

Executive Summary (ES) Requirements

Technical Proposal Response

Bidder's Name: Enter Bidder Name Here

Instructions:

- For each requirement contained within this document a response is required.
- If additional space is needed Bidder should clearly label their response with the requirement identifier.
- NYS reserves the right to allow the Bidder to correct obvious errors of omission.
- Within each of the responses, identify which requirements from Attachment 2.01 – Technical Proposal – Functional Requirements Matrix will be met.

Bidder may include information not defined as required in this section but deemed necessary to fully understand the Bidder's Company experience and Staff Qualifications. The Bidder must submit a comprehensive Executive Summary that includes, but is not limited to the following:

Organizational Overview

Rqmt. No.	Requirement Description
ES1	The organizational overview should consist of a succinct statement outlining corporate/business history including a general mission statement, the overall number of employees per position, and other general information about the firm. The Offeror must demonstrate that it possesses adequate staffing resources, financial resources and organization to perform the type, magnitude and quality of work specified herein this RFP, and demonstrate that the Offeror has been in continuous operation for at least the past five (5) years.

Bidder ES1 Response:

Company Experience

Provide a description of the Bidder's direct, prior experience in providing test management system software and services to clients with complex work environments and a large number of users. Describe this experience and related services as well as describing the client in each case. This shall include, but not be limited to:

Rqmt. No.	Requirement Description
ES2	The number of years the Bidder's team has been providing test management system software and services Information documenting the complexity (large project, multi-year, multi-site, multi-agency, etc.) of previous implementations. This should include, but not be limited to: <ul style="list-style-type: none"> ▪ the type of client (government entity, private company, etc.) ▪ the number of locations ▪ the project duration

	<ul style="list-style-type: none"> ▪ the number of Bidder FTE's involved in the implementation ▪ the number of client FTE's involved in the implementation ▪ and any other information relevant to describing the client organization in the context of this RFP
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Bidder ES2 Response:

Experiences with Subcontractor

Rqmt. No.	Requirement Description
ES3	Information documenting the Bidder's experience working with any proposed sub-contractors (e.g. nature of the relationship, number of engagements worked together, duration of engagements, percent split between firms, etc.).

Bidder ES3 Response:

Current installations

Rqmt. No.	Requirement Description
ES4	Summary information documenting the total number of installations of the solution proposed for use by the State that were configured, customized and implemented, and are currently in production in NYS or other jurisdictions.

Bidder ES4 Response:

Problematic, cancelled or failed implementations

Rqmt. No.	Requirement Description
ES5	Identify and explain any problematic, cancelled or failed implementations, implementations that were not completed on schedule of the Bidder's proposed solution, resulted in litigation, alternative dispute resolution proceedings, contract escalation, formal complaint against the Bidder, chargeback or liquidated damages, in the last ten (10) years or that are currently pending litigation. Provide a full explanation of the reasons for the proceedings, problems, cancellation or failed implementation including the resolution of the issue.

Bidder ES5 Response:

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Customizations

Rqmt. No.	Requirement Description
ES6	<p>Customization Services: At this part of its Technical Proposal, the Bidder, should:</p> <ul style="list-style-type: none">▪ acknowledge its agreement to provide customization services to meet business requirements not met with the core/configured product;▪ describe how the Bidder proposes to provide said services; and▪ provide detail as regards to the availability and capacity of the Bidder to provide such services.

Bidder ES6 Response:
