

Threshold Review		
Put an "X" in Yes or No column for each question		
Respondent Name:		
	Yes	No
1. Was RFP received at 211OC by 2pm May 10, 2017?		
2. Was envelope/package labeled properly? Proposal Enclosed Request for Proposals (RFP) for Orange County Homeless Management Information System Due: 2:00 p.m. PST May 10, 2017 Submitted by: (Name of Respondent) Package _____ of _____		
REQUIRED INFORMATION		
3. Was proposal formatted properly? (See questions below.)		
a. Are proposals prepared on 8 1/2" X 11" letter size paper?		
b. Are pages printed double-sided?		
c. Are pages bound on the long side?		
d. Is there 1 hardcopy original AND 2 duplicate hardcopies of the Proposal?		
e. Are original documents clearly marked as "ORIGINAL"?		
f. Do original documents bear the original signature of an authorized corporate agent on all documents requiring a signature?		
g. Does the proposal include a URL of a test demo site?		
h. Are the required credential information (logins) included with the URL?		
i. Are sections separated by labeled tabs?		
j. Are sections organized in accordance with proper subject matter sequence (see #4 of the RFP)?		
k. Does the proposal have page numbers clearly identified?		
4. Does the proposal contain the following minimum items?		
a. Signed Cover Letter		
b. Executive Summary, containing: Professional Qualifications and Specialized Experience of Respondent and Team Members committed		
b1. Company Profile Information		
b2. Company References/Client Profile		
b3. Capacity to Perform HMIS Project		
b4. Business License / Authority to do Business in California.		
c. Professional Qualification, Specialized Experiences of Key Personnel		
d. Implementation Plan and Schedule		
e. Overview of Respondent's Plan for Implementing the Software		
e1. Project Timeline / Hosting Completion		
e2. Organization Chart		
e3. Dedicated Resources		
e4. Software/Hardware		
e5. Acceptance Testing Criteria		
e6. Training Plan		
e7. Preventive Maintenance & Technical Support		
e8. Back-up contingency		
e9. Security		
5. Software Capabilities		
6. Preliminary Cost Proposal Detail		
7. Financial Statements (for last 2 years)		
8. Certification of core document		
9. Legal Actions		
10. Insurance		

Reviewed by: _____

Date Reviewed: _____

Scoring:

To receive up to 10 points: The proposal was received by the cut-off date/time. The proposal was formatted properly with 1 hardcopy original and 2 duplicate hardcopies. All signature documents have an original signature of an authorized corporate agent. All proposal sections are organized, labeled and page numbered. The proposal has a Cover Letter, a complete Executive Summary. A complete professional qualifications/Specialized Experience/Local Availability of Key Personnel was provided. The proposal contains an Implementation Plan and Schedule. All sections of the respondents Plan for Implementing the Software have been provided. The Software Capabilities were completely filled out. The proposal contains a detailed Preliminary Cost Proposal. The proposal contains 2 years of financial records. The proposal contained certificated of core document. The proposal contains any legal actions against the vendor. Insurance information was included.

To receive up to 5 points: The proposal was received by the cut-off date/time but was not labeled properly. The proposal was not prepared on 8 1/2 by 11 letter size paper/not printed double-sided/bound on the long side. The proposal does not have page numbers. The proposal does not include an Organization Chart. The proposal does not have a Back-up contingency. The proposal does not include a certificate of core document.

No Points given: The proposal is missing the Signed Cover Letter, Executive Summary, Implementation Plan and Schedule, Overview of Implementation Plan, Software Capabilities, Preliminary Cost Proposal, Financial Statements and Insurance.