

Data Management and Analytics (DMA) RFP # Appendix B — Technical Proposal Format Instructions

July 31, 2015

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I. Standard Proposal Format Instructions

The State has established a consistent format for bidders to utilize in proposal submission. A Table of Contents shall be included at the beginning of the proposal. The Table of Contents shall include the proposal section number and starting page number for each proposal section. The table below contains the instructions for structuring of the proposal sections along with the RFP sections to be addressed in the proposal section. Bidders may include subsections as appropriate within the proposal section following the section numbering format. For example, section 2.8 Summary of Bidder's Corporate Experience could include subsections 2.8.1, 2.8.2, etc.

Proposal Section	RFP Sections to be Addressed
Section 1 – Request for Proposal Form	RFP Section V.A.1
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Section 2.4 – Office Location	RFP Section V.A.2.d
Section 2.5 – Relationships With The State	RFP Section V.A.2.e
Section 2.6 – Bidder's Employee Relations to State	RFP Section V.A.2.f
Section 2.7 – Contract Performance	RFP Section V.A.2.g
Section 2.8 – Summary of Bidder's Corporate	KIT Section V.A.2.9
Experience	RFP Section V.A.2.h
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Personnel / Management Approach	RFP Section V.A.2.i
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Section 4.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section II.C
Section 4.4 - Deliverables	RFP Appendix A – Statement of Work Section II.D
Section 4.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section II.E
Section 4.6 - Change Management	RFP Appendix A – Statement of Work Section II.F
Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G
Section 4.8 - Environments	RFP Appendix A – Statement of Work Section II.H
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Section 4.17 - Implementation and Contingency	RFP Appendix A – Statement of Work Section II.Q
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	Section 7.8 – Data and Record Migration and	RFP Appendix A – Statement of Work Section V.H

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RFP # - Appendix A – Statement of Work

Proposal Section	RFP Sections to be Addressed
Turnover	
Section 7.9 – Organizational Staffing	RFP Appendix A – Statement of Work Section V.I
Section 7.10 – Cooperation with Successor	RFP Appendix A – Statement of Work Section V.J
Section 7.11 – Contract Closeout	RFP Appendix A – Statement of Work Section V.K
	RFP Appendix A – Statement of Work – Attachment A –
Section 8 – Deliverable Catalog	Deliverable Catalog
	RFP Appendix A – Statement of Work – Attachment B –
Section 9 – Requirements Matrix	Requirements Matrix

For all proposal sections, bidder's responses shall fully describe and provide the State with a clear and detailed description of the bidder's holistic approach to the RFP Section reflecting on the bidder's experience and historic lessons learned which have been applied.

II. Proposal Library

The RFP contains expectations for document examples, templates, procedures, graphics, charts, etc. throughout the RFP. These documents should be referenced in the RFP section and included in the proposal library. The paper copy of the proposal library shall be placed in one or more 3-ring binders containing staggered labeled divider tabs for each individual document. The electronic copy of the proposal library shall be included in a folder named "Proposal Library". The naming convention for the binder tabs and file names shall follow the following scheme:

[Proposal Section Number] – [Document Number] – [Document Name] where [Document Number] resets at 1 for each [Proposal Section Number].

For example, if a bidder has two documents for proposal section 7.10 – Cooperation with Successor and three documents for the for proposal section 7.11 – Contract Closeout, the documents should be labeled and named as follows:

- 7.10 1 Document Name
- 7.10 2 Document Name
- 7.11 1 Document Name
- 7.11 2 Document Name
- 7.11 3 Document Name

Document Name is the actual name of the document. If a document is referenced in multiple proposal sections, the document should only be included in the proposal library once and named for the first proposal section in which it is referenced. For example if a document is referenced as the third document in proposal section 4.2 and is also referenced in 6.2 and 7.3 the document should be named 4.2 - 3 -Document Name.

The first document included in the proposal library shall be 0.0 - 1 – Proposal Library Reference Matrix. The matrix should include a cross-reference of all proposal library documents in alphanumeric sort order and the sections in which that document is referenced. For the same example as above, if a document is referenced as the third document in proposal section 4.2 and is also referenced in 6.2 and 7.3 the document should be included in the matrix as follows:

Proposal Library Name	Proposal Sections Referenced
4.2 – 3 – Document Name	4.2, 6.2, and 7.3

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