**Use this Technical Proposal form to address Minimum Bidder Qualifications (Pass/Fail)**

**Bidder Name:**

Below, describe in detail how the Bidder meets Minimum Bidder Qualifications listed below. Please provide **clear and accurate descriptions of the Bidder’s experience for each Minimum Qualification.** ITS will not interpret omissions and vagueness in the bidder’s favor. Type to expand response areas on form or attach additional sheets, as necessary.

**Minimum Bidder Qualifications (Company)**

**\* A “No” Response to any of the minimum qualifications will result in disqualification**

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| **Qualification 1:** Bidder must be registered with the NYS Department of State as an entity authorized to conduct business in the State of New York.  |
| **The Bidder certifies that it is registered to conduct business in the State of New York.** |  |

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| **Qualification 2:** The Bidder must represent and warrant that it possesses at least eight (8) years of experience in providing/supplying technical support personnel which are the subject matter of this RFP for the benefit of its customers (“customer placements”). |
| **The Bidder certifies that the Bidder** possesses at least eight (8) years of experience in providing/supplying technical support personnel which are the subject matter of this RFP for the benefit of its customers (“customer placements”). |  |

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| **Qualification 3:** Bidder must have placed at least 100 consultants total in any state and federal governmental entity over the last five (5) years with at least one (1) consultant placed in each. |
| **The Bidder certifies that the Bidder** has placed at least 100 consultants total in any state and federal governmental entity over the last five (5) years with at least one (1) consultant placed in each. |  |
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|  **Government Entity Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of consultants placed?** |       |
| **Specific consultant titles placed?**  |       |
| **State or Federal governmental entity?** |       |
| **Project Description (to include scope):** |       |
|  |       |
| **Government Entity Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of consultants placed?** |       |
| **Specific consultant titles placed?** |       |
| **State or Federal governmental entity?** |       |
| **Project Description (to include scope):** |       |
|  |       |
| **Government Entity Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of consultants placed?** |       |
| **Specific consultant titles placed?** |       |
| **State or Federal governmental entity?** |       |
| **Project Description (to include scope):** |       |
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| **Qualification 4:** Bidder must have placed at least fifteen (15) Level III consultants meeting the minimum requirements set forth in this RFP in each of the titles shown in RFP Section 2.4 over the last five (5) years. |
| **The Bidder certifies that the Bidder** has placed at least fifteen (15) Level III consultants meeting the minimum requirements set forth in this RFP in each of the titles shown in Section 2.4 over the last five (5) years. |  |
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| **Project 1 Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of Level III consultants placed?** |       |
| **Titles of Level III consultants placed?** |       |
| **Client Name(s):** |       |
| **Project Description (to include scope):** |       |
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| **Project 2 Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of Level III consultants placed?** |       |
| **Titles of Level III consultants placed?** |       |
| **Client Name(s):** |       |
| **Project Description (to include scope):** |       |
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| **Project 3 Name:** |       |
| **Dates (month/year) of Experience (including date the project was completed):** |       |
| **# of Level III consultants placed?** |       |
| **Titles of Level III consultants placed?** |       |
| **Client Name(s):** |       |
| **Project Description (to include scope):** |       |
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**Qualification 5:** The Bidder must demonstrate to ITS that the Bidder can successfully undertake and complete a project of the scale and scope set forth in this RFP by providing a concise narrative description of how the Bidder proposes to provide the services as fully described in this RFP, including the Minimum Requirement below. Limit response to 10 pages.

Minimum Requirement: Bidders must possess the administrative and organizational capacity, experience and expertise to provide the required Project Services as set forth in the RFP and the administrative structure and resources sufficient to perform its contractual responsibilities including monitoring and completing of deliverables, invoicing, billing and personnel issues.

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**Qualification 6:** The Bidder must demonstrate to ITS that the Bidder can successfully undertake and complete a project of the scale and scope set forth in this RFP by providing a concise narrative description of how the Bidder proposes to provide the services as fully described in this RFP, including the Minimum Requirement below. Limit response to 10 pages.

*Minimum Requirement: Bidders must have a process to identify and propose qualified candidates in response to this RFP. The process utilized must be able to:*

*• Identify potential candidates and validate that the potential candidate’s experience/expertise meets the requirements of the position for which services are being sought;*

*• Supplement the Contractor’s resumé pool if desired candidates are not available;*

*• Rapidly replace a Consultant(s) when the State finds that the Consultant is unacceptable or is otherwise unable to perform the tasks set forth in the RFP based on the replacement timeframes stipulated in this RFP; and*

*• Monitor the work performance of Contractor supplied Consultant(s).*

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**(AMENDED)**

**Qualification 7:** Bidder must provide actual resumes as samples ~~resumes~~ of potential candidates’ experience/expertise, for evaluation purposes, meeting the Minimum Requirement below. Please attach the requested resumes to this technical proposal.

*Minimum Requirement:*  *Bidder must provide one (1), Level III resume, for each of the four (4) titles shown in Section 2.4 Job Titles – Requirement. See Section 2.3 Description of Scope of Work for explanation of Level III requirements.*

**Qualification 8:** As per RFP Section 2.5 the bidder is required to identify a specific individual to serve as the Contractor’s Sole Point of Contact (“Contract Manager”) during the term of the Contract. The designated Contract Manager shall serve as the Contractor’s representative and the State’s prime contact with regard to all provisions of the Contract, including certifying the accuracy of all Contractor invoices prior to their submission to the State. The designated Contract Manager shall be named in the Technical Proposal, with an optional backup listed.

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**(AMENDED)**

**Qualification 9:** As per RFP Section 2.1 Minimum Bidder Qualifications, bullet #3, by signing below: The Bidder represents and warrants that it has fulfilled an average of fifty (50) customer placements across all customers over the past five (5) years with a minimum number of thirty (30) customer placements in any single year.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_