

**State of Hawaii
Department of Labor & Industrial Relations (DLIR)
Disability Compensation Division (DCD)**

RFP-22-03-DCD

**DCD Digital Content Delivery and Occupational Change Management (OCM) Coordinator
(Title Changed)**

AMENDMENT

This amendment will go over the changes in the RFP. The areas affected are:

- Title