

General Information

1. **Hard Copy Proposals:** Proposers shall submit one (1) version of the Technical Proposal and one (1) version of the Price Proposal in separate three-ring binders (or other similar organization/format) with tab separators or otherwise under separate cover, clearly marked “Original.”, as well as one (1) copy of the proposal under similar format. Technical Proposals shall not include extraneous marketing materials.
2. **Email Proposals:** No emails will be accepted for proposal submission.
3. **Electronic Media Proposal File Formats and Naming:** Proposers shall submit along with the hard copy proposals, one (1) electronic version of the Technical Proposal and one (1) electronic version of the Price Proposal on separate removable devices (e.g., thumb drive). The following table provides the required file formats and naming conventions for the electronic media files.

Table: Proposal Naming and File Formats

Proposal Section	Recommended File Naming Convention	Required File Format
Technical Proposal (Inclusive of Attachments A-E, and any Exhibits/Attachments)	“(Proposer Name)” Technical Proposal	All files combined into one (1) searchable Adobe PDF
Attachment E – Functional and Technical Requirements	“(Proposer Name) Proposal Response to Attachment E”	To be submitted in Microsoft Excel format, in addition to above PDF format
Price Proposal (Inclusive of Attachments F and G, Proposer’s Standard Travel and Expense Policy, and any Appendices)	“(Proposer Name)” Price Proposal	All files combined into one (1) searchable Adobe PDF
Attachment G – Cost Worksheets	“(Proposer Name) Proposal Response to Attachment G”	To be submitted in Microsoft Excel format, in addition to above PDF format

4. **Amendment of Proposals:** In the event an Addenda is issued and a Proposer has previously submitted a Proposal in response to this RFP, the Proposer shall notify the CCPH via email of the need to submit an amendment, and clearly outline the reasons in writing. No amendments will be accepted after the deadline unless they are in response to a request of the CCPH.
5. Proposers are advised to carefully read the entire Solicitation Package.

Technical Proposal Organization Guidelines

Proposers are instructed to insert the completed Tab forms (**Attachment D – Proposal Response Tabs**) in the corresponding Tab sections as a part of their response to the Technical Proposal. **The CCPH expects that Proposers will include additional proposal content beyond simply completing the forms and worksheets provided through this RFP.**

The following table contains the organization guidelines for Proposal responses.

Please note that this reissued version of Attachment H contains revisions to the page limitations for Attachment D – Proposal Response Tabs. Pursuant to Addendum #1, the table below is intended to supersede the existing table appearing on page 1 of Attachment D. Revisions to the page limitations below are shown in strike-through (deletions) and bold (revisions appearing next to strike-through).

Table: Technical Proposal Organization Guidelines

Proposal Tab No.	Proposal Section	Requested Page Limits
		i. Includes tables as part of Attachment D ii. Excludes requested Exhibits
Tab 1	Company Introduction and Relevant Experience	Not to exceed eight (8) ten (10) pages
Tab 2	Software Solution	Not to exceed thirteen (13) pages
Tab 3	Project Approach and Implementation Methodology	Not to exceed twelve (12) fifteen (15) pages
Tab 4	Key Proposed Personnel and Team Organization	Not to exceed three (3) pages
Tab 5	Project Schedule	Not to exceed three (3) five (5) pages
Tab 6	System and Application Architecture	Not to exceed five (5) seven (7) pages
Tab 7	Software Hosting	Not to exceed six (6) pages
Tab 8	Testing and Quality Assurance Plan	Not to exceed three (3) five (5) pages
Tab 9	Training Plan	Not to exceed five (5) seven (7) pages
Tab 10	References	Not to exceed seven (7) pages
Tab 11	Sample Contracts, Warranty, and Escrow	Not to exceed two (2) pages
Tab 12	Exceptions to Project Scope and Contract Terms	No limit
Tab 13	Functional and Technical Requirements Response (Attachment E)	Not Applicable
Supplements	Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal in a separately marked "Supplements" tab of the proposal.	The CCPH requests that any supplements be kept to a bare minimum as deemed essential by the Proposer.

Content for Tabs 1 – 13

Attachment D – Proposal Response Tabs is a Word document that provides detailed instructions and requirements for the Proposer as it relates to the documents to be submitted as their RFP response and Services required for the Project.

Proposers are instructed to organize Proposals in a tabbed format and to insert the completed Tab forms (**Attachment D – Proposal Response Tabs**) in the corresponding Tabs as a part of their response to the Proposal. In addition to the information captured through the questions and tables in **Attachment D – Proposal Response Tabs**, Proposers are requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each Tab section.

Attachment E – Functional and Technical Requirements/Capabilities is an Excel document that provides detailed requirements and capabilities related to software features and functions, as well as potential interfaces and data conversion requirements.

a) Tabs 1 – 12

These tabs are to include the Proposers response as detailed in **Attachment D – Proposal Response Tabs**, including any supplemental attachments or documents identified in **Attachment D – Proposal Response Tabs**. Proposers are directed to **Attachment D – Proposal Response Tabs**, which includes forms, tables, and questions that are to be completed by the Proposer and inserted into each applicable tab of the RFP response (Tab 1 – 12).

b) Tab 13

This tab is to include Proposer's response as detailed in **Attachment E – Functional and Technical Requirements/Capabilities**, which is an Excel document to be filled out by the Proposer. Proposers are required to use the following legend for completing **Attachment E – Functional and Technical Requirements/Capabilities**.

When providing responses to the requirements in **Attachment E – Functional and Technical Requirements/Capabilities**, Proposer shall use the response indicators contained in the following table.

Proposers are instructed to enter only one response indicator in response to each requirement. Responses to an individual requirement that contain more than one indicator (e.g., C/T) will be treated as a response of "N" feature/function not provided.

If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas. A response of "No Bid" should not be used as a replacement for an "N" response. Requirements submitted without a response will be treated as a response of "N" feature/function not provided.

Table: Requirements Response Indicators

Indicator	Definition	Instruction
S	Standard: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the CCPH.	Proposers are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	Future: Feature/Function will be available in a future software release available to the CCPH by January 1, 2023, at which point it will be implemented in accordance with agreed-upon configuration planning with the CCPH.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version, as well as the time the release will be generally available.
C	Customization: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications . All related customization costs should be indicated in Attachment G – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.
T	Third Party: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system . This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements with a clear notation that the responses are provided by the third-party.
N	No: Feature/Function cannot be provided.	N/A

c) Proposal Supplements

Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements appended to the Proposal.

Price Proposal

The Proposer's Price Proposal shall consist of two sections, as further described below:

1. The completed Cost Worksheets as contained in **Attachment G – Cost Worksheets**. Proposers shall not modify the worksheets in any way.
2. A narrative description of the proposed costs in response to **Attachment F – Cost Narrative**, including:
 - The Proposer's standard travel and expense policy.
 - The Proposer's pricing as provided in vendor's standard quoting/pricing format.