**Exhibit C**

moonoververmont

**State of Vermont Bidder Response Form**

**Request for Proposal Name:** *<Fill in the RFP Name, which must match the RFP document.>*

**Instructions for the State preparer of this Form:**

**Bidder Response Form Purpose:**

This form was designed by the State of Vermont Enterprise Project Management Office (EPMO) for use in procuring a software solution. It is meant to be posted along with an IT RFP. Vendors will fill it out and return it to the State in response to an RFP. The information provided by the vendor in this form will be used to evaluate and make a vendor selection.

In contrast, the RFP provides: a schedule of events, a description of who we are and what we are looking for, the State’s legal terms and conditions, evaluation criteria for selection, and directions on how to respond to the RFP.

**Instructions for the State Entity preparing this Bidder Response Form:**

Follow the instructions within the form that are in orange italics. **Delete this page and all the orange italicized instructions within the form prior to posting your RFP.** The following is the information in this form that needs to be populated by the State:

1. The RFP Name (page 1 of the template).
2. Part 3: The “Functional Requirements Description” column (a spreadsheet can be created and referenced as a separate attachment for functional requirements if there is an extensive list of requirements, but we’d prefer to have them all in this one document).
3. In section 4.4, list any additional non-functional requirements that you have or type “N/A” in that section.
4. In section 4.5 Data Compliance, check the applicable boxes to indicate the types of data the solution will be handling. Note, more than one box could be applicable.
5. Any additional questions that you want to add to any section of this form in order to gather additional information needed to evaluate respondents.

***Delete this page before posting this document with an RFP.***

**Vendor Instructions:**

Provide the information requested in this form and submit it to the State of Vermont as part of your Request for Proposal (RFP) response. All answers must be provided within the form unless otherwise specified.

**Important: This form must be completed and submitted in response to this RFP for your proposal to be considered valid. The submission must also include the eight (8) additional artifacts requested within this form (denoted by underlined green font).**

## See the RFP for full instructions for submitting a bid. **Bids must be received by the due date and at the location specified on the cover page of the RFP.**

Direct any questions you have concerning this form or the RFP to:

**STATE CONTACT**

State of Vermont

Office of Purchasing & Contracting

E-mail Address: [**SOV.ThePathForward@vermont.gov**](mailto:SOV.ThePathForward@vermont.gov)

## **Part 1: VENDOR PROFILE**

1. Complete the table below.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Company Name: | [insert the name that you do business under] |
| Physical Address: | [if more than one office – put the address of your head office] |
| Postal Address: | [e.g. P.O Box address] |
| Business Website: | [url address] |
| Type of Entity (Legal Status): | [sole trader/partnership/limited liability company or specify other] |
| Primary Contact: | [name of the person responsible for communicating with the Buyer] |
| Title: | [job title or position] |
| Email Address: | [email] |
| Phone Number: | [landline] |
| Fax Number: | [fax] |

1. Provide a brief overview of your company including number of years in business, number of employees, nature of business, and description of clients. Identify any parent corporation and/or subsidiaries.

1. Is your organization currently or has it previously provided solutions and/or services to any agency or entity of the Vermont State government? If so, name the State entity, the solution and/or services provided, and the dates.
2. **Provide a Financial Statement\* for your company and** **label it Attachment #1**. A confidentiality statement may be included if this financial information is considered non-public information. This requirement can be filled by:
   * A current Dun and Bradstreet Report that includes a financial analysis of the firm;
   * An Annual Report if it contains (at a minimum) a Compiled Income Statement and Balance Sheet verified by a Certified Public Accounting firm; or
   * Tax returns and financial statements including income statements and balance sheets for the most recent 3 years, and any available credit reports.

*\*Some types of procurements may require bidders to provide additional or specific financial information. Any such additional requirements will be clearly identified and explained within the RFP, and may include supplemental forms in addition to this Bidder Response Form.*

1. Disclose any judgments, pending or expected litigation, or other real potential financial reversals, which might materially affect the viability or stability of your company or indicate below that no such condition is known to exist.

1. Provide a list of three references similar in size and industry (preferably another governmental entity). References shall be clients who have implemented your Solution within the past 48 months.

|  |  |  |
| --- | --- | --- |
| **Reference 1** | **Detail** | |
| Reference Company Name: | [insert the name that you do business under] | |
| Company Address: | [address] | |
| Type of Industry: | [industry type: e.g., government, telecommunications, etc.] | |
| Contact Name: | [if applicable] | |
| Contact Phone Number: | [phone] | |
| Contact Email Address: | [email] | |
| Description of system(s) implemented: | [description] | |
| Date of Implementation: | [date] | |
| **Reference 2** | | **Detail** |
| Reference Company Name: | | [insert the name that you do business under] |
| Company Address: | | [address] |
| Type of Industry: | | [industry type: e.g., government, telecommunications, etc.] |
| Contact Name: | | [if applicable] |
| Contact Phone Number: | | [phone] |
| Contact Email Address: | | [email] |
| Description of system(s) implemented: | | [description] |
| Date of Implementation: | | [date] |

|  |  |
| --- | --- |
| **Reference 3** | **Detail** |
| Reference Company Name: | [insert the name that you do business under] |
| Company Address: | [address] |
| Type of Industry: | [industry type: e.g., government, telecommunications, etc.] |
| Contact Name: | [if applicable] |
| Contact Phone Number: | [phone] |
| Contact Email Address: | [email] |
| Description of system(s) implemented: | [description] |
| Date of Implementation: | [date] |

## **Part 2: Vendor Proposal/Solution**

1. Provide a description of the technology solution you are proposing.
2. Provide a description of the capabilities of the technology solution you are proposing.
3. If a proprietary software is being proposed, provide a description of the:
   1. Standard features and functions of the software:
   2. The software licensing requirements for the solution:
   3. The standard performance levels:
      * Hours of system availability:
      * System response time:
      * Maximum number of concurrent users:
      * Other relevant performance level information:
4. Give a brief description of the evolution of the system/software solution you are proposing. Include the date of the first installed site and major developments which have occurred (e.g. new versions, new modules, specific features).
5. List the total number of installations in the last 3 years by the year of installation.
6. Provide the total number of current users for the proposed system and indicate what version they are using.
7. Have you implemented the proposed solution for other government entities? If so, tell us who, when, and how that implementation went?
8. **Provide a Road Map that outlines the company’s short term and long term goals for the proposed solution/software and label it Attachment #2.**
9. **Provide a PowerPoint (minimum of 1 slide and maximum of 10 slides) that provides an Executive level summary of your proposal to the State. Label it Attachment #3.**
10. Does your proposed solution include any warranties? If so, describe them and provide the warranty periods.
11. Describe any infrastructure, equipment, network or hardware *required* to implement and/or run the solution.
12. What is your recommended way to host this solution?
13. Describe how your solution can be integrated to other applications and if you offer a standard-based interface to enable integrations.
14. Respond to the following questions about the solution being proposed:

|  |  |
| --- | --- |
| **Vendor Response/Explanation** | |
| **Question** | **Yes or No** |  |
| 1. Does the solution use Service Oriented Architecture for integration? |  |  |
| 1. Does the solution use a Rules Engine for business rules? |  |  |
| 1. Does the solution use any Master Data Management? |  |  |
| 1. Does the solution use any Enterprise Content Management software? |  |  |
| 1. Does the solution use any Case Management software? |  |  |
| 1. Does the solution use any Business Intelligence software? |  |  |
| 1. Does the solution use any Database software? |  |  |
| 1. Does the solution use any Business Process Management software? |  |  |
| 1. Is this a browser based solution and if so what browsers do you support? |  |  |
| 1. Does the solution include an API for integration? |  |  |

## **Part 3: Functional Requirements**

The table below lists the State’s Functional Requirements. Indicate the “Availability” for each requirement for your proposed solution. Use the “Vendor Comments” column to provide any additional information or explanations.

**A** - Feature is available in the core (“out-of-the-box”) solution.

**D** - Feature is currently under development (indicate anticipated date of availability in the Vendor comments column).

**C** - Feature is not available in the core solution, but can provided with customization.

**N** - Feature is not available.

*[Populate the chart with your specific requirements. In the navy rows, list high level functions and define the requirements for that function in the lines underneath. Add or delete lines as needed.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **ID #** | **Functional Requirement Description** | **Availability** | **Vendor Comments** |
| **1** | | | |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| **2** | | | |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| **3** | | | |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| **4** | | | |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

## **Part 4: Non- Functional Requirements**

The tables below list the State’s Non-Functional Requirements. Indicate if your proposed solution complies in the “Comply” column.

**Yes** = the solution complies with the stated requirement.

**No** = the solution does not comply with the stated requirement.

**N/A** = Not applicable to this offering.

Describe how the requirement is met in the “Vendor Description of Compliance” column.

*[Add to or modify the tables as appropriate. Consult with ADS Enterprise Architecture and/or ADS Security if assistance is needed.]*

**4.1 Hosting**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID #** | **Non-Functional Requirement Description** | **Comply** | **Vendor’s Description of Compliance** |
| H1 | Any technical solution must be hosted in a data center. |  |  |
| H2 | Any hosting provider must provide for back-up and disaster recovery models and plans as needed for the solution. |  |  |
| H3 | Any hosting provider will abide by ITIL best practices for change requests, incident management, problem management and service desk. |  |  |

**4.2 Application Solution**

|  |  |  |  |
| --- | --- | --- | --- |
| A1 | Any solutions vendor must provide for the backup/recover, data retention and disaster recovery of a contracted/hosted application solution. |  |  |
| A2 | Any solutions vendor must provide for application management and design standard of all technology platforms and environments for the application solution (Development, Staging, Productions, DR, etc.) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ID #** | **Non-Functional Requirement Description** | **Comply** | **Vendor’s Description of Compliance** |
| A3 | Any solutions vendor must engage the State of Vermont using Service Level Agreements for system and application performance, incident reporting and maintenance. |  |  |
| A4 | The State owns any data they enter, migrate, or transmit into the solution and the vendor shall allow the State to pull or copy this data at any time free of charge. |  |  |
| A5 | As a contract deliverable, the vendor shall supply an up-to-date data dictionary that represents all data respective of the solution it will provide.  The data dictionary must contain the following attributes:   1. The technology (RDBMS platform) that hosts the data source, i.e. Oracle, SQL Server, MySQL, DB2, etc. 2. The location where the data source is hosted 3. Thorough descriptions of each table in the data source 4. Thorough descriptions of each column within each table in the data source.  In addition to business definitions, column descriptions must include the following detail: schema names; file group names (if applicable); data types; lengths; primary and foreign key constrains; applied formatting; applied calculations; applied aggregations; NULL-ability; default values. |  |  |

**4.3 Security**

As a solution vendor, you must have documented and implemented security practices for the following and have a process to audit/monitor for adherence. Indicate “Yes” or “No” in the “Comply” column or “N/A” if the requirement is not applicable to this offering. Use the “Vendor Description of Applicable Security Processes” column to describe how you meet the requirement and the “Audit/Monitor” column to indicate how you monitor for compliance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID #** | **Non-Functional Requirement Description** | **Comply** | **Vendor’s Description**  **of Applicable Security Processes** | **Audit/Monitor Process** |
| S1 | Input validation |  |  |  |
| S2 | Output encoding |  |  |  |
| S3 | Authentication and password management |  |  |  |
| S4 | Session management |  |  |  |
| S5 | Access control |  |  |  |
| S6 | Cryptographic practices |  |  |  |
| S7 | Error handling and logging |  |  |  |
| S8 | Data protection from unauthorized use, modification, disclosure or destruction (accidental or intentional). |  |  |  |
| S9 | Communication security |  |  |  |
| S10 | System configuration |  |  |  |
| S11 | Database security |  |  |  |
| S12 | File management |  |  |  |
| S13 | Memory management |  |  |  |
| S14 | Fraud detection |  |  |  |
| S15 | General coding practices |  |  |  |
| S16 | POA&M management |  |  |  |
| S17 | Risk Assessment Practices including but not limited to vulnerability assessment and pen testing |  |  |  |
| S18 | Incident response planning and testing |  |  |  |
| S19 | System Security Plan delivery |  |  |  |

**4.4 Other Non-Functional Requirements** *[Describe any additional non-functional requirements or type N/A in this section.]*

For each requirement listed, indicate if and how you comply or type “N/A” if it is not applicable to your offering.

**4.5 Data Compliance**

Vendors and their solutions must adhere to applicable State and Federal standards, policies, and laws based on the type of data that will be stored, accessed, transmitted and/or controlled by the solution. If the “Type of Data” column is checked below, respond “Yes” or “No” in the “Comply” column and provide an explanation on how you comply in the “Vendor’s Description of Compliance” column.

*[Check the boxes that are relevant for your project. Consult ADS Enterprise Architecture or Security if assistance is needed.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Data** | **Applicable State & Federal**  **Standards, Policies, and Laws** | **Comply** | **Vendor’s Description**  **of Compliance** |
| ☒ Publicly available information | * [NIST 800-171](https://csrc.nist.gov/publications/detail/sp/800-171/rev-1/final) |  |  |
| ☐ Confidential Personally Identifiable Information (PII) | * [State law on Notification of Security Breaches](http://legislature.vermont.gov/statutes/section/09/062/02435) * [State Law on Social Security Number Protection](http://legislature.vermont.gov/statutes/section/09/062/02440) * [State law on the Protection of Personal Information](https://legislature.vermont.gov/statutes/fullchapter/09/062) * National Institute of Standards & Technology:  [NIST SP 800-53](https://nvd.nist.gov/800-53) Revision 4 “Moderate” risk controls * [Privacy Act of 1974, 5 U.S.C. 552a](https://www.justice.gov/opcl/privacy-act-1974). |  |  |
| ☐ Payment Card Information | * [Payment Card Industry Data Security Standard (PCI DSS)](https://www.pcisecuritystandards.org/document_library?category=pcidss&document=pci_dss) v 3.2 |  |  |
| Federal Tax Information | * Internal Revenue Service Tax Information Security Guidelines for Federal, State and Local Agencies: [IRS Pub 1075](https://www.irs.gov/privacy-disclosure/safeguards-program) |  |  |
| Personal Health Information  (PHI) | * Health Insurance Portability and Accountability Act of 1996: [HIPAA](https://www.hhs.gov/hipaa/for-professionals/privacy/index.html) * The Health Information Technology for Economic and Clinical Health Act [HITECH](https://www.hhs.gov/hipaa/for-professionals/special-topics/hitech-act-enforcement-interim-final-rule/index.html) * [Code of Federal Regulations 45 CFR 95.621](https://www.govinfo.gov/app/collection/cfr/2017/title45) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Data** | **Applicable State & Federal**  **Standards, Policies, and Laws** | **Comply** | **Vendor’s Description**  **of Compliance** |
| Affordable Care Act  Personally Identifiable  Information (PII) | * Internal Revenue Service Tax Information Security Guidelines for Federal, State and Local Agencies [IRS Pub 1075](https://www.irs.gov/privacy-disclosure/safeguards-program) * Minimum Acceptable Risk Standards for Exchanges [MARS-E 2.0](https://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/)(Scroll down the page) |  |  |
| Medicaid Information | * Medicaid Information Technology Architecture [MITA3.0](https://www.medicaid.gov/medicaid/data-and-systems/mita/mita-30/index.html) * [Code of Federal Regulations 45 CFR 95.621](https://www.govinfo.gov/app/collection/cfr/2017/title45) |  |  |
| Prescription Information | * [State law on the Confidentiality of Prescription Information](http://legislature.vermont.gov/statutes/section/18/091/04631) |  |  |
| Student Education Data | * Family Educational Rights and Privacy Act:  [FERPA](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) |  |  |
| Personal Information from  Motor Vehicle Records | * [Driver’s Privacy Protection Act](https://www.congress.gov/bill/103rd-congress/house-bill/3355/text) (Title XXX) (“DPPA”) 18 U.S.C. Chapter 123, §§ 2721 – 2725 |  |  |
| Criminal Records | * Criminal Justice Information Security Policy:  [CJIS](https://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view) |  |  |
| Other sensitive data | * Data that does not fit into the above categories but is sensitive and requires additional protection. |  |  |
| Other:  *describe* | *[List what’s applicable or delete this line.]* |  |  |

**4.6 State of Vermont Cybersecurity Standard Update**

Bidder shall certify by checking the box below the Solution shall not include, incorporate, rely on, utilize or be supported by any products or services subject to the limitations provided under State of Vermont Cybersecurity Standard Update, which Bidder acknowledges has been provided to it, and is available on-line at the following URL: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>

Bidder hereby certifies that in connection with the Request for Proposal, **none** of the applicable products or services will be included in or used to support State systems in a manner prohibited under the Standard.

