

RFP Checklist (901 requirements + other items)

State: _____ SNAP _____ WIC _____

Date Submitted: _____

_____ Title Page _____ Cover Letter

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Sections 1-10 from FNS Handbook 901

1. Introduction

Yes?	Requirement	Location	Notes
	a. Definition and background information to orient the reader		
	b. Reference/include pertinent documentation re: the proposed system		
	c. Organizational responsibilities		
	d. Agency(s) / Program(s) that will use the system		
	e. Relationship(s) of proposed system to agency function and to other systems and organizations		
	f. Major objectives of the proposed system (e.g. improved service delivery, accountability, operational efficiency)		
	g. Expected useful life of the proposed system		
	h. Type of contract anticipated (e.g. fixed price, cost reimbursement)		
	i. Preferred method of payment for equipment (rental, lease, purchase)		
	j. Procurement Schedule (not the anticipated <i>project</i> schedule) with realistic time frames for pre-proposal conferences, Q&As, proposal deadline, benchmarking, evaluation, date of award, contract negotiations and initiation of work.		

2. Solicitation Instructions and Conditions

Yes?	Requirement	Location	Notes
	a. Issuing office and agency manager responsible for procurement		
	b. Submission requirements, such as <ul style="list-style-type: none"> • Time and date proposals due • Office to which proposals must be sent • Number of copies required • How proposals must be separated and sealed 		
	c. Details on additional events and processes, such as <ul style="list-style-type: none"> • Pre-proposal conference • Presentations/demonstrations • How questions may be submitted, when and how State will respond • Access to system documentation / bidders library 		
	d. Limitations/stipulations imposed on all bidders, such as <ul style="list-style-type: none"> • Data disclosure and confidentiality • Cost of preparing proposals • Rejection of proposals • Late proposals • Period of validity for proposals 		
	e. Standards for Subcontractors; stipulation that subs are the responsibility of the prime		
	f. Contract termination provisions		
	g. Performance bond requirements		
	h. Penalties for failure to deliver any required products		
	i. "State and FNS reserve royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use and authorize others to use for Federal Government purposes, the copyright in any software and associated documentation developed under the resulting contract."		
	j. Contract must assure FNS access to the system during design, development, and operation and to pertinent cost records of contractors and subs as FNS considers necessary		
	k. Contractor must sign contract w/ clause prohibiting discrimination against employees on the basis of race, color, sex, religion, age, and national origin.		
	l. No Federal funds may be used for lobbying		

	m. Clean Air Act, Clean Water Act, Debarment Act		
	n. State's standard procurement clauses (see "other" below)		
	o. Any additional conditions applicable to the selected bidder		

3. Current Processing Environment

Yes?	Requirement	Location	Notes
	a. Current data processing organization		
	b. Existing methods, procedures, systems, applications that the proposed system will support, supplement, change or replace		
	c. Existing hardware configurations and components		
	d. Operating system(s), system utility routines, database management, applications development, and other software currently in use		
	e. Portions of current system environment that are expected to remain in place and interface with the new system, and portions that will be replaced		

4. Workload Data

Yes?	Requirement	Location	Notes
	a. Statistics for such workload types as: <ul style="list-style-type: none"> • Timesharing sessions or connections • Online transactions • Batch jobs • Demand jobs 		
	b. Indicate volumes in terms of <ul style="list-style-type: none"> • Regular and peak loads • Daily, weekly and monthly processing schedules • Production vs. development environments, if applicable 		
	c. Provide an incremental growth forecast for various workload data over the expected life of the system		

5. New System Environment

(If a general system design was developed for the IAPD, it may be attached in RFP)

Yes?	Requirement	Location	Notes
	a. Itemize improvements that the agency expects to gain <ul style="list-style-type: none"> • New capabilities • Upgraded existing capabilities • Elimination of deficiencies 		
	b. Illustrate proposed data flow and overall view of planned capabilities		
	c. Functions required in qualitative and quantitative terms		
	d. Requirements for interfaces with the operating environment (equipment, communications network, software)		
	e. Itemized equipment required (and statement that any equipment prices offered must be equal to or lower than those currently available to the state from the same vendor under other contracts.)		
	f. Relationship of proposed equipment with other systems		
	g. Proposed integration of new equipment with currently installed equipment state expects to retain		
	h. Requirements for provision of operating software, performance of operating software, and implementation of operating software modifications and revisions		
	i. Database management requirements		
	j. Security and privacy requirements		
	k. Safeguards against fraud, waste and abuse		
	l. Performance requirements <ul style="list-style-type: none"> • Data and accuracy standards (mathematical, logical, legal, transmission) • Data validation • Timing (response time and processing time) • Flexibility in design to provide interfaces with other software and hardware and allow for future growth, changes and improvements 		
	m. Requirements of the system for: <ul style="list-style-type: none"> • Throughput requirements • Storage capacity • Transaction, input/output volumes, frequency • Telecommunications transmission rates • Data or processing sequencing requirements • Timing or turnaround restrictions 		
	n. Other performance requirements (stated to assure open competition)		
	o. Commitment to OSI standards to minimize negative effects of		

	proprietary systems		
	p. Constraints and limitations in terms of program requirements, organization, and cost		
	q. Offered solutions should use tried and tested state-of-the-art technology (unless a unique, untested option is specifically sought)		
	r. Clearly delineate between mandatory requirements and optional features sought		

6. Installation, Conversion, Maintenance and Personnel

Yes?	Requirement	Location	Notes
	a. Location of the service or product to be delivered		
	b. Site conditions and limitations		
	c. Bidder must provide configuration details regarding space, weight, size, and other physical requirements for the system		
	d. Who is responsible for site preparation		
	e. Require a plan/schedule for orderly delivery, install and testing of equipment		
	f. State's requirements for parallel processing, phased implementation, caseload conversion, and uninterrupted service to users and/or clients		
	g. Requirements for data and application conversion or reprogramming		
	h. Responsible party and cost for conversion or reprogramming		
	i. Who provides space, facilities and system support to contractor staff?		
	j. Require a conversion plan including: issues, requirements, tasks, services, facilities, equipment, and personnel		
	k. Training requirements – skills to be taught, number of users, location		
	l. Documentation requirements – user manuals, operating instructions, design descriptions; standards, numbers of copies		
	m. Specify operational use time in terms of equipment availability and minimum downtime		
	n. Requirements for on-site maintenance, on-call, and availability of replacement parts		
	o. Require onsite field modification of equipment on the same basis as furnished to other customers		
	p. Any operations or facilities management to be part of the contract?		
	q. Any additional hardware, software, maintenance or support?		
	r. Specify the period of availability for services required		
	s. Specify minimum personnel and experience requirements for		

	development, maintenance, facilities management, or other contractor staff		
	t. Provide estimates of the level of effort anticipated in terms of person years or other reasonable indicators		
	u. Describe resources the state will make available		

7. Contract Deliverables

Yes?	Requirement	Location	Notes
	a. Products and services the state expects contractor to deliver		
	b. Explain project phasing and how phases relate to deliverables		
	c. Allow for incremental installation of equipment where appropriate		
	d. Identify documentation and operation standards expected		
	e. Requirements for user training, caseload conversion, and system implementation and acceptance when applicable		
	f. Stipulate contractors responsibility for deliverables		
	g. Require a schedule of proposed work with defined milestones and dates or timeframes		
	h. State the review and approval period for each deliverable		

8. Management Plan

Yes?	Requirement	Location	Notes
	a. State the functional title of the State Project Manager to whom the contractor will report		
	b. Type and frequency of expected project status reports		
	c. Plan for state review and approval of work performed (Reviewer's note: state should avoid blanket statements such as "all deliverables will be reviewed within 10 days of submission" – some deliverables are huge, and sometimes several are delivered simultaneously. Look for distinctions or an escape clause to the general statement.)		
	d. Billing method contractor is to use to ensure identification of costs for each Federal and State program		

9. Proposal Structure and Content

Yes?	Requirement	Location	Notes
	a. Require a statement, including personnel background and experience information, of the contractor's proposed project staff.		
	b. Require a statement of corporate financial resources, a history of prior involvement in similar projects, and information regarding pending litigation, debarment or suspension		
	c. Require bidders to provide a line-item cost statement, covering both development and operational costs, for the expected life of the system		
	d. Provide details on general proposal appearance and organization		
	e. Include a listing and description of all attachments, supplements, and other supporting documentation required		
	f. Provide copies of all specific forms, charts, and worksheets that the bidder is required to submit for both the technical and business proposals		

10. Evaluation of Proposals and Contract Award

Yes?	Requirement	Location	Notes
	a. Describe the method the State will use to evaluate proposals		
	b. Provide details on requirements for benchmarks and system demonstrations and on how the results will be factored into the evaluation process		
	c. Specify evaluation criteria and evaluation factor weight distribution		
	d. Indicate not only how points will be awarded for both technical approach and total cost, but also the weight that will be given to each of the two proposal components		
	e. Describe the general contract negotiation and award process		

Other – Not Specified in Handbook 901

Yes?	Requirement	Location	Notes
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	Contract period		
	Turnover provision or non-transferability		
	EEO provisions		
	Notice to Cure		
	Hold harmless		
	Force Majeure		
	Procedure to resolve disputes		
	Governing law/jurisdiction		
	Taxes		
	Modification and renewal clause		
	State vs. Contractor responsibilities		
	<p>Key project personnel (contractor) clause</p> <ul style="list-style-type: none"> • State gets to decide who is “key” • State’s right to approve replacements • requirement that bidder disclose all other project assignments and their timeframes of any staff proposed for this project • State can reserve the right to apply liquidated damages if key personnel remain with the contractor but are not assigned to this project after they are proposed • State cannot prevent termination of employees by the contractor, but can have stipulations on replacements • Replacements must meet or exceed qualifications of proposed staff 		
	Contractor personnel résumés		
	Protest period		
	Whole RFP may be canceled		
	Subject to availability of Federal funds		
	Right to waive technicalities		
	Precedence of documents (RFP outranks proposal)		
	Bidder may not publicize		
	Insurance		
	State may contact secondary references		
	Conflict of Interest		
	Confidentiality		
	Headings and Titles (do not construe content)		
	Bidders library (& cost of copying/right to photocopy)		
	Contractor must disclose if they’ve ever been terminated (for “cause” or		

	for "convenience")		
	Any tasks which must be done on site vs. at contractor's offices		
	Alternative proposals allowed or not allowed		
	Other system contractors or providers with whom bidder must agree to cooperate		
	Bidders must disclose any proprietary tools needed to read or modify system code		
	Bidders must disclose cost history/trend of licensing fee changes for any products proposed which involve such fees, such as Oracle		
	State's right to negotiate "best and final"		
	Bidders prohibited from contacting state staff other than procurement office		
	References		
	Financial Stability (demonstrates vendor's ability to operate until payments flow so they won't be pressuring the state for early payment)		
	Records retention		
	Corporate identity/legal structure		
	How modifications/addendums to RFP will be published		
	Certification of independent price determination – non-collusion		