

## 6494 Z1 ATTACHMENT A

### OPTION 2: LICENSE PLATE FULFILLMENT SYSTEM

#### BIDDER REQUIREMENTS

The Contractor shall be responsible for the coordination of this entire project: engineering, equipment/accessories, installation, and production services (such as training, start-up, troubleshooting, service, maintenance). The following information should be submitted by the bidder for evaluation. Any proprietary or confidential documentation should be submitted as outlined on the first page of this document.

1. Provide Draft Project Plan with proposal for evaluation.

Bidder Response:

2. Provide Draft Installation and Implementation Plan with a timeline,
  - a. Codes and Environmental Issues

Contractor shall design and install all equipment in accordance following all applicable codes. Examples might be National Electrical Code, National Fire Protection Association Standards, OSHA, and applicable building code.

Bidder Response:

3. Provide Draft Training Plan for the training of operators, etc. of new line, including estimated timeline for interruption of production.

Bidder Response:

4. Provide Draft Project Status Reporting Plan

Bidder Response:

5. Provide a Draft Disaster Recovery Plan.

Bidder Response:

6. Describe the bidder's Change Control process for this project to ensure all production machines are set to the correct version.

Bidder Response:

7. In the functional specifications, the bidder should indicate recommended bandwidth requirements based upon anticipated applicant volume and document volume at each location, in conjunction with hardware and software performance of Contractor-supplied devices. If there are locations where the bandwidth required by the Contractor -specified configuration is greater than the current bandwidth available, the bidder should describe how that will be addressed.

Bidder Response:

8. Describe how bidder will secure all State data via administration, physical and technical safeguards to secure such data from unauthorized access, disclosure, alteration, and use, until the data is deleted.

Bidder Response:

9. Describe bidder's Reporting capabilities and address if they include key process indicators including production, management summary, and volumes.

Bidder Response:

10. Provide samples of bidder's form and stickers, including samples of available identification of security feature options (i.e., hologram, plate number, watermark, etc.). Describe the benefits of each security feature and how they protect from fraud or other misuse.

Bidder Response:

11. A recommended procedure shall be included, in the proposal, to maintain accountability of damaged and unused registration/sticker materials. Also, the recommended procedure should include a method to return all unused material to CSI inventory and provide a reconciliation of issued stickers. A provision to allow staff to manually document any stickers not printed correctly shall be incorporated into the system for inventory purposes. Describe the reporting processes used to account for unused and damaged sticker material.

Bidder Response:

12. The bidder shall detail specific information technology needs for network requirements, server speed, and memory and data transfer rates to ensure optimum performance of the system.

Bidder Response:

13. Describe any special scripts that will need to be written and tested. Describe bidder's understanding of the process.

Bidder Response:

14. Describe bidder's understanding of the processes necessary to complete Registration process.

Bidder Response:

15. Describe the equipment being proposed for this project and describe the productivity levels per hour for the equipment.

Bidder Response:

16. Describe the software being proposed for this project and detail how it will work when fully implemented.

Bidder Response:

17. Describe bidders post implementation procedures and how the bidder will support the State throughout the term of the contract.

Bidder Response: