



MIGRATION PROJECT REQUEST FOR PROPOSAL

July 10, 2007

Amended August 8, 2007



5.5 Subcontractor Agreements

If the Vendor intends to subcontract any part of the proposed effort, it must be clearly delineated in the Proposal. All requirements as set forth in this RFP shall apply to proposed subcontractors in the same manner as to the Vendor.

The tasks, or portions thereof, that are intended to be subcontracted must be identified and defined. The subcontractor(s) responsible shall be identified by name, responsible point of contact, address, and phone number. The rationale for selection of the subcontractor(s) must be stated. The exact type and amount of work to be done by each subcontractor must be identified and defined. Copies of the subcontract(s) are to be submitted to the Consortium within 10 business days of their execution.

5.6 Proposal Organization and Format

The Consortium will follow an iterative and interactive procurement process that will include the submission of both Draft Proposals and Final Proposals by Vendors. Please see Section 6.2 of this RFP for details regarding the Proposal evaluation process.

In order to be considered for the award of an Agreement resulting from this RFP, a Vendor must submit Draft Proposals and Final Proposals as specified below.

The Vendor must submit Proposal(s) in three separate sections, clearly labeled according to the following categories:

- Section 1 – Transmittal Letter;
- Section 2 – Business Proposal; and
- Section 3 – Cost Proposal.

For Draft and Final Proposals, the Vendor must submit one signed original of Sections 1, 2 and 3, 35 electronic copies of Sections 1, 2 and 3 on CD-ROM using Microsoft Office automation tools, 35 hard copies of Sections 1 and 2, and 10 hard copies of Section 3 in separate, clearly labeled packages to the Consortium Contact identified in Section 2.2.

For Draft Cost Proposals, actual Vendor proposed costs are not to be included on any Cost Schedules. **DRAFT COST PROPOSALS RECEIVED WITH ACTUAL COSTS WILL BE ELIMINATED FROM FURTHER CONSIDERATION.** Only Final Cost Proposals must contain actual proposed costs.

However, Vendors should include actual “units” (such as staff hours and units of Equipment) or any other basis from which costs will be built in their Draft Cost Proposals. This is intended so that, during the Draft Cost Proposal phase, Vendors can actively utilize all Cost Schedules, gain an understanding of how they are to be used, and identify any portions of the schedules that are unclear prior to submission of Final Cost Proposals.



ATTACHMENT 12 - BUSINESS PROPOSAL REQUIREMENTS CROSS-REFERENCE MATRIX



A-12 BUSINESS PROPOSAL REQUIREMENTS CROSS-REFERENCE MATRIX

The Business Proposal Requirements Cross-Reference Matrix is provided in an attached Word document.



ATTACHMENT 13 - COST PROPOSAL REQUIREMENTS CROSS-REFERENCE MATRIX



A-13 COST PROPOSAL REQUIREMENTS CROSS-REFERENCE MATRIX

The Cost Proposal Requirements Cross-Reference Matrix is provided in an attached Word document.



ATTACHMENT 14 - COST PROPOSAL FORMS



A-14 COST PROPOSAL FORMS

The Cost Proposal for the Migration Project consists of Schedules A through K, the form, content and format for which are contained in the attached Microsoft Excel workbook.