will meet these requirements.
	Response:
REQ-9	Bidder must meet the requirements in Section V. D. 9. Confidentiality. Describe how your solution will meet these requirements. Bidder shall also provide an example Monthly Statistical Report.
	Response:
REQ-10	Bidder must meet the requirements in Section V. D. 10. Monthly Statistical Reports. Describe how your solution will meet these requirements. Bidder shall also provide images of the proposed website solution template.
	Response:
REQ-11	Bidder must meet the requirements in Section V. D. 11. End of Contract Transition Responsibilities. Describe how your solution will meet these requirements.
	Response:
REQ-12	Bidder must meet the requirements in Section V. D. 12. Implementation. Describe how your solution will meet these requirements.
	Response: