**REQUEST FOR QUALIFICATIONS AND QUOTATIONS**

**SHAREPOINT CONSULTING SERVICES**

**CONTACT: Nancy.Orem@ocdc.net**

**Responses received under this RFQQ that fail to address each of the requested items in this Attachment C, Response Template in sufficient and complete detail, will be deemed non-responsive and will not be considered. Note that the responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.**

Please complete your Response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section.

1. **LETTER OF INTRODUCTION AND EXECUTIVE SUMMARY**

Attach a letter of introduction and summary of your submission. The summary should include the firm’s qualifications and experience, proposed solution elements, implementation approach, applicable support and maintenance offering, over all product and technology vision, main competitive differentiators, and description of how your firm’s proposal aligns with the requested scope of services. The letter **must be signed by a person authorized by your firm to contractually obligate your firm to perform the commitments contained in the Response.** Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the Response.

1. **COMPANY PROFILE**

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| **Prime Contractor** (provide an overview of the firm acting as the prime contractor. Please include the following required information elements, plus any additional information your firm thinks would be helpful to OCDC’s decision-making process.) | | |
| Firm Name: | |  |
| Address (Principal Place of Business): | |  |
| Website: | |  |
| General description of products and services provided: | |  |
|  | **RFQQ Contact**  (Identify the person who will serve as your RFQQ contact. This contact will receive e-mail notifications regarding the RFQQ process.) | |
|  | Name & Title: |  |
|  | Email: |  |
|  | Phone: |  |
| **Partner and Subcontractor Information, if applicable** | | |
| Firm Name: | |  |
| Address: | |  |
| Telephone: | |  |
| Area of Expertise: | |  |
| **How did you find out about this RFQQ opportunity?** | | |
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1. **ORGANIZATIONAL CAPACITY**

Summarize your firm’s capacity and qualifications as they pertain to the requirements set out in this RFQQ.

**Organizational Summary**

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| Briefly describe your firm’s and any proposed subcontractor partner’s organization, including history, number of years in business, organizational structure, ownership structure, staff size and organizational composition by staff level or job classification (e.g. management level, line staff, etc.). |
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| Summarize the experience your firm and any proposed subcontractor partners has in providing SharePoint consulting services, addressing those services identified in the RFQQ “Scope of Services”. Please include any experience in providing SharePoint consulting services for Head Start, early child development, education or social services organizations, if applicable. |
|  |
| What is your firm’s experience in developing effective SharePoint user experience for dispersed, highly diverse end users, including individuals with education levels between some high school and Master’s degrees, work experience between entry level and 20 or more years of experience, of multiple generational groups, and with diverse language backgrounds, including English language learners? |
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1. **TEAM QUALIFICATIONS**

Respondent’s project team must be able to demonstrate expertise, experience, and the ability to handle the various types of services described in RFQQ Section 2 “Scope of Services”. Although projects and project assignments are yet to be defined, it is recommended to **propose a typical Project Team (with subcontractors, if appropriate) using a hypothetical percentage of work distribution**.

**Project Team Structure**

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| Provide an overview of the staffing structure proposed for consideration under this RFQQ. Include a proposed staff organization chart, including subcontractor partners who should be considered in the evaluation of qualifications. The organization chart should be in graphic format. |
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**Team Member Qualifications**

Expanding on the proposed staff organization chart information provided above, use the following tables to provide detailed narrative information on the proposed staff roles and responsibilities, qualifications, and educational background of key staff members, including subcontractor staff, if applicable. Provide the name and title of the person who will serve as OCDC’s point of contact. Include as many tables as needed.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Title: | |  | | | | | | | | Organization: | | |  | | | |
| Proposed Role and Responsibilities: | |  | | | | | | | | Availability over the project term: | | |  | | | |
| Education and Professional Qualifications: | |  | | | | | | | | Full Time Equivalent (FTE) for OCDC projects: | | |  | | | |
| Experience in the project areas and services listed in this RFQQ: | |  | | | | | | | | Billing Rate: | | | $ | | | |
| For each of the items in RFQQ Section 2 “Scope of Services”, please rate the team member’s skill level in that area, using the scale below: | | | | | | | | | | | | | | | | |
| 1 = possesses foundational knowledge and understanding  2 = applies intermediate skills, using standard solutions | | | | | | | 3 = demonstrates expertise, creating new technical solutions  Use N/A if team member will not be working in this area | | | | | | | | | |
| Service | 1. Developing Needs Assessments | 1. Analyzing Upgrade Readiness | 1. Evaluating and improving information structure | 1. Assessing and planning logical and physical architecture | 1. Reviewing and configuring security | 1. Using social features to improve integration | | 1. Developing applications | 1. Guiding customizations | | 1. Improving search functions | 1. Using tools to implement custom solutions | | 1. Customizing templates and other components | 1. Addressing unexpected issues which arise | 1. Collaborating to develop SP training |
| Rating |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |
| For each of these skill areas above, please identify in which project(s), from the Project Descriptions, the team member demonstrated the associated skill level. | | | | | | | | | | | | | | | | |
| Project (ID) |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |

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| Name & Title: | |  | | | | | | | | Organization: | | |  | | | |
| Proposed Role and Responsibilities: | |  | | | | | | | | Availability over the project term: | | |  | | | |
| Education and Professional Qualifications: | |  | | | | | | | | Full Time Equivalent (FTE) for OCDC projects: | | |  | | | |
| Experience in the project areas and services listed in this RFQQ: | |  | | | | | | | | Billing Rate: | | | $ | | | |
| For each of the items in RFQQ Section 2 “Scope of Services”, please rate the team member’s skill level in that area, using the scale below: | | | | | | | | | | | | | | | | |
| 1 = possesses foundational knowledge and understanding  2 = applies intermediate skills, using standard solutions | | | | | | | 3 = demonstrates expertise, creating new technical solutions  Use N/A if team member will not be working in this area | | | | | | | | | |
| Service | 1. Developing Needs Assessments | 1. Analyzing Upgrade Readiness | 1. Evaluating and improving information structure | 1. Assessing and planning logical and physical architecture | 1. Reviewing and configuring security | 1. Using social features to improve integration | | 1. Developing applications | 1. Guiding customizations | | 1. Improving search functions | 1. Using tools to implement custom solutions | | 1. Customizing templates and other components | 1. Addressing unexpected issues which arise | 1. Collaborating to develop SP training |
| Rating |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |
| For each of these skill areas above, please identify in which project(s), from the Project Descriptions, the team member demonstrated the associated skill level. | | | | | | | | | | | | | | | | |
| Project (ID) |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |

1. **PROJECT EXPERIENCE**

Using the following “Project Description” template (duplicate as necessary), Respondents must describe at least three prior projects in which the capacity of the organization and the qualifications of the project team are demonstrated. Projects should address, at a minimum, all of the items in RFQQ Section 2 “Scope of Services” in which project team members are identified as having skill levels of “2” or higher. Client contacts for each project are required, and those contacts will serve as references for the Respondent. OCDC will not inform Respondents when references will be contacted. The Respondent should ensure that client contact information listed in the Response is up-to-date and should notify references that OCDC will be contacting them. See RFQQ Attachment A, Section XVIII.  **FAILURE TO PROVIDE THE INFORMATION AS REQUESTED WILL RESULT IN REJECTION OF YOUR RESPONSE.**

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| --- | --- |
| **Prior Project Description 1** | |
| Project Name: |  |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Prime Firm Name: |  |
| Prime Project Lead: |  |
| Project Budget: |  |
| **Project Background** Include background information regarding the client and/or project as applicable. | |
|  | |
| **Project Scope**  What were the project activities your firm completed? What expertise did your firm bring to the project and what expertise came from other sources? Provide sufficient information to give OCDC insight into the size/complexity and scope of the project. | |
|  | |
| **Project Staffing**  Identify each key staff on the project team, with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project. | |
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| **Involvement of Client and/or Stakeholders**  Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc. | |
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| **Project Outcomes**  What, if any, measureable service deliverables or outcomes can be attributed to your services? How did you add value for the client? | |
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| **Prior Project Description 2** | |
| Project Name: |  |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Prime Firm Name: |  |
| Prime Project Lead: |  |
| Project Budget: |  |
| **Project Background** Include background information regarding the client and/or project as applicable. | |
|  | |
| **Project Scope**  What were the project activities your firm completed? What expertise did your firm bring to the project and what expertise came from other sources? Provide sufficient information to give OCDC insight into the size/complexity and scope of the project. | |
|  | |
| **Project Staffing**  Identify each key staff on the project team, with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project. | |
|  | |
| **Involvement of Client and/or Stakeholders**  Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc. | |
|  | |
| **Project Outcomes**  What, if any, measureable service deliverables or outcomes can be attributed to your services? How did you add value for the client? | |
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| **Prior Project Description 3** | |
| Project Name: |  |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Prime Firm Name: |  |
| Prime Project Lead: |  |
| Project Budget: |  |
| **Project Background** Include background information regarding the client and/or project as applicable. | |
|  | |
| **Project Scope**  What were the project activities your firm completed? What expertise did your firm bring to the project and what expertise came from other sources? Provide sufficient information to give OCDC insight into the size/complexity and scope of the project. | |
|  | |
| **Project Staffing**  Identify each key staff on the project team, with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project. | |
|  | |
| **Involvement of Client and/or Stakeholders**  Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc. | |
|  | |
| **Project Outcomes**  What, if any, measureable service deliverables or outcomes can be attributed to your services? How did you add value for the client? | |
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1. **PROJECT APPROACH**

Provide a summary description of how your firm’s consulting experience would be brought to bear with the types of services and needs identified in this RFQQ. Respond to each of the items below, using as much space as needed, but being concise and focused on addressing the questions and issues as stated.

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| Present your concept of the approach and organization required for the types of services described in the RFQQ Section 2 “Scope of Services”. Indicate your understanding of critical project elements and how you plan to address them. |
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| Identify your firm’s project management and methodology and processes, including your stakeholder management and communication management approaches. |
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| Please describe how your firm approaches working with stakeholders who have workloads beyond the development and use of SharePoint. Identify methods you have used to overcome challenges and keep projects on-track. |
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| What makes your firm’s approach to the services superior to other organizations in your industry? Describe any other asset, expertise, data, or technology that provides your organization with a competitive edge or advantage that will provide a benefit to your clients. Include any lessons learned. |
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