

Bidder Name:

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Bidder Name:

1. Corporate Overview

a. Bidder Identification and Information

The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.

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1. Corporate Overview**b. Financial Statements**

The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.

If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference.

The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.

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1. Corporate Overview

c. Change of Ownership

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded bidder(s) will require notification to the State.

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1. Corporate Overview

d. Office Location

The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

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1. Corporate Overview

e. Relationships with the State

The bidder should describe any dealings with the State over the previous two (2) years. If the organization, its predecessor, or any Party named in the bidder's proposal response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.

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1. Corporate Overview

f. Bidder's Employee Relations to State

If any Party named in the bidder's proposal response is or was an employee of the State within the past twenty-four (24) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.

If any employee of any agency of the State of Nebraska is employed by the bidder or is a subcontractor to the bidder, as of the due date for proposal submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.

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1. Corporate Overview**g. Contract Performance**

If the bidder or any proposed subcontractor has had a contract terminated for default during the past five (5) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default.

It is mandatory that the bidder submit full details of all termination for default experienced during the past five (5) years, including the other Party's name, address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's proposal accordingly. If no such termination for default has been experienced by the bidder in the past five (5) years, so declare.

If at any time during the past five (5) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.

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1. Corporate Overview**h. Summary of Bidder's Corporate Experience**

The bidder should provide a summary matrix listing the bidder's previous projects similar to this Request for Proposal in size, scope, and complexity.

i. Experience consulting for services for governmental agencies

- a) Experience with providing consulting on projects of similar size and scope as described in this proposal.
- b) Experience consulting for projects which involved transitioning from a legacy system to a new system.
- c) Experience consulting for projects which involved the modernization of business processes.
- d) Demonstrated knowledge of the motor vehicle industry as it relates to driver license issuance and control.
- e) A clear and concise summary of the bidder's understanding of the functions of a Driver License Issuance and Control System.

The State will use no more than three (3) narrative project descriptions submitted by the contractor during its evaluation of the proposal.

The bidder should address the following:

ii. Provide narrative descriptions to highlight the similarities between the bidder's experience and this Request for Proposal. These descriptions should include:

- a) The time period of the project,
- b) The scheduled and actual completion dates,
- c) The bidder's responsibilities,
- d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and
- e) Each project description should identify whether the work was performed as the prime Contractor or as a subcontractor. If a bidder performed as the prime Contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.

iii. Bidder and Subcontractor(s) experience should be listed separately. Narrative descriptions submitted for Subcontractors should be specifically identified as subcontractor projects.

iv. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the bidders above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

v. List of all past clients from the five (5) previous years from the date of release of this RFP.

vi. Bidders shall summarize how their proposal meets the requirements of the Request for Proposal, and why they are the best qualified to perform the work required herein.

Bidder Response:

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1. Corporate Overview**i. Summary of Bidder's Proposed Personnel/Management Approach**

The bidder should present a detailed description of its proposed approach to the management of the project.

The bidder should identify the specific professionals who will work on the State's project if their company is awarded the contract resulting from this Request for Proposal. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.

The bidder should provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder's understanding of the skill mixes required to carry out the requirements of the Request for Proposal in addition to assessing the experience of specific individuals.

Resumes should not be longer than three (3) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State.

The bidder's proposal must:

- i. Describe policies, plans, and intentions with regard to maintaining continuity of personnel assignments throughout the performance of any contract resulting from the Request for Proposal,
- ii. Discuss the bidder's plans to avoid and minimize the impact of personnel changes,
- iii. Identify planned backup personnel assignments,
- iv. Commit to using the personnel identified in the proposal and agree the DMV must approve proposed changes during the term of the contract,
- v. Agree the bidder's proposed project personnel may not be reassigned, replaced, or added during the project without the prior written consent of the Project Co-Administrators,
- vi. Agree the bidder's proposed key project personnel may not be assigned new or additional contract assignments outside the State of Nebraska contract, without the prior written consent of the Project Co-Administrators; and
- vii. Agree the NE DMV reserves the right to require a change in the project personnel at the Project Co-Administrators' discretion.

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1. Corporate Overview

j. Subcontractors

If the bidder intends to subcontract any part of its performance hereunder, the bidder should provide:

- i. name, address, and telephone number of the subcontractor(s),
- ii. specific tasks for each subcontractor(s),
- iii. percentage of performance hours intended for each subcontract; and
- iv. total percentage of subcontractor(s) performance hours.

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2. Technical Approach

a. Understanding of the Project Requirements

The bidder's understanding of the project requirements.

Bidder Response:

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2. Technical Approach

b. Business Process Identification

Description of the bidder's proposed methodologies, strategies, standards, and approaches to be used to identify all business processes relating to driver license issuance and control.

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2. Technical Approach

c. Stakeholder Meeting Management

Description of the methodologies, strategies, standards, and approaches to be used in conducting stakeholder meetings and the subsequent summary of those meetings.

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2. Technical Approach

d. Differing Business Processes in Other Jurisdictions

Description of the bidder's proposed methodologies, strategies, standards, and approaches to be used to determine differing business processes with other jurisdictions.

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2. Technical Approach

e. Business Processes Changes in Recently Modernized Jurisdictions

Description of the methodologies, strategies, standards, and approaches to be used to determine changes made to business processes in jurisdictions that have recently modernized.

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2. Technical Approach

f. System Technology Comparison and Recommendation

Identify and explain the process to be used in preparing the System Technology Comparison and Recommendation (Section V.C.4.)

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2. Technical Approach

g. Cost Compilation for All Types of Solutions

Identify and explain the method to be used to compile the cost information for all types of solutions.

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2. Technical Approach

h. Deliverable Timeframe Estimates

Outline the estimated timeframes for completing each of the deliverables as listed in Section V.E. of this RFP.

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2. Technical Approach

i. Experience Preparing an RFP

Identify the bidder's past experience in preparing an RFP.

Bidder Response:

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2. Technical Approach

j. Project Plan Quality Assurance

Description of the methodologies to be used to maintain quality assurance of the project plan.

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2. Technical Approach

k. Project Plan Resource Assignments

Description of the resources assigned to each activity and task in the Project Management Plan.

Bidder Response: