****Request for Proposals Questionnaire

# General Project Information

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| Title of the Project: | Click here to enter text. |
| Project Owner: | Click here to enter text. |
| Project Manager: | Click here to enter text. |
| Desired Work Start Date: | Click here to enter a date. |
| Desired Work End Date: | Click here to enter a date. |
| Total Anticipated Budget: | Click here to enter text. |
| Stakeholders*List anyone with a vested interest in the outcome of the project, one name/role per line.* |
| **Name** | **Role** |
| Click here to enter text. | Click here to enter text. |
| Primary Project Objectives*Describe the main outcomes, deliverables, and/or results this project should result in.* |
| Click here to enter text. |
| Major Project Risks*Any risk or potential risk that you believe would have a major impact to time or cost should be listed here with an associated mitigation strategy or “N/A” if unknown. One risk/strategy per line.* |
| **Risk** | **Mitigation Strategy** |
| Click here to enter text. | Click here to enter text. |
| Project Description*Please provide a 2-3 sentence high level summary of the services being requested.* |
| Click here to enter text. |

# Vendor Pool Information

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| 1. **Will the contractor work primarily from their own location and workspace? (Sec. 3.08)***If* ***NO****, please describe the state-provided location and workspace:*
 | [ ]  **YES**[ ]  **NO** |
| Click here to enter text. |
| 1. **Do you anticipate receiving responses from foreign vendors? (Sec. 3.08)***If* ***YES****, please describe why it is in the state’s best interests to accept responses from foreign vendors:*
 | [ ]  **YES**[ ]  **NO** |
| Click here to enter text. |
| 1. **Do we want to allow SUBCONTRACTORS to perform work? (Sec. 3.09)**
 | [ ]  **YES**[ ]  **NO** |
| 1. **Do we want to accept responses from JOINT VENTURES? (Sec. 3.10)**
 | [ ]  **YES**[ ]  **NO** |
| 1. **What minimum prior experience should the successful contractor have? (Sec. 1.04)***Usually some number of years experience successfully performing similar work. May also include certain certifications or specific education/experience.*
 |
| Click here to enter text. |

# Cost & Payment Information

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| 1. **What cost type should be used for this contract? (Sec. 3.04)***The most common is firm fixed price. Cost + Percentage of Cost is prohibited.*
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|[ ]  **Firm Fixed Price***We will pay a fixed price to the contractor for the work.* |
|[ ]  **Firm Fixed Price + Incentive***We can add an incentive clause such that if work is completed per a specified goal, such as a certain date, the incentive payment will be made.* |
|[ ]  **Cost or Cost Plus Fixed Fee***These cost types reimburse the contractor for their actual costs and may add a fixed fee as profit.* |
|[ ]  **Time and Materials***Contractor bills the state for a fixed labor rate and material costs up to a specified not-to-exceed amount.* |
| 1. **How would you like payment to be structured? (Sec. 3.05)***Final payment details will be negotiated and finalized prior to contract award.*
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|[ ]  **Single payment** upon completion and acceptance of work. |
|[ ]  **Negotiated payment schedule** upon receipt of invoices or achievement of milestones. |
|[ ]  **Regular schedule** upon regular receipt and acceptance of deliverables. |
| 1. **Do we want to include a liquidated damages clause? (Sec 3.15)***This is to be used only when failure to complete a project will cause damages to the state. The damages must be reasonably quantified and disclosed. This is not a punitive clause****.***
 | [ ]  **YES**[ ]  **NO** |
| 1. **Does this work require a bid bond, performance bond, or surety deposit required? (Sec. 1.08(f))***These are rare and should be used sparingly as they add cost to the project.*
 | [ ]  **YES**[ ]  **NO** |

# Project Details

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| 1. **Will this be a single term or multiple term contract? (Sec. 3.02)***A single term contract is typically used for a project with a defined start and end, like developing and delivering a report by a certain date. A multiple term contract is usually used for as-needed purchases or when there is no defined end for a service, such as purchasing supplies, and starts with an initial term for a set length followed by optional renewals.*
 |
|[ ]  **Single Term** |[ ]  **Multiple Term***Complete Below:* |
|  |  |  | Click here to enter text. | Total # of Terms |
|  |  |  | Click here to enter text. | Length of Initial Term |
|  |  |  | Click here to enter text. | Length of Each Renewal |
| 1. **Are there specific pieces of information the contractor will have access to that must be held confidential? (Sec. 3.17)***If YES, please provide a bulleted list of the information below:*
 |
| Click here to enter text. |
| 1. **Are there any informational documents, reports, etc. that should be included? (Sec. 8)***If YES, please provide these documents to your procurement officer.*
 | [ ]  **YES**[ ]  **NO** |
| Click here to enter text. |

# Background Information

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| *Any and all information that would be helpful to potential contractors. Include information about why the service is needed, whether it was done in the past and how, the current conditions the contractor will encounter, and anything else that may be relevant. The more information that can be provided will assist offerors as they draft their proposals and may result in fewer questions/amendments and reduce the risk of protest.* ***(Sec. 2)*** |
| Click here to enter text. |

# Scope of Work

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| 1. Provide a detailed description of what the work should accomplish in terms of the specific problems, challenges, or needs of the state. This should be much more about what we are seeking as an end result and less about specifically how the contractor will perform the work. **(Sec. 3.01)**
 |
| Click here to enter text. |
| 1. What specific end product(s) are to be delivered to the state? **(Sec. 3.03)***For professional services, these are typically reports. Deliverables described here should be referenced in the work schedule.*
 |
| Click here to enter text. |
| 1. What is the deliverable/milestone timeline for the work to be done? **(Sec. 3.02)***If a deliverable is driven by a hard deadline, disclose that here, i.e. Report X must be done by this date due to statutory requirement.*
 |
| Click here to enter text. |

# Evaluation

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| 1. Would you like interviews and/or system demonstrations to be part of the evaluation process?
 | [ ]  **YES**[ ]  **NO** |
| 1. Do you have specific criteria you would like the proposals to be evaluated against? **(Sec. 5)***These must be objective criteria tied to something we are asking offerors to address in their proposal. For example, we cannot include a criteria related to delivery of Report X if we don’t ask for Report X as part of the scope of work.If YES, please describe the criteria below:*
 | [ ]  **YES**[ ]  **NO** |
| Click here to enter text. |