



REQUEST FOR OFFER

RFO #: 17RFO001

Consultant for Training Staff and Enhancing the CTC WWW Site

- ◆ Service (CMAS Code):
 - 1402 IT Consult - Programming
 - 1477 IT Consult – Website Design
 - 1367 IT Consult – Software Development
 - 2079 IT Consult – System implementation

Offer Deadline

7/28/2017
4:00 PM

You are invited to review and respond to this Request for Offer (RFO). To submit an offer for these goods and/or services, you must comply with the instructions contained in this document as well as the requirements stated in the Commission's Statement of Work (SOW), Attachment A. By submitting an offer, your firm agrees to the terms and conditions stated in this RFO and your California Multiple Award Schedules (CMAS) contract.

Read the attached document carefully. The RFO response due date is July 28, 2017 at 4:00 PM. Responses to this RFO and any required copies must be mailed, delivered by carrier or hand delivered, and must be clearly labeled to the department contact noted below.

Adrienne Trapnell
Commission on Teacher Credentialing
Fiscal and Business Services
1900 Capitol Ave., Sacramento, CA 95811-4213
(916) 322-8146, Contracts@ctc.ca.gov



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REQUEST FOR OFFER

I. General Information

I.1. Background and Purpose of the RFO

The Commission on Teacher Credentialing (Commission) was created in 1970 by the Ryan Act and is the oldest of the autonomous state standards boards in the nation. The major functions of the agency include setting standards for the preparation of educators who work in public schools, accrediting colleges, universities, and K-12 entities that prepare educators; the issuance of credentials to qualified individuals, and the enforcement of the professional practices and discipline of California credential holders.

The purpose of the RFO is to procure a California Multiple Awards Schedules (CMAS) qualified contractor to provide web development and support services to the Commission on Teacher Credentialing (the Commission) to train staff and enhance the Commission’s WWW website.

The Commission’s WWW site contains a great majority of CTC’s publicly accessible information. The WWW site was updated in May of 2017, and is running on Progress’s Sitefinity 9.2 software. The Commission’s web site is running on the latest state-mandated template.

This contract is to train CTC staff and provide expert support in the areas of Sitefinity module development, CMS setup and infrastructure support, including training and support of ASP.NET C# module programming using Visual Studio and Github or TFS, as well as Sitefinity server setup and Dev/QA/Production Sitefinity server support and support for existing modules and the California State Template, which is integrated into Sitefinity.

I.2. Key Action Dates and Times

It must be understood that time is always of the essence, both for the RFO submittal and contract completion. Offerors are advised of the key dates and times shown below and are expected to adhere to them.

Table 1: Key Action Dates

EVENT	DATE/TIME
1. Release of RFO	7/20/2017
2. RFO Response Submission Due	7/28/2017, 4:00 PM, PDT
3. Commission Review of RFO Submissions	7/28-7/31, 2017
4. Reference Contact	7/28-7/31, 2017
5. Anticipated Agreement Award	August 1, 2017

All dates after the RFO submission are approximate and shall be adjusted as conditions indicate, without addendum to this RFO.

I.3. Questions

If an Offeror discovers any ambiguity, conflict, discrepancy, omission or any other errors in this RFO, the Offeror should immediately provide written notice to the Commission of such error and request clarification or modification of the affected document. Offerors requiring clarification of



the intent and content of this RFO may request clarification by submitting questions electronically to the Procurement Official listed on the cover page of this RFO no later than the date identified in RFO Section I.2, Table 1 - Key Action dates.

Include the following when submitting questions:

- Offeror name, name of firm, telephone number, e-mail address
- RFO section, page number, or other information useful in identifying the specific problem or issue in question (e.g. paragraph, bullet #, etc.)
- A description of the subject or issue in question, or discrepancy found

I.4. Addenda

The Commission may modify any part of the RFO, prior to the date Responses are due, by issuance of one (1) or more addenda. Addenda will be numbered consecutively and will be posted on Cal eProcure, the Department of General Services' procurement web application.

I.5. Cost of Responding

All costs for developing Responses are entirely the responsibility of the Offeror and shall not be chargeable to the Commission.

I.6. RFO Response Requirements

This RFO and the Offeror's response to this document will be made part of the ordering department's STD. 65 Contract and procurement contract file.

Responses must contain all requested information and data and conform to the format described in this section. It is the Offeror's responsibility to provide all necessary information for the Commission to evaluate the response, verify requested information and determine the Offeror's ability to perform the tasks and activities defined in:

- Attachment A – Statement of Work
- Attachment B – Offeror's Qualifications
- Attachment C – Project Team Qualifications
- Attachment D – Offeror References
- Attachment E – Cost

The Offeror must submit one (1) master copy (clearly marked "Master") and two (2) copies (clearly marked "Copy"), plus one (1) electronic PDF version or their response on CD/DVD or flash drive to the department contact name and address contained on the cover sheet to this RFO no later than the date and time specified in Table 1: Key Action Dates. Hard copies of the response must be bound.

I.7. RFO Response Content

The majority of the information required to respond to this RFO is contained in the Attachment A – Scope of Work, Attachment B – Offeror Qualifications, Attachment C – Project Team Qualifications, Attachment D – Offeror References, Attachment E – Costs.



I.7.1. Response to Attachment A – Scope of Work

The Offeror's Statement of Work must respond to the Commission's Statement of Work and will be used to evaluate responsiveness to requirements. This Statement of Work response must map each task/deliverable item back to the RFO Attachments. The response must include any additional information that the Offeror deems necessary to explain how the Offeror intends to meet the Commission's requirements.

The Statement of Work needs to contain the following as appropriate:

1. Cover Letter with the following identification and contact information
 - Company name, mailing address and telephone number
 - Name and e-mail address of contact person
 - CMAS contract number. Offeror must have a current CMAS agreement in place at the time of submitting an offer for this procurement.

A duly authorized representative of the Offeror shall sign the proposal certifying that the proposal is a valid and binding offer and that he/she is authorized to sign the proposal. In addition, by signing and submitting this cover letter, the Offeror agrees to provide the required documents listed in Attachment A, Section A.14.1, upon request by the Commission either prior to or upon award of the agreement as noted.

2. Overview of the required tasks and outcomes
3. Detailed descriptions of work from projects cited as a reference in response to Attachment D
4. Organization chart that identifies the proposed project team
5. Resumes for each identified member of the project team, detailing experience meeting the Commission's requirements,
6. Any other requirements shown in the Statement of Work document.

I.7.2. Response to Attachment B – Offeror Qualifications

This is a consulting services contract requiring technical expertise in website planning, design and website infrastructure support. The Offeror must meet the Mandatory Minimum Qualifications listed in Attachment B – Offeror Qualifications to be considered for award.

Offeror Qualifications – Mandatory: Offerors must document meeting the following requirements:

- Must have completed at least three contracts on projects within the past five years with primary responsibility and scope comparable to the business needs identified in this RFO.
- Must propose a project team that includes the minimum qualifications outlined in RFO Section 1.7.3 and Attachment C – Project Team Qualifications.

I.7.3. Response to Attachment C – Project Team Qualifications

Attachment C – Project Team Qualifications contains the mandatory qualifications that must be met by the Offeror's proposed team. Attachment C must be completed in its entirety and must clearly provide a description of how each proposed individual contributes to the Project Team's mandatory qualifications. The Offeror will be evaluated on expertise and experience stated in the required staff resumes listed in the mandatory minimum qualifications.



Offeror Project Team Qualifications – Mandatory: Offeror must document that Offeror’s proposed Project team meets the following mandatory qualifications, individually or as a group.

- Shall be employed by a Sitefinity Elite partner organization.
- At least one team members shall be a current Sitefinity Certified Developer or Consultant.
- Standard business hours shall be within three time zones of the Pacific Time Zone.
- Shall have completed at least four projects creating a custom web theme/template for Sitefinity CMS over the last five years. (Include URLs)
- Shall have a working knowledge of Bootstrap, Grunt, Less, Node.js and HTML5, as used in the [California State Website Template](#).
- Shall have a minimum of three years supporting multi-server Sitefinity CMS infrastructures.
- Shall have a minimum of three years of experience developing web applications in ASP.NET MVC.
- Shall have successfully integrated existing jQuery plugins into a Sitefinity CMS-based public website project. (Include URLs)
- Shall have experience training in Sitefinity CMS

I.7.4. Response to Attachment D – Offeror References

Offeror must complete Attachment D – Offeror References for services performed within the last five (5) years that are similar to the scope of work to be performed in this contract. Offeror’s references may be contacted during the evaluation phase of this procurement and reference responses scored.

The Commission will make three attempts to contact the reference with the information provided during Commission business hours of 9 AM – 5 PM Pacific Time. If the reference cannot be reached by the third attempted contact, the Offeror will receive no evaluation points for that reference.

I.7.5. Response to Attachment E – Costs

Offeror must complete Attachment E – Costs. This Attachment details the staff hours by classification and hourly rate per classification. See required format in Attachment E – Costs.

- Offeror must identify staff CMAS job classifications and hourly rates for web developers, for a total of 200 hours.

I.7.6. Copy of CMAS Agreement

Offeror must include a copy of the Department of General Services (DGS) Information Technology CMAS Agreement.

II. Review of Offers for Award

Responses to this RFO will first be reviewed for responsiveness to all requirements of Attachments A through E. If an Offeror’s response is missing information required in any of the Attachments, the response may be deemed non-responsive. Further review is subject to the Commission’s discretion.



Award of a contract resulting from this RFO will be based on a best value method that includes cost as a substantial factor in the selection process.

The Commission will review responses in accordance with the criteria identified below. The corresponding points shall be used to determine the winning offer.

The Review Process will consist of four parts:

- **Review of Mandatory Requirements** – Offeror’s response will be evaluated to determine if all Mandatory requirements (Pass/Fail) have been met. An Offeror’s response receiving a score of “Fail” for any mandatory requirement will be deemed non-responsive and will result in Offeror disqualification.
- **Review of Offeror Qualifications, Project Team Qualifications and Technical Approach** – Offeror’s response will be assessed for its technical competency based on the qualifications of the Offeror, Offeror’s Project Team and Offeror’s Approach. Responses achieving the highest scores will advance to Review of References.
- **Review of References** – During this step of the review, Offeror’s references will be contacted and scored.
- **Review of Costs** – The “Best Value” calculation shall be used as follows:

$$\text{Lowest Offer/Offeror's Offer} \times \text{Maximum Cost Points} = \text{Offeror's Cost Score}$$

Include URLs for all publicly accessible website projects. The Commission may verify team member roles on any or all listed projects.

The following table is a summary of the relative importance of each part of the assessment.

Table 2: Relative importance of each part of the response assessment

Administrative Criteria		
Item	Weight	
Attachment B, Offeror Qualifications (mandatory) met	Pass/Fail	
Attachment C, Project Team Qualifications (mandatory) met	Pass/Fail	
Attachment D, Offeror References provided	Pass/Fail	
Statement of Work and other Scorable Elements		
Item	Weight	Maximum Points
Statement of Work (Offeror’s Response to Section I.7.1)	10%	100
Offeror Qualifications (Offeror’s Response to Attachment B)	10%	100
Project Team Qualifications (Offeror’s Response to Attachment C, and P Team Resumes), (Both Mandatory and Desirable)	30%	300
References		



Item	Weight	Maximum Points
References	20%	200
Item	Weight	
Cost	30%	300
Total	100%	1000



SCOPE OF WORK

A.1. SCOPE AND DESCRIPTION

This Statement of Work (SOW) describes the services to be provided on a time and materials basis by the approved vendor, hereinafter referred to as "Offeror," to provide web development and training services to the Commission to maintain and enhance the Commission's WWW website in Sitefinity CMS.

A.2. CONTRACT PERIOD

The proposed contract term is anticipated from the awarding of the contract through August 31, 2018.

Offerors are cautioned that no work shall begin until the contract has been fully executed. If work is performed prior to contract approval, all previous work performed by the Offeror is considered donated to the Commission and no payment shall be made for that work.

A.3. CURRENT ENVIRONMENT

A.3.1. Description

The Commission WWW site is an ~800 page, ~10,000 file Sitefinity 9.2-based site. It consists of two front-end (content), load balanced web servers, one back-end (authoring) server, a standalone SQL database server and an asset/file server for Sitefinity file storage. The infrastructure also includes a Dev/QA web server and a Dev/QA database server.

Pages are currently organized in a rough, functional hierarchy based on the three major, public-facing business divisions at the Commission, as well as Commission-specific pages that don't apply to a specific business division.

State websites must meet both the web accessibility standards in California Government Code 11135, which adopted the Section 508 Technical Standards (SubPart B) issued by the United States Access Board, and the Priority 1 and 2 level checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0 "AA" Conformance Level) developed by the World Wide Web Consortium (W3C)...

A.3.2. Existing Infrastructure

Figure 1 below depicts the current network and equipment environment.

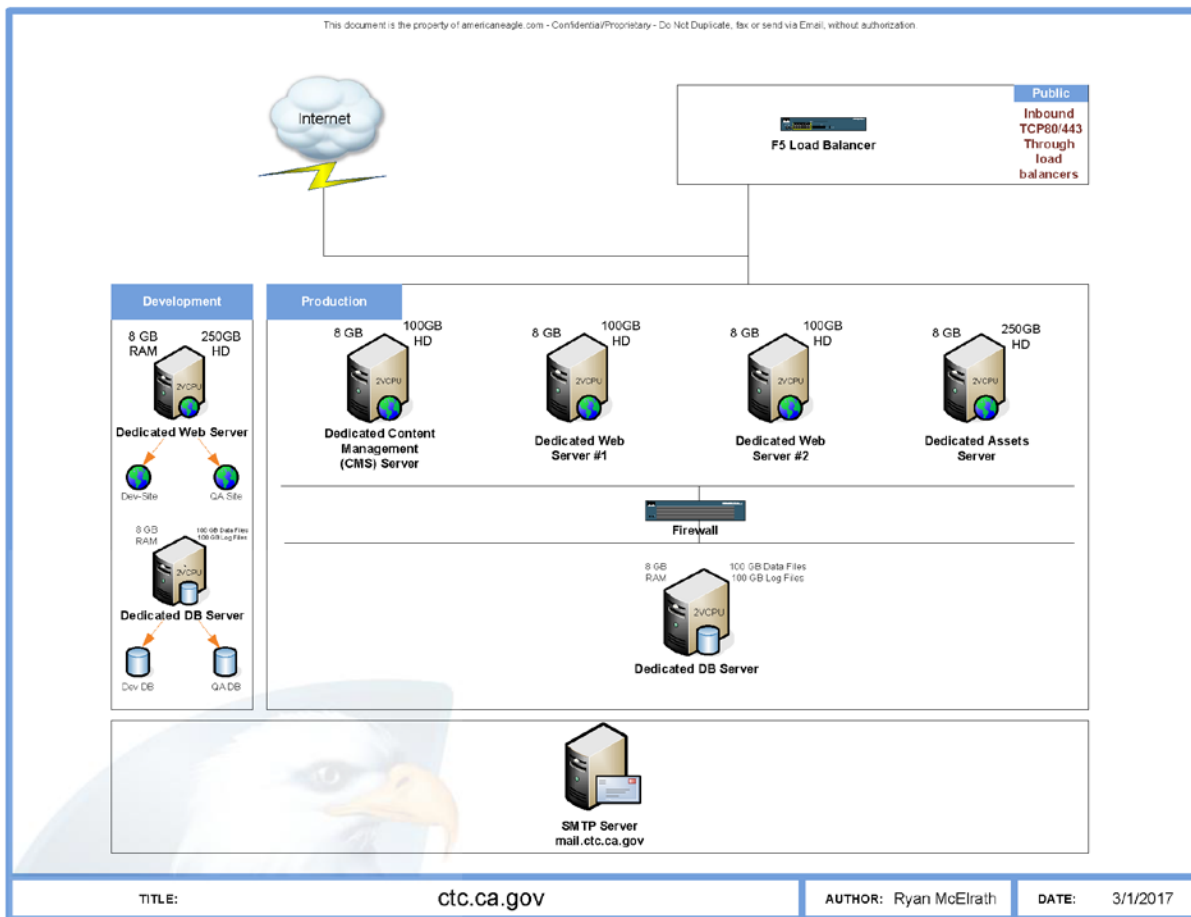


Figure 1: Commission’s Current Network and Equipment Environment

- **Desktop workstations** – HP workstation; laptops and desktops; Microsoft Surface Pro 3, 4 and Laptops
- **Operating System Software** – Windows 7, Windows 8 and Windows 10
- **Web server software** – IIS 8.5 on Windows Server 2012 R2
- **File server (web staging content):** Windows Server 2012 R2
- **Virtualization:** Microsoft Hyper-V

Goals

Provide enhancements and help the Commission staff maintain the WWW Sitefinity CMS site, including continuing to keep these goals:



A.4. CONTRACTOR TASKS AND RESPONSIBILITIES

A.4.1. Overview

The Contractor is charged with providing web development and training services to the Commission to maintain and enhance the Commission's WWW website in Sitefinity CMS. The Contractor's role on this project shall include all tasks and activities described in this RFO, including supporting the following:

Server and CMS Management

- Sitefinity CMS and related server installations on Prod, QA and Dev environments and on developer workstations.
- Sitefinity's Microsoft SQL Server database.
- Sitefinity backup, restore and disaster recovery.
- Website and server security and diagnostics.
- Web Accessibility.
- Assist in diagnosing and fixing functionality, performance or other bugs, whether they're due to operating system, web server, virtual machine, CMS, network or hardware reasons.
- Sitefinity CMS upgrades.
- Diagnosing issues with and advising on server upgrades and patches
- Sitefinity Performance optimization.
- Other CMS and infrastructure-related tasks as needed.

Development and Design

- Existing Sitefinity custom Modules (about 25).
- CTC developer mentoring, code review, recommendations, best practices and support for completing Sitefinity module or other custom development.
- Existing California State Web Template as setup in Sitefinity including related technologies, which include but aren't limited to Bootstrap, Grunt, Less, Node.js, HTML5.
- Potential California State Web Template upgrades as new versions are released.
- Sitefinity CSS, page and widget templates.
- Graphic and UI/UX design changes.
- Github/TFS functionality and best practices.
- Other development and design-related tasks as needed.

Training and Documentation to be provided as needed.

A.4.2. Work Authorizations

For each enhancement or task, the Commission may require that the Contractor and the Commission collaboratively develop a work authorization that will detail the purpose, objectives, and scope of work to be undertaken by the Contractor (see example Work Authorization form Attachment G). The Contractor shall estimate the number of development and testing hours needed to complete the scope of work for the work authorization. Both the Commission and the Contractor shall mutually agree upon the scope and the estimate of hours, and both sign the work authorization, prior to any work being started by the Contractor.



If, in the performance of the work, the Contractor determines that a work authorization to be performed under this Contract cannot be accomplished within the estimated work hours, the Contractor shall immediately notify the Commission in writing of the Contractor's estimate of the work hours which will be required to complete the work authorization in full. Upon receipt of such notification, the Commission may:

- a) Authorize the Contractor to expend the estimated additional work hours or services in excess of the original estimate necessary to accomplish the work authorization. Amended work authorization must be approved by the Commission's Steering Committee.
- b) Terminate the work authorization. Or,
- c) Alter the scope of the work authorization in order to define tasks that can be accomplished within the remaining estimated work hours.

The Commission will notify the Contractor in writing of its decision within seven (7) business days after receipt of the notification. If notice of the decision is given to proceed, the Contractor may expend the estimated additional work hours or services.

A.5. SUBCONTRACTORS

The Offeror shall act as the prime Contractor under the contract. In addition to identifying all personnel proposed to work under this contract, the Offeror shall also identify their subcontractor affiliation as applicable. All subcontractors must be identified by firm name, address, contact person and address. Subcontractors are subject to all the terms, conditions and requirements of this subsequent contract.

Advance notification of a contemplated subcontractor change, the reasons for such change and a subcontractor transition plan shall be provided to the Commission no less than fourteen (14) calendar days before the termination on an existing subcontractor. The Commission shall approve any changes to the subcontractor(s) before the termination of the existing subcontractor(s) and hire of a new subcontractor(s). All subcontractor(s) presented by the Offeror for consideration shall be subject to all terms, conditions and requirements of this subsequent contract. Reference checks shall result in a positive reference and demonstrate a strong probability of successful performance on this project as determined by the Commission.

A.6. CONTRACTOR PERSONNEL

The Contractor shall not add and/or substitute personnel without the prior written consent of the Commission, which consent shall not be unreasonably withheld. Time is of the essence, therefore the Contractor shall make every reasonable effort to provide suitable substitute personnel promptly. The additional and/or substitute personnel shall meet all the requirements and shall be approved in writing by the Commission prior to substitute personnel beginning work.

The Contractor shall submit an Add, Delete or Substitute Personnel Request Form, Attachment H, and the résumé of the additional and/or a suitable replacement that meets or exceeds all staff requirements as set forth in Section 1.8.3 of this RFO to Project Director or his or her designee for review and approval within (ten) 10 business days after receipt of the Add, Delete or Substitute Personnel Request Form and resume. Rejection of personnel who do not meet the same criteria as the original personnel is at the Commission's discretion.



A.7. FINGERPRINT CLEARANCE

All staff on this project shall receive fingerprint clearance prior to any work being initiated.

A.8. TRAVEL

There is no expectation of travel in this RFO.

A.9. COMMISSION RESPONSIBILITIES

The Commission shall provide workstations, telephones, and access to business and technical documents as necessary for the Offeror to complete the tasks identified in the Commission's purchase document.

A.10. ACCEPTANCE CRITERIA

It shall be the Commission's sole determination as to whether an enhancement or task(s) outlined in a work authorization has been successfully completed and is acceptable to the Commission. There shall be a signed acceptance document associated with each work authorization before invoices can be processed for payment.

Acceptance criteria shall consist of test criteria defined by the Commission, which must be met in order for the enhancement or miscellaneous task to be accepted. If an enhancement or task outlined in a work authorization is not accepted, the Commission shall provide the reason in writing upon completion of acceptance testing period.

A.11. FAILURE TO PERFORM

Contractor assumes all liability for performance of this contract and all subcontracts executed pursuant to or funded by this Contract.

Further, the Contractor assumes full liability for and agrees to reimburse the Commission for Contractor's or any of Offeror's subcontractor's failure to comply with any term or condition of the Contract. Contractor shall assure that subcontracts are administered in accordance with the Contract, with any rules and regulations and with any amendments thereto. Contractor agrees that the Commission or its designated agent has full recourse against the Contractor for the

Failure to provide acceptable deliverables (completion of enhancements or tasks), milestones and status reports on time shall subject Contractor to possible delay of payment and/or the Commission pursuing remedies under the Contract in accordance with the General Provisions.

A.12. INVOICING AND PAYMENT

The Commission agrees to compensate the Contractor in accordance with the prices for hourly rates for Services specified in the Contract.

Invoices shall be submitted on company letterhead and shall clearly state the work performed, the name and classification of the personnel who performed the work.

Invoices shall be submitted on company letterhead and shall clearly state the work performed, the name and classification of the personnel who performed the work, and attach the appropriate Deliverable Acceptance Document (DAD).



California Commission on Teacher Credentialing
Attn: Account Liaison
1900 Capitol Avenue
Sacramento, CA 95811

A.13. DOCUMENTATION REQUIRED PRIOR TO/OR UPON AWARD

A.13.1. Form 700 Statement of Economic Interests

Each member of Offeror's proposed Project Team must complete and submit Form 700 Statement of Economic Interests upon award of this contract.

<http://www.fppc.ca.gov/forms/700-14-15/Form700-14-15.pdf>

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ATTACHMENT B - OFFEROR QUALIFICATIONS (FIRM)

Firm Name:				
Q#	Mandatory Qualifications (MQ)	Project Description Workplace, Project Name, Contract Value # of End Users Time Period <i>(month/year start and end dates)</i>	Relevant Experience Description Firm's role, description of relevant experience on the Project(s).	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation
1.	Must have completed at least three contracts on projects within the past five years with primary responsibility, size and scope comparable to the business need identified in this RFO.	1.		
		2.		
		3.		



ATTACHMENT C - PROJECT TEAM QUALIFICATIONS

Complete one matrix for each proposed team member. Offeror may add additional rows as necessary.

OFFEROR MUST ATTACH EVIDENCE OF CERTIFICATION OR DOCUMENTATION OF TEAM MEMBERS WHO ARE SITEFINITY CERTIFIED.

Offeror Name:						
Q #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period <i>(month/day/year start and end dates), % of time</i>	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation <i>(references may be contacted to verify information provided)</i>	
1.	Shall be employed by a Sitefinity Elite partner organization.		a.	a.	a.	
			b.	b.	b.	
			a.	a.	a.	
			b.	b.	b.	
		Total Duration:				
		2.	At least one team members shall be a current Sitefinity Certified Developer or Consultant.		a.	a.
b.	b.				b.	
	a.			a.	a.	
	b.			b.	b.	
Total Duration:						
3.	Standard business hours shall be within three time zones of the Pacific Time Zone.				a.	a.
		b.	b.		b.	
			a.	a.	a.	



