

Appendix B: Required Proposal Outline RFP# 2022-2023-0004

ELC has opted to implement a Request for Proposals (RFP) procurement methodology to obtain offers from qualified computer service/information technology companies.

Proposal template includes the RFP number and Conflict of Interest identification at the top of the page.

- **RFP Number – RFP# 2022.2023-0004**
- Conflicts of Interest – Identify real/perceived any conflicts of interest you may have with ELC Board members or employees.

I. Required Proposal Outline – Proposal Template Follows Outline Order

Section I – Company and Contact Information (0 Points)

The application template will not allow a Proposer to submit an incomplete application. It will provide error prompts for any sections that have not been completed and/or have not been entered into the allowable format (such as no alpha characters will be allowed in a date field).

- Company Name
- Primary Contact Information:
- Primary Contact [Enter First Name, Last Name, and Title].
- Primary Phone Number – (Area Code) (999) - (9999), Ext.
- Primary Contact Cell Phone Number [Enter (Area Code) (999) - (9999), Ext.]
- Primary Contact E-mail Address
- Company Basic Information
- Federal Employee Identification Number (FEIN)
- Company Phone Number – (Area Code) (999) - (9999)
- Street Address
- City
- State
- ZIP Code
- Company Website
- Company Date Incorporated
- Type of Business (Profit, Not-for-Profit)

Section II – Company Organization, Size, and Structure (0 - 5 Points)

- Proposer conducts business from same location given in Section 1. Yes/No.
- If NO, Enter Location of Office from which Proposer will conduct business (complete address)
- Number of Employees
- Business Revenues for Past Three Years:
 - 1) 2020 Revenue
 - 2) 2021 Revenue
 - 3) 2022 Revenue
- Percent of Revenue by Business Type
 - 1) Percent of Revenue from Government Contracts
 - 2) Percent of Revenue from Not- For-Profit Organizations
 - 3) Percent of Revenue from Private Businesses
- Required Business Registrations for Finalists (Active Status and Current)

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- 1) Sunbiz.org Link — Enter MFMP Link to company’s articles of incorporation from Sunbiz.org.
 - 2) MFMP Link – Enter Link to company’s MFMP vendor page
Finalists must complete registrations in Sunbiz.org and MFMP prior to engaging in a contract with ELC.
- Certified Business Enterprise (CBE) and Minority Business Enterprise (MBE) status
- **Check off each status MyFlorida MarketPlace (MFMP) has certified.**
 - **Indicate “N/A” if your company has not been certified as a Minority Business Entity (MBE) by DMS.**

If Proposer is a CBE and/or CMBE, upload your documentation in **Section X (Required Documentation)** at the end of the template.

- 1) Upload a copy of the first page of your vendor detail report that shows your business has an Active ‘Minority-Owned’ Certified Business Enterprise Designation.

Note –

Any finalist not already listed in the MFMP directory and SunBiz must complete the necessary application(s) and receive approvals *prior to executing any contract with ELC.*

Non-certified minority-, woman-, veteran-owned businesses will also be requested to apply to DMS to become certified for those designations. For more information, see [Get Certified / Office of Supplier Diversity \(OSD\) / Agency Administration / Florida Department of Management Services - DMS \(myflorida.com\)](#).

- List and describe the Primary Services your Company provides (**Maximum 150 Words**)
- Describe Your Organizational Structure and How It Supports Execution and Delivery of Your Primary Services. (**Maximum 150 Words**)
- Describe any disciplinary action taken against the Proposer or any individual employed by the Proposer by the State of Florida within the last three (3) years. Include action, status, and date.
- Describe all filed or pending lawsuits against the Proposer within the last three (3) years. Include action, status, and date.
- Years’ experience working with:
 - 1) Early learning coalitions/other coalitions carrying out state mandates
 - 2) Other non-profits
 - 3) State or municipal/county agencies or public colleges/universities.

Section III – Qualifications of Key Staff Who Will Provide Services Outlined in the Scope of Work, Appendix B (0 - 20 Points)

- Identify the primary individual who will manage this contract (“contract manager”)
- Contract manager University/College/School, degrees/certifications, and years of experience managing projects that involve remote technical support services.
- Describe contract manager job title and identify his/her primary responsibilities for this project. (**Maximum 250 Words**)
- Describe your organizational capacity in terms of positions (managers, supervisors, and technical staff) and their experience which qualifies them to provide the services outlined in the Scope of Work (SOW). (**Maximum 500 words**)
- Only Finalists** must submit a one-page experience summary for each individual that will provide any of the services included in the **SOW** prior to engaging in any contract. Proposers do not have to submit experience summaries with their proposals.

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Section IV – Experience with Different Types of Organizations and References (0 - 25 Points)

- A.** Without identifying client or organization names, briefly describe the types of Integrated Data Management Systems you have provided for government, non-profit, and any of Florida's 30 early learning coalitions authorized by F.S. (or similar coalitions authorized in Florida Statute) in the past five years including:
- Types of databases and applications you have helped your customers manage by creating an integrated data management system tailored to their client base/vendors/governing boards/internal users.
 - Proposer makes available a library of modules, forms, and reports that may be used by all organizations without additional fees.
 - Types of application software you have supported.
 - Number of users supported (show a range from low to high)
 - Types of technical support you provide (telephone, remote access, on-site)
 - Number of users supported in government, not-for-profit, and early learning coalition or similar coalition contracts (smallest to largest).
- (750 Word maximum)**
- B.** Provide the names of three government/not for profit agencies that have contracted with Proposer for at least two (2) consecutive years and include the beginning/ending years.
(50 word maximum)
- C.** List the names of other early learning coalition organizations and/or other coalitions designated in Florida Statute that have contracted with Proposer for at least two consecutive years. (beg/end years).
(50 word maximum)

Section V – Letters of Support (0-5 Points; Limit 2 Pages for each letter)

Provide three letters of support from government, not-for-profit, early learning coalition or similar coalitions, or private businesses that currently contract with you or have contracted with you in the most recent three years.

Letters of Support should describe why the author/organization believes Proposer would be the best choice to provide the integrated data management services ELC needs. Letters must be on company/organization letterhead and contain the reference's full name, title, complete address (if not already printed on letterhead), office and cell phone numbers, and e-mail address.

➤ **Upload letters of Support in /required Documentation section at end of application.**

Section VI – Proof of Past Performance (0-15 Points)

The proposer shall provide the following information from at least three (3) projects with other clients to show that the proposer has successfully completed work that is similar to or directly related to the tasks and deliverables described in this Statement of Work (SOW). These examples may also be referred to as 'performance citations.'

- A.** Summary of work performed with a current or former client that directly relates to this SOW.
If you have completed similar work with one or more early learning coalitions, include them in your response.
- B.** Status of work (i.e., on-going, complete).
- C.** Summary of staff used (by number and position).
- D.** Date of work performance.
- 1000 word maximum**

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Section VII – Project Budget and Budget Quote for Each Term (0-10 Points)

ELC requires service to end users during its regular business hours ((M-Th 7:00 a.m. to 6:00 p.m.; Fr 8:00 a.m. to 12 p.m.). ELC's normal operating hours may temporarily change during natural disasters or any event that impacts the physical locations or networking capacity of any of ELC's business offices.

Proposer's Budget Plan should include five years and one six-month extension. **Budgeted amounts may NOT exceed more than \$75,000.00 annually and may NOT exceed \$37,500.00 for one six-month extension. The maximum award for the initial two-year term, three one-year renewals, and one six-month extension will not exceed \$412,500.00**

Budget Questions:

- 1) What work will be billed hourly?
 - List work (All work, training, tech support, etc.)
 - Hourly rate
 - Estimated hours to complete project.
 - Title and brief description for each position that will be billed hourly (**500 word maximum**).
- 2) Work billed monthly at a fixed rate throughout each contract term.
 - Enter N/A, if no work billed at fixed rate.
 - Fixed monthly rate throughout each contract term.
- 3) Monthly license fees? Yes or No. If yes, provide monthly license fee amount.
- 4) One-time fees (such as for implementation or separate fees for training), Yes/No? One-time fee description and amount.
- 5) Estimated cost for each year for a five year-plan with one six-month extension:

First two-year term:

Year 1 and Year 2 amounts, and Total

Second one-year term (first renewal):

Year 3 amount

Third one-year term (second renewal)

Year 4 amount

Fourth one-year term (third renewal)

Year 5 amount

Six-month extension

Six-month extension amount

Total Project Cost

Sum of all terms and six-month extension (amount)

Section XIII – Implementation Plan (0-20 Points)

- 1) Describe what steps you will take to review all components of ELC's current data bases or information portals to develop a manageable implementation plan. **500 Word Maximum**
- 2) ELC's number of users may range from 50 to 65 employees, temporary staff, interns, volunteers, and visitors.
How many technical-support team members will be available during ELC's business hours to answer questions and provide technical assistance? Enter T/A Count.

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- 3) Describe how you log and track customer requests for technical assistance. How long do your customers typically wait in queue when they call and/or use your on-line portal for technical assistance? **250 Word Maximum**
- 4) Describe your company's approach for managing declared disasters or emergencies that may impact any of ELC's locations and its data security, training, and data integrity. **500 Word maximum**

Describe how your company plans, responds, mitigates, and recovers from for any potential external threats to its clients' systems and data. **500 Word maximum**

Section IX - Panel Presentations (0 - 10 Points)

Finalist(s) may be requested to meet with an Evaluation Panel (Eval Panel), **March 21, 2023, between 1:30 and 3:30 p.m.**, to introduce themselves and their Team, provide prepared responses to specific questions, and adhere to the same time limit. *ELC may opt to invite all Proposers to meet with Eval Panel.*

ELC will e-mail the final results to all Proposers. The selected Proposer that accepts the Notice of Intent to Award (NOIA) will be required to provide:

- One-Page Experience Summaries that include education, licenses, and employment history, for all persons assigned to the engagement.

Section X - Required Documentation

Upload all required documentation in this section.

1. Three (3) signed Letters of Support (**Section V**)
2. Current annual report from Sunbiz.org (if currently registered).*
3. Certified Business Enterprises (CBE)* registration and minority-, woman-, veteran-owned business certifications (Download first two pages from MFMP CBE directory at [MyFloridaMarket Place Vendor Information Portal](#), if currently registered.*

***Any finalist not already registered in Sunbiz.org and/or MFMP, must complete the company's registrations prior to engaging in any contract with ELC.**