## **Part 5: Implementation/Project Management Approach**

## *[Add, modify or delete information in this section to be specific to your RFP.]*

1. Describe the approach you would recommend for project managing this engagement.
2. Provide a list of the standard project management deliverables that you would normally produce for this type of engagement.
3. **Provide a proposed list of project phases, major milestones, and an implementation time-line. Label this Attachment #4.**
4. What types of difficulties have other clients experienced with implementation of the proposed solution?
5. Describe the experience and qualifications of the Project Manager you would offer as the resource for this engagement. **Provide a copy of their resume and label it Attachment #5.**

**Part 6: Technical Services**

## *[Add, modify or delete information in this section to be specific to your RFP.]*

1. Describe the technical services included in your proposal (e.g., business analysis, configuration, testing, implementation, etc.).
2. Provide a list of the standard deliverables for the technical services described above.
3. Provide a description of the roles/services/tasks the State will be expected to cover as part of this engagement. Describe any additional roles/services/tasks that are optional, but would be beneficial for the State to provide.
4. Describe your typical conversion plan to convert data from existing systems to your proposed solution (if applicable).
5. Describe **and attach your typical Implementation Plan (label it Attachment #6)**, which shall include planning for the transition to maintenance and operations.
6. Describe the experience and qualifications of the technical resources proposed for this engagement. **Provide their resume(s) and label them Attachment #7.**
7. Describe the training that is included in your proposal.
8. Describe the system, administrator, and/or user documentation that is included in your proposal.

**Part 7: Maintenance and Support Services**

## *[Add, modify or delete information in this section to be specific to your RFP (including specifying any required service levels).]*

1. Provide answers to the questions below regarding your company’s Maintenance and Support Services:

|  |  |
| --- | --- |
| **Questions** | **Vendor Response** |
| **Service:  Customer Phone &/or Email Support** | |
| What is the method for contacting technical support? |  |
| What are the hours of operation for support? |  |
| What is the turnaround time for responses? |  |
| What is the escalation process for support issues? |  |
| Who comprises the support team and what are their qualifications? |  |
| Define your response resolution metrics and how you capture and report them. |  |
| **Service:  Incident/Security Breach Notification and Process** | |
| Describe your identification and notification process for security breaches. |  |
| **Service:  Data Management** | |
| Describe how data is stored, retained and backed-up (including frequency). |  |
| **Service:  Hosting** | |
| Describe the hosting service and associated service levels. |  |

|  |  |
| --- | --- |
| **Questions** | **Vendor Response** |
| **Service:  Scheduled Maintenance/Downtime** | |
| What is the frequency of scheduled maintenance and downtime? |  |
| What is the notification process for scheduled maintenance and downtime? |  |
| Describe how “maintenance” updates are tested with customers prior to installing them in their live environments. |  |
| **Service:  System Upgrades** | |
| Are software upgrades provided as part of the software support contract? |  |
| Describe your software upgrade process. |  |
| How often are new versions released? |  |
| Is documentation and training provided for system upgrades? |  |
| Are there additional costs for upgrades and/or new releases? |  |
| Describe how and when the State will have an opportunity to test system upgrades/releases prior to live installation. |  |
| Describe how the State will validate post installation and how changes will be backed out in the event that a problem is encountered. |  |

|  |  |
| --- | --- |
| **Questions** | **Vendor Response** |
| **Service:  Bug Fixes and Minor Enhancements** | |
| Describe the frequency and process for providing, testing, and installing bug fixes and minor enhancements. |  |
| **Service:  Disaster Recovery** | |
| Describe the disaster recovery services included in this proposal for any non-state hosted services. |  |
| What is your standard RPO and RTO? |  |
| Describe the plan your company has in place for its own disaster recovery of any sites that may be involved in support of this proposal. |  |

1. Describe any other services not mentioned in the above list that are included in your standard Service Level Agreement (SLA) and **include a copy of your SLA with your response to this RFP. Label the SLA Attachment #8.**
2. Describe how adherence to your service levels is measured and what remedies you would provide the State when performance doesn’t meet the standard?

