

**Attachment 1
Minimum Qualifications
RFP 120277 O3
Vital Records Management System**

If Bidder meets the minimum requirements as outlined in the RFP under Section (V) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES, please complete this form and include in the Appendix section of your RFP response. Fill in your company name in the two areas listed below, sign and date.

C. MINIMUM REQUIREMENTS FOR EVALUATION

MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES

The State of Nebraska, Department of Health and Human Services (DHHS), Vital Records Unit (Unit) is seeking a vendor with the following minimum qualifications and/or capabilities to be deemed responsible and eligible for evaluation. If your company does not meet and/or exceed all essential qualifications and/or capabilities listed herein, your company is advised to not proceed with preparing and submitting an RFP response to this solicitation.

Confirmation that your company has read, understands, and meets the minimum essential qualifications, experience, and/or capabilities is to be included in your proposal submission – see **Attachment 1 - Minimum Qualifications**. Complete the form and include a PDF copy in the proper area of the RFP solicitation response as requested in the submission instructions outlined in Section (VII). Failure to include a signed **Attachment 1 - Minimum Qualifications** in your proposal submission shall result in the proposal being deemed as a “Non-Responsive Solicitation Response” and disqualification from consideration. Meeting the minimum essential qualifications, experience and/or capabilities is a required element to be deemed responsible and eligible for evaluation. Minimum essential qualifications are:

1. Bidder has the capability to perform all functions as outlined herein this RFP and any related attachments.
2. Bidder has the capability to perform background checks including motor vehicle records on any individual assigned to work on the project.
3. Bidder must have an existing system that at a minimum contains modules i. through vii. listed in Table 1: Essential Modules below. Or, if the bidder does not currently have a system that contains modules i. through vii. in the table below, bidder must have the necessary capabilities for all modules to be fully functional within the prescribed timeline. Bidders are highly encouraged to review **Attachment 2 - Functional Specifications** to make a sound determination the Bidder’s full range of capabilities necessary to meet said requirement. Inability to provide any of these modules would be the basis to reject bidder’s proposal or be deemed ineligible for a contract award.

Table 1: Essential Modules

The system, at a minimum, must include the following modules:

- i. Birth;
- ii. Death;
- iii. Marriage;
- iv. Dissolution of Marriage;
- v. Fetal Death;
- vi. Induced Termination of Pregnancy (ITOP);
- vii. Order Management

I have read and understand the MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES requirements as indicated in Section V. of the RFP, which reads:

I declare that [Company Name] meets all said requirements in the capacity of the company and not through the experience of our sub-contractors or staffs' experience acquired through previous employment at other companies.

Further, our company understands and agrees that this form does not represent or replace any other submissions requested under RFP section (VII)(A)(1)(h) through (j) for CORPORATE EXPERIENCE, PROPOSED PERSONNEL/ MANAGEMENT APPROACH, AND SUBCONTRACTORS for the evaluation. The sole purpose of this form is to declare our company meets the minimum requirements for acting in the capacity of the responsible party and to ascertain our company, regardless of sub-contractors and former experience of employees, is eligible for consideration in this RFP process.

I am an authorized signer to make this proclamation.

Authorized Company Representative Signature

Printed Name

Title