**Use this Technical Proposal Narrative form to address RFP Section 5.5.4** **Technical Proposal Narrative (Pass/Fail)**

**Bidder Name:**

Below, describe in detail how the Bidder meets the requirements listed below. Please provide **clear and accurate descriptions where indicated below.** 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.

**Please note there is a ten (10) page limit for the Technical Proposal Narrative. The ten (10) page limit does not count any attachments.**

**Technical Proposal Narrative (Company)**

**1. Organizational Background and Experience**

a) The Bidder should provide a description of the Bidder’s organization, including the number of years the organization has been providing services similar to this RFP. Describe the organization’s ability to meet the performance requirements of this RFP including special techniques, skills or abilities of the organization.

b) Describe the Bidder’s experience in providing professional staffing to governmental agencies or large organizations.

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**2. Contract Manager**

The Bidder must submit/address the following components:

a) An organizational chart delineating the Contract Manager and the lines of communications.

b) The name of and description of the work experience and other relevant background of the proposed Contract Manager (RFP Section 3.2) and backup (optional) staff assigned to manage this contract.

c) Provide a narrative describing how the proposed Contract Manager meets the requirement of having five (5) years' experience managing governmental (state and/or federal) contracts of similar size and scope of the contract resulting from this RFP.

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**3. Project Description**

The Bidder must provide a Project Description identifying how they plan to accomplish all tasks as identified in Section 3.1 and Section 3.3 of the RFP. Specifically, the bidder must address all of the following:

a) Describe the Bidder’s process to identify and propose qualified candidates in response to the State’s issuance of a PRD.

b) Describe the Bidder’s general approach for recruiting qualified staff, including all recruitment methods to be utilized.

c) Describe the Bidder’s process for interviewing potential candidates for screening purposes and specify how the bidder will address the background check criteria in RFP Sub-section 3.3.1.

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