## **Part 8: Pricing** *[Update the pricing chart as needed for your specific RFP.]*

1. Submit pricing for your proposed solution in the table below. Fill in only the lines that are applicable to your proposal. **Insert lines for additional costs, but do not delete or rename any lines in the Table**. **Total each column and provide a total of all columns in the “Total Implementation, plus 5 Year Costs” box on the next page.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cost Type** | **One Time (Implementation)** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Software** |  |  |  |  |  |  |
| Enterprise Application: License Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Maintenance &/or  License Fee Add-Ons | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Subscription cost | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Storage Limitations and/or Additional Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Database Software: License Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Middleware Tools: License Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Operating System Software: License Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Upgrade Costs for Later Years | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Support and Maintenance Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Implementation Services** |  |  |  |  |  |  |
| Project Management | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Requirements | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Design (Architect Solution) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Development (Build, Configure or Aggregate)/Testing | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| System Testing | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Defect Removal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Implement/Deploy or Integrate | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Quality Management | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Cost Type** | **One Time (Implementation)** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Implementation Services Continued** |  |  |  |  |  |  |
| Training | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Telecom** |  |  |  |  |  | $0.00 |
| Bandwidth | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Hardware** |  |  |  |  |  | $0.00 |
| Computing Hardware | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Storage and Backup Hardware | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Network Hardware | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Facilities/Data Center | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Hosting** |  |  |  |  |  | $0.00 |
| Hosting Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Total Base Costs** | **$0.00** |  |  |  |  |  |

|  |  |
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| **Total Implementation plus Five Year Costs** | **$ 0.00** |

1. Describe any assumptions you have made in relation to the above cost and pricing information.
2. Provide pricing information for any volume discounts that are available based on the number of software licenses purchased or support years purchased.
3. Provide pricing for any Functional Requirements marked as “C” (feature is not available in the core solution, but can be provided with customization).

**Part 9: Terms and Conditions**

In deciding which Respondent/s to shortlist the State will take into consideration each Respondent’s willingness to meet the State’s terms and conditions. Indicate any objections or concerns to our stated terms and conditions in the RFP or any of the exhibits, addendums or attachments including **Attachment C**. Add lines to the table below as needed.

**Important:** Bidder will be bound to all terms and conditions stated in the State’s RFP, exhibits, attachments, and/or addendums except and then only to the extent specifically set forth in the table below, and only if and to the extent expressly agreed and incorporated in writing in a resulting contract. Note that exceptions to contract terms may cause rejection of the proposal.

|  |  |  |
| --- | --- | --- |
| **Clause Location** | **Concern** | **Proposed Verbiage** |
| [indicate RFP, exhibit, attachment or addendum, section & page number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [indicate RFP, exhibit, attachment or addendum, section & page number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [indicate RFP, exhibit, attachment or addendum, section & page number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
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**Part 10: CERTIFICATE OF COMPLIANCE/Authorized Company Signature**

**For a bid to be considered valid, this Part 10 must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

1. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
2. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
3. **Worker Classification Compliance Requirement:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds $250,000.00.

**Self-Reporting.** Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

|  |  |  |
| --- | --- | --- |
| **Summary of Detailed Information** | **Date of Notification** | **Outcome** |
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**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors’ subcontractors, together with the identity of those subcontractors’ workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

1. **Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

* 1. Bidder owns, leases or utilizes, for business purposes, space that has received:
* Energy Star® Certification
* LEED®, Green Globes®, or Living Buildings Challenge℠ Certification
* Other internationally recognized building certification:

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2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder’s place of business. Please explain:

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3. Please Check all that apply:

* Bidder can claim on-site renewable power or anaerobic-digester power (“cow-power”). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
* Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
* Bidder’s heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
* Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
* Bidder offers employees an option for a fossil fuel divestment retirement account.
* Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

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1. Please list any additional practices that promote clean energy and take action to address climate change:

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1. **Executive Order 02 – 22: Solidarity with the Ukrainian People**

* By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities. An additional column is provided for any note or comment that you may have. **INSTRUCTION: REMOVE THIS SECTION IF FUNDING SOURCE PROHIBITS USE OF THIS LANGUAGE AND/OR WILL IMPACT SOV ELIGIBILITY FOR REIMBURSEMENT (I.E. FHWA).**

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| **Provided**  **Equipment or Product** | **Note or Comment** |
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I am authorized to submit a proposal to the State of Vermont in response to this RFP on behalf of my organization. The information provided as part of my organization’s response is a true and accurate representation of my organization’s ability to meet the State of Vermont’s business needs as expressed in this RFP.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** |  |
| **Title:** |  |
| **Company:** |  |
| **Date:** |  |