Offeror Name:					
Q #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period <i>(month/day/year start and end dates), % of time</i>	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation <i>(references may be contacted to verify information provided)</i>
			b.	b.	b.
			Total Duration:		
4.	Shall have completed at least four projects creating a custom web theme/template for Sitefinity CMS over the last five years. (Include URLs)		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
				Total Duration:	
5.	Shall have a working knowledge of Bootstrap, Grunt, Less, Node.js and HTML5, as used in the California State Website Template.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
				Total Duration:	
6.	Shall have a minimum of three years supporting multi-server Sitefinity CMS infrastructures.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.



Offeror Name:					
Q #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period <i>(month/day/year start and end dates), % of time</i>	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation <i>(references may be contacted to verify information provided)</i>
			b.	b.	b.
			Total Duration:		
7.	Shall have a minimum of three years of experience developing web applications in ASP.NET MVC.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
8.	Shall have successfully integrated existing jQuery plugins into a Sitefinity CMS-based public website project. (Include URLs)		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
9.	Shall have experience training in Sitefinity CMS				



ATTACHMENT D - OFFEROR REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal shall cause your proposal to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract. If three references are not provided, Offeror's response may be deemed non-responsive.

References will be contacted during the dates identified in RFO Section I.2. CTC will make three attempts to contact the reference with the information provided during CTC business hours of 9 AM – 5 PM PT. If the reference cannot be reached by the third attempted contact, the Offeror will receive no evaluation points for that reference.

REFERENCE 1			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			
REFERENCE 2			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			
REFERENCE 3			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			



ATTACHMENT E - COST WORKSHEET

Contractor agrees to furnish all labor necessary to perform assigned tasks or services in accordance with Attachment A – Scope of Work.

Unless otherwise specified by the Commission and agreed to by Contractor, the rates set forth shall remain in force for the term of the contract and shall include cost of insurance and every other item of expense, direct and indirect, if applicable. The hours proposed for consultants are an estimate and the actual hours worked shall be approved by the Commission via work authorizations prior to performance of assigned tasks or services.

Consultant services shall be reimbursed on a time and materials basis subject to completion of approved tasks assigned by the Commission via the work authorizations. Contractor shall provide consultants timesheets with each invoice specifying work completed by each consultant, number of hours performed, and any outstanding issues and/or concerns that need to be addressed.

The total amount shall not exceed \$30,000. The total number of hours must be 200.

The hourly rates cannot exceed the hourly rates from the CMAS contract.

Contractor Name:				
Proposed Staff Name	CMAS Classification	Hourly Rate	Hours	Extended Total
Total			200	



ATTACHMENT F - WORK AUTHORIZATION

EXAMPLE

TITLE: 70/752 Output Formatter

Task Summary:

Develop program to format and print simulated 70/752 displays using a sequential data set as input.

Schedule Dates:

Start Date: [month/day/year]
Completion Date: [month/day/year]

Estimated Labor-Hours

100

Labor Hour Rate

\$90.00

Estimated Total Cost

\$9,000.00

**Contractor Personnel
To be Assigned**

Jane Doe

Classification

Staff Programmer Analyst

Completion Criteria:

Acceptance of program by the Commission.

This task will be performed in accordance with this Work Authorization and the provisions of Agreement No. _____.

Approval:

Contractor Representative (Print)

Commission Representative (Print)

Contractor Representative Signature

Commission Representative Signature

Date Signed

Date Signed



ATTACHMENT G
Add, Delete or Substitute
Contractor Personnel Request Form

Contractor Name		Contractor Phone No.		Date
ITMSA Number		Project Name/Agreement Number		
Personnel To Be Added	Personnel Replaced	Proposed Effective Date	Classification	Resume Meets MQs and ITMSA requirements
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Personnel To Be Deleted	Date Effective	Reason		
		Reason:		
		Reason:		
		Reason:		
		Reason:		
Comments/Special Instructions Please note: The changes as indicated in this request are being made at no additional cost to the Commission. – Sample (Include this language, if applicable).				
STATE Acceptance		Contractor Acceptance		
Division/Project		Contractor (If other than an individual, state whether a corporation, partnership, etc.)		
By (Authorized Signature)		By (Authorized Signature)		
Printed Name of Person Signing		Printed Name of Person Signing		
Title		Title		