

RFP-25-008R Campus Website Hosting Response to Questions

Section 1.2 – Can you confirm if there is a preference or additional evaluation points for minority businesses? **We will score everyone off of pricing as well as evaluation of the technical proposal to ensure the outcome is equal.**

Section 1.25 – Do you have an estimated go-live date in mind for the CMS implementation? **As soon as possible once awarded, approved through legislative review, and contract signed between both parties.**

Section 1.3 – Does UA-PTC accept offshore resources to perform the services requested under this contract? **Need more information.**

Section 1.7 – Are we able to use nearshore and/or offshore resources? **Need more information.**

Section 1.8 – Can firms provide commercial references? **Yes as long as educational references are included as well.**

Section 1.8 – Can firms provide references from ongoing contracts/projects? **Yes as long as educational references are included as well.**

Section 1.8 – Can firms provide references from former clients, or are vendors required to provide only references from current clients? **Yes as long as educational references are included as well.**

Section 1.8 – Can firms use their subcontractor's references to meet the reference requirements listed under this solicitation? **Yes**

Section 1.10 – Are electronic signatures allowed? **The Proposal Signature page was accidentally left off. It is included with this document and requires ink only.**

Section 1.10 a - Is it mandatory for firms to have prior experience providing website implementation and hosting services to higher education institutions to be able to bid on this solicitation? **No, but it is preferred.**

Section 1.10 a – Could the University please elaborate further on what information vendors must provide to suffice the experience information requirements listed under subsection A. Experience/Qualification under section 2.2 General Requirements? **You will need to address in some form or another how to meet the needs of our request, your experience associated with it and how to mitigate risk associated with the risk. More understanding will come from the Technical Packet that was mistakenly left off.**

Section 1.13 – Is there an estimated budget for this project and if so, what is the total not-to-exceed for the contract? **There is no estimated budget for this project.**

Section 1.13 – Should the proposal include ongoing support and hosting costs for the CMS, or is it strictly for initial development? **Yes, and provide additional hosting space accessible via FTP.**

Section 2.2 - Can you share the new design concepts? If design concepts are not available, can you share a list of page types/designs the vendor will be provided? **UA-PTC does not yet have the new design concepts as it is a work in progress. Not yet available but it is understood that they may be altered based on the system used.**

Section 2.2 – Will both desktop and mobile concepts be provided? **Yes**

Section 2.2 – Will a new navigation structure be defined as part of the design process or are you looking for the development partner to advise on navigation? **All will be included in the design.**

Section 2 Proposal Requirements – Could the University please clarify if vendors must address all the points listed in the Scope of work in the Technical Proposal? If yes, please indicate in which section within the proposal. **It would be ideal to address your experience with the desired components. You are scored on the experience you have, the solution to meeting our needs along with any other pertinent details. I believe when this was posted there was an extremely important document left off. My apologies. This will answer a lot of questions for you on how to respond. It is the Technical Proposal Packet. It will guide you on your response.**

Section 2 Proposal Requirements - Could the University please clarify if vendors must provide information about the staff who will be assigned to this project to perform the requested services? If yes, could the University please elaborate further on what information vendors must provide to suffice this point and in which section this information must be included within the technical proposal? Are the vendors allowed to use subcontractors and if yes, can vendors use subcontractor references? **Information on specific staff UA-PTC would be working with is preferred. This can include selected staff resume information that details successes working with higher education websites and other related experiences/qualifications. (Section 2.2(A) Experience/Qualifications). Vendors may use subcontractors and subcontractor references. All services vendors need to use subcontractors for must be fully disclosed.**

Section 2 Proposal Requirements – What level of technical support is expected after deployment (24/7 support, ticket-based system, dedicated resource)? **After the site is ready, we will be happy to reach out to the supplier on how they prefer to receive support related issues.**

Section 2 Proposal Requirements – Should the development partner provide performance monitory and regular reporting on website analytics and uptime? **UA-PTC manages this already via Google Analytics.**

Section 2 General Requirements – Can UAPTC clarify the specific responsibilities of the development partner versus the website redesign partner? What level of collaboration is expected between the development partner and the website redesign partner? **Based on the platform used by the development partner, the development partner has the responsibility to create and host the website design provided. Collaboration on exploring what can and cannot be done by the developer with the website redesign is expected.**

Section 2.2 – Could the University please elaborate further on what information vendors must provide to suffice the experience information requirements listed under subsection A.

Experience/Qualification under section 2.2 General Requirements?

Information on specific staff UA-PTC would be working with is preferred. This can include selected staff resume information that details successes working with higher education websites and other related experiences/qualifications. We would like to know the individuals who would be assigned to working directly with UA-PTC.

Section 2.2 – In 2.2A point 3 it states: “Knowledge and familiarity with implementing website architecture and sitemaps related to student services, academic program offerings, and other promotions related to higher education, as well as institutional processes and policies”. Could the University please elaborate further on what information vendors must provide to demonstrate the requested knowledge under this instruction? **Employee experience of employees who have done this work and/or worked in higher education.**

Section 2.2 – In 2.2A point 4, it states “Knowledge of Americans with disabilities ACT and Section 504”. Could the University please elaborate further on what information vendors must provide to demonstrate the requested knowledge under this instruction? Does UA-PTC have specific ADA or WCAG (Web content Accessibility Guidelines) compliance requirements?

Content published on the website must meet WCAG 2.1 AA guidelines. Policy 280.1 Information Technology Accessibility – Website Standards and Accessibility.

Section 2.2 – In 2.2A point 5, it states “Access to resources, including research, around emerging new technologies for higher-education website hosting and execution”. Could the University please elaborate further on what information vendors must provide to suffice this point? **A list of resources used by the vendor or associations they are members of and participate with to stay current on best practices related to website hosting and higher education.**

Section 2.2 – Could the University please clarify in which section vendors must address the requirements listed under point A. Experience/Qualifications and point B Capacity to Perform Services Requested, section 2.2 General Requirements, in the Technical Proposal? **I believe when this was posted there was an extremely important document left off. My apologies. This will answer a lot of questions for you on how to respond. It is the Technical Proposal Packet. It will guide you on your response. You have a bit of freedom to provide this information with how the technical packet is structured.**

Section 2.2 – How is your current site hosted today? **Cloud based hosted on Microsoft Azure.**

Section 2.2 – What is the current CMS platform? Is there a CMS or technology preference? **The current CMS platform being used is Sitefinity. Sitefinity is preferred but we are open to looking at other CMS platforms if needed.**

Section 2.2 – Are there specific server technology preferences (e.g., Linux/Windows, Apache/Nginx, MySQL/PostgreSQL, cloud vs on-premises hosting)? **Cloud based preferred**

Section 2.2 – How should server security and data compliance be handled for hosting UA-PTC's website? **We request that vendors follow the latest NIST security standards (currently 2.0)**

Section 2.2 – Does UA-PTC require automatic scaling for traffic spikes, and is there an expected number of concurrent users? **During high peak times (graduation, registration) we would need automatic scaling.**

Section 2.2 – How should backups and disaster recovery be managed? Is there a preferred backup frequency? **At a minimum, we need a full backup weekly and an incremental backup daily in between full backups.**

Section 2.2 – Can you elaborate on how interactive forms should function? Should they support conditional logic, file uploads, or API integrations? **Support conditional logic and file uploads. Currently, our forms have no logic. Website users can complete the form, upload files and the content is sent to individual or multiple people. In the CMS, we can export submissions.**

Section 2.2 – Should the faculty directory be manually updated or integrated with an existing HR database? **Manually updated**

Section 2.2 – How should profile pages be managed—should faculty and staff be able to update their own profiles via a portal? **No, updated manually by the webmaster via the CMS.**

Section 2.2 – How should search engine optimization (SEO) features like metadata, redirects, and keyword tagging be implemented? **We would want to know what your CMS capability for this is, if it exists.**

Section 2.2 – Can you expand the SEO services the selected vendor should provide? Are you looking for ongoing SEO support? **We would want to know what your CMS capability for this is, if it exists. Yes.**

Section 2.2 – Should the website support multilingual content, or is it primarily in English?
English

Section 2.2 – What are the key phases/milestones expected from the development partner?
Looking to implement new site by August of 2025

Section 2.2 – What are your primary goals of this project?

To build and implement a new website for the college.

Section 2.2 – Is cloud hosting your optimal hosting solution? If so, do you have a preference on a cloud hosting provider? **Yes, Microsoft Azure**

Section 2.2 – How many pages comprise your site today? **2,350**

Section 2.2 – What is the scope of the redesign with your design partner? Do you foresee the overall scale of the site (page count, image count/sizes, storage size) changing significantly from the site today?

The redesign is developing about 8 different templates to be used throughout the site. We would expect the page count to stay the same.

Section 2.2 – What is the expected traffic volume for the site, and are there any peak periods of high usage? **Website peak periods happen during registration and during graduation in May.**

Section 2.2 – Are there pain points with your current hosting provider/CMS you are looking to resolve with this move? **No**

Section 2.2 Are there any specific features of the current CMS you want to carry forward?
Listed in Section 2.2

Section 2.2 – In this section, under Preferred CMS Features it is mentioned that you want the “ability to create interactive forms in the CMS to be used on the website with the ability to send multiple receivers the submitted content”. Are there any other pain points you would like to address with forms or any other improvements? For example, conditional logic for different recipients based on inputs. Are their pain points you would like to address with how this feature functions on the site today? Is there different or additional data that you would like to include on the profile pages (i.e. more advanced filtering)? Does only the design need to be updated? In short, what functionality needs to be different compared to what you have today? **Currently, our forms have no logic. It would be nice to have logic but having no logic for the forms have worked well on campus. For our current forms, website users can complete the form, upload files and the content is sent to individual or multiple people. In the CMS, we can export submissions.**

Section 2.2 – Should the new CMS support role-based access control (RBAC) for different user groups (e.g. admins, faculty, students)? **No. Only the webmaster, webmaster’s backup and hosting vendor needs access.**

Section 2.2 – Are you looking to implement the new 3rd party created designs into your existing site or are you looking to build a new site? **We are building a new site with the design provided. See 2.1**

Section 2.2 Can you share functional requirements? The RFP mentions forms, directory pages, etc. but does not mention anything about course catalogs, academic calendars, etc. **Course catalog is a third party URL. The other calendars are static HTML pages. The event calendar will be a third party vendor soon.**

Section 2.2 – Do you have a preferred chatbot that you are currently using in other places and if so, should the chatbot be AI-driven or rule-based? **We started to implement and prefer using Instabot. Instabot is AI driven. We are open to looking at other chatbots.**

Section 2.2 – Are you interested in retaining the same chatbot currency used, <https://www.instabot.io/> ? If so, would you confirm what product tier is currently being used? If not, are you looking for suggestions on alternative tools to use, or are there other tools you have already vetted? **See previous answer.**

Section 2.2 – Are there any legacy systems or third-party integrations that the new website must be compatible with (e.g., authentication systems, student portals, ERP, CRM, LMS)? Please list them if so, and the use case/scenario for the integration. **No. Our LMS and other platforms are linked using third party links.**

Section 2.2 – Where is the site currently hosted? **Cloud based hosted on Microsoft Azure.**

Section 2.2 – Can you share insight into the site’s traffic levels (Average monthly page views)?
Here’s the views for the past six months for uaptc.edu:

January 2025: 346,327
December 2024: 215,884
November 2024: 223,091
October 2024: 278,058
September 2024: 267,359
August 2024: 394,839

Section 2.2 – Are there any high-traffic events we should be aware of? **Registration periods and Graduation in May.**

Section 2.2 – Are there any specific security requirements we should be aware of?
We request that vendors follow the latest NIST security standards (currently 2.0).

Section 2.2 – Are there any specific disaster recovery requirements we should be aware of?
Nothing specific, but UAPTC counts on backup being provided by vendor.

Section 2.2 – Can you share insight into the site’s current resource utilization related to the current hosting environment? Specifically:

Current CPU Allocation? 4CPU? 8CPU?

Current CPU Utilization by the website (%)

Current Memory Allocated: 8GB? 16GB?

Current Memory Utilized: ex: (2GB of 8GB)

Current Allocated Hard Drive Space?

Current Hard Drive Space Usage?

We don’t have this information as we are not hosting the site and its cloud based.

Section 2.2 – Will any staff members require access to the servers?
No, the webmaster will need access to the CMS and the additional hosting space via FTP.

Section 2.2 – Who maintains the existing site? **Webmaster housed in the colleges IT Services department.**

Section 2.2 – Are there any current issues related to the site we should be aware of? **No**

Section 2.2 – Can you share insight into what the hosting space for files not housed in the CMS is used for? **Third party content not supported in the CMS.**

Section 2.2 – Will the redesign partner provide only static design files, or will they also provide front-end components (HTML/CSS/JS)? **Design files**

Section 2.2 – In this section, it is noted that “UA-PTC is working with a website redesign partner to redesign the new website”. Are you open to receiving RFP bids that encompass web design scope as well as the development scope outlined in the RFP? **We have already awarded a Website design company. The awardee of this would work with them.**

Section 2.2 – For this project, do you intend to spin up a new instance of the website and design and develop it from scratch, or are you looking to use the existing website as a framework to start from? **See 2.2, design files will be provided for winning vendor to use for creating templates.**

Section 2.2 – Is the development partner responsible for ongoing maintenance and support post launch, or is this a one-time engagement? **The development partner will be responsible for providing tech support with the CMS or issues with the additional hosting space if anything occurs after the site has been launched.**

Section 2.2 – Is there a specific testing and QA process that UA-PTC follows for website launches? **No**

Section 2.2 – What are the data privacy and security requirements for handling student, faculty, and staff information?
We request that vendors follow the latest NIST security standards (currently 2.0).]

Section 2.2 – We understand that design files are being provided to the development partner. Will these be flat image/designs, or will the design partner be developing the front-end html/css/js for the templates?
These will be graphic art files. Up to developer to make it functional.

Section 2.2 – Do you hope to include any particular functionality/modules in your new website that would be included in the backend configuration/development scope?
We want interactive forms and that will fall back to our preferred and selected vendor.

Section 2.2 – Will there be a need for API integrations with other campus systems? **No, all other platforms are linked to the site using third party links.**

Section 2.2 – Will content migration be required? If so, what is the scope of the content to be migrated and are there any specific challenges or concerns related to this? Will UA-PTC provide content migration support, or is the development partner responsible for migrating existing content? **UA-PTC will move existing content over to the new site in-house and would be open to discussing assistance with moving content to the new site using the new templates.**

Section 2.2 – Approximately how many pages/assets of content are to be migrated? Can you provide details on the current volume of pages, people in the directory, etc? **2,350 current pages and only full-time employees are listed, currently we have 339 profiles in the directory.**

Section 2.2 – If we are migrating from the existing website, please estimate the approximate number of templates that are used by this content on the current website. **New template**

Section 2.2 – Are there any portions of the website being migrated that are not publicly accessible (e.g. behind authentication)? If so, please elaborate on the type of authentication and the nature of the content/tools/pages that are behind authentication. **No**

Section 2.2 – What sites/domains are being migrated? **Uaptc.edu, new template provided to winning supplier for creating new templates.**

Section 2.2 – Are sub-domains included in the migration? **No**

Section 2.2 – Does the site require multi-language support? **No**

Section 2.2 – What specific features or functionality are expected beyond standard web pages (student portals, event management, interactive forms, calendars, etc...)? **Interactive forms, employee profiles, see 2.2 in bid.**

Section 2.2 – What is your preferred CMS? Are you open to open source CMS options such as WordPress or Drupal or do you have a preference? **The current CMS platform being used is Sitefinity. Sitefinity is preferred but we are open to looking at other CMS platforms.**

Section 2.2 – How do you expect your website to grow, and what are your future scalability needs? **Expected to grow over time with new programs, PR & Marketing efforts, newsletter, and constant updates.**

Section 2.2 – Please advise how many Content Editors require training? Are you interested in a train the trainer approach? **1 total the Webmaster. The Webmaster can train their back-up.**

Section 3.1 – Can the interview phase be conducted virtually? Have you received any CMS demonstrations as part of your pre-RFP process? **This can be done virtually. We have not yet received any CMS demonstrations.**

Section 3.5 – Can firms cite their experience from ongoing projects/contracts, from private sector engagements, or their subcontractor's experience to meet the experience requirements listed under this solicitation? **Yes**

Section 3.1 – Can you please advise how the cost is to be evaluated, for example, is it year one development and license & support costs or the total cost over 3 years? **We would like to see a year to year breakdown and will also be looking at a 4 year original term.**

Section 4 – What is the budget range for this project and the year one development budget? How should pricing be structured (hourly, fixed, milestone-based)? Will this information be shared with vendors? **A budget has not been set. Pricing should be fixed and information shared at end of RFP process.**

Section 4 – Are there any preferred payment terms or conditions UA-PTC follows for vendor contracts? **Payment is upon invoice Net60. More terms will be discussed with the awardee.**

Section 4 – Will the development partner retain ownership of any custom-built templates or modules, or will UA-PTC have full rights? **UA-PTC has full rights.**

Section 4.2 – Are there any ongoing support or maintenance expectations post-launch? **Yes – UA-PTC is looking for continued hosting support.**

Section 4.3 – Can firms replace the proposed personnel with equally qualified consultants if they are no longer available after the award notice? **Yes**

Section 5 – Is there a preference or additional evaluation points for local vendors? **No**

Questions not assigned to sections:

- 1) Could UA-PTC grant an extension for the due date submission? It is possible an extension could be given. **We can look at the need for this. Right now we have a firm date, but are open to revisiting that if needed.**
- 2) Could UA-PTC clarify the pricing should be submitted in a separate document and should it be sealed in a separate package? **The pricing should be included within the technical proposal. This is mentioned under 1.7 Response Documents B.3.**
- 3) Could UA-PTC clarify the number of hard copies of the pricing that should be submitted? **This is found under 1.7 Response Documents.**
- 4) Could UA-PTC clarify if vendors are required to submit 5 hard copies of the Technical Proposal as well as 5 hard copies of the Financial Proposal? **The technical proposal should contain the pricing per 1.7 Response Documents.**
- 5) Regarding the electronic copies, can both the Technical Proposal and the Financial Proposal be provided on the same flash drive, with one copy of each? **Yes**
- 6) Is submitting a redacted version mandatory? If so, could you clarify whether hard copies are required for the redacted version? If yes, please specify how many copies are needed. **Redacted version is required. It can be hard copy or digital. Just one only.**
- 7) Could UA-PTC clarify if adding a statement acknowledging the receipt of the addenda will be sufficient to satisfy this requirement? **If an addenda is posted, there will be a place for signature on each one.**
- 8) Could UA-PTC clarify if it is allowed to use digital signatures? **The Proposal Signature page was accidentally left off. It is included with this document and requires ink only.**

- 9) Is it required to provide the Certificate of Insurance (COI) alongside the proposal response? **Yes**
- 10) Could UA-PTC please clarify the following statement: “contractor shall, at their sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this agreement, and shall post or display in a prominent place such permits and/or notices as are required by law”? Is any documentation required to satisfy this requirement? If yes, please clarify if it is a post award requirement? **If any permits or licenses apply to this type of work, you will be responsible for ensuring that we have a copy.**
- 11) If vendor does not have any exceptions to the Agreement and Compliant page as noted in Section 1.11, is this form still required to be submitted with the proposal response? **Yes**
- 12) If vendors are required to submit this form even if there are not exceptions, could UA-PTC kindly consider allowing electronic signatures for signing this and the other forms? **Ink is required where the request for ink is asked for.**
- 13) In the Contract and Grant Disclosure and Certification Form Section, could UA-PTC clarify if selecting the option “None of the above applies” is sufficient for compliance when the company does not qualify for any of the options ((for individuals or for entity/business), or if any other fields need to be completed? **Please select what truly applies to you. None of the above is okay.**
- 14) In the Contract and Grant Disclosure and Certification Form Section, is this form required to be submitted with the proposal response, or is it a post-award requirement? If it must be submitted with the proposal, could you clarify where it should be included alongside the proposal? **It must be included. Please see section 1.8 Organization of Response Documents.**
- 15) Could UA-PTC clarify the mandatory forms that should be submitted with the response? **They are listed on the bid as well as included with the bid and this document.**
- 16) Could UA-PTC clarify that 19-11-104 Equal Opportunity Policy is a post award requirement? **Please include with proposal packet.**

17) Is it valid to assume that any feature on the site that currently links out to an external source will continue to do so on the redesigned site (i.e. MyApps, Campus Portal, Admissions Application, etc)? **Yes**

18) Are you open to receiving RFP bids that encompass recommended improvements to key areas of the site not explicitly mentioned in the RFP, such as: Advanced SiteSearch, Event Calendar, Campus Map, Course Schedule, Donations & Payment Processing?
No, not at this time.

19) Are you expecting the selected vendor will manage and complete all content migration/population from the old site to the new site? Or do you have separate/internal resources available to support this effort?

UA-PTC will move existing content over to the new site in-house and would be open to discussing assistance with moving content to the new site using the new templates.

20) As a Sitefinity user already, have you already selected what version of Sitefinity you would want to deploy this instance in? If not cloud, can we supply you with a list of website hosting options to host, manage, and maintain on Amazon Web Services (AWS) Cloud? **We would prefer to have the most up to date version of Sitefinity. We would be open to other hosting options.**

UA-PTC
TECHNICAL PROPOSAL PACKET
Solicitation RFP-25-008R

PROPOSAL SIGNATURE PAGE

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Minority or Women-Owned Designation <small>See the <i>Minority and Women-Owned Business</i> section of the Solicitation.</small>	<input type="checkbox"/> Not Applicable	AR Certification #: _____	
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for Solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.			
If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the <i>Proprietary Information</i> section of the Solicitation.			
REQUIRED CERTIFICATIONS			
By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of a resultant contract:			
<ul style="list-style-type: none"> Boycott Israel. Knowingly employ or contract with illegal immigrants. Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries. Employ a Scrutinized Company as a contractor. 			
Prospective Contractor further represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this Solicitation.			

An official authorized to bind the Prospective Contractor to a resultant contract **shall** sign below. The signature below signifies agreement that any exception that conflicts with a Requirement of this Solicitation may cause the Prospective Contractor's proposal to be rejected.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's proposal:

- Proposal Signature Page*
- Proposed Subcontractors Form*
- Recommended Options Form*
- Information for Evaluation*
 - Experience (3 pages or less)*
 - Solution (3 pages or less)*
 - Risk (2 pages or less)*
- Copy of Prospective Contractor's Equal Opportunity Policy*
- Completed Official Solicitation Price Sheet*

The following items, which must be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:

- EO 98-04: Contract and Grant Disclosure Form*

The following items should be submitted with the Prospective Contractor's proposal, if applicable:

- Voluntary Product Accessibility Template (VPAT)*
- Redacted copy of the submission documents*
- Signed addenda*

RECOMMENDED OPTIONS FORM

Prospective Contractors should identify optional recommended services available to UAPTC, along with the schedule impact and cost details of each item. If the Prospective Contractor does not offer optional recommended services, Prospective Contractor should indicate so by checking the appropriate box. Responses to this form *will not* be scored for evaluation purposes.

Costs associated with the optional recommended services **must** be included on this form and **must not** be included in the completed *pricing response*.

Prospective Contractor proposes the following optional recommended services under a resulting contract:

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How Will This Add Value?	
Schedule Impact:	
Cost Details:	

Prospective Contractor does not offer optional recommended services.

PROPOSED SUBCONTRACTORS FORM

Prospective Contractors **shall** complete the form for all subcontractors the Prospective Contractor proposes to use under a resulting contract ([Services Contract \(SRV-1\) Fillable Form](#) or [Standard Commodities Contract Template](#), section 14). If the Prospective Contractor does not intend to use subcontractor(s), Prospective Contractor should indicate so by checking the appropriate box.

Prospective Contractors should not include additional information relating to subcontractors on this form or as an attachment to this form.

Prospective Contractor proposes to use the following subcontractor(s) under a resulting contract:

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

Prospective Contractor does not propose to use subcontractors under a resulting contract.

INFORMATION FOR EVALUATION – EXPERIENCE

Using this template, Prospective Contractors should provide the Prospective Contractor’s experience and capabilities to meet the Solicitation requirements. The information provided should be prioritized beginning with the most important and/or relevant experience listed first.

Prospective Contractors may expand the space in each table, add a table, or delete a table as needed, but Prospective Contractors **shall not** exceed the [two](#)-page limit for this subsection. See RFP Section 3.5 for more information about this subsection.

Prospective Contractors may delete the instructions above and example shown below.

Example:

Claim of Expertise:	<i>We have a significant amount of experience in providing P-Card and T-Card services to State governments, and consistently delivery high performance.</i>
Documented Performance:	<i>We currently have 10 similar services, with an average rebate to the client of 5% and the average customer satisfaction rating on these services is currently a 9.8 out of 10.</i>

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

INFORMATION FOR EVALUATION – SOLUTION

Using this template, Prospective Contractors should include a narrative to address and provide a high-level overview of the solution and/or approach proposed using the requirements outlined in the Solicitation.

Prospective Contractors **shall not** exceed the [three](#)-page limit for this subsection. See RFP Section 3.5 for more information about this subsection.

Prospective Contractors may delete the instructions above.

INFORMATION FOR EVALUATION – RISK

Using this template, Prospective Contractors should identify and prioritize major risks that they reasonably foresee could potentially prevent or impair the Prospective Contractor’s delivery of the solution as offered in the proposal or to otherwise fail to meet the State’s desired outcome, specifications, and performance standards, and how they will mitigate, manage, and/or minimize each risk listed.

Prospective Contractors may expand the space in each table, add a table, or delete a table as needed, but Prospective Contractors **shall not** exceed the [three](#)-page limit for this subsection. See RFP Section 3.5 for more information about this subsection.

Prospective Contractors may delete the instructions above and the example shown below.

Example:

Risk Description:	<i>Participating Entity does not understand how to use the Commercial Card Program.</i>
Solution:	<i>A full-time training group will hold education meetings at all Participating Entity locations twice a year throughout the length of the contract.</i>
Documented Performance:	<i>This risk mitigation has been used on the last 4 clients and has received a 10/10 satisfaction rating. These four clients have reported 0 complaints from their constituents regarding the usage of their commercial card program.</i>

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

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Documented Performance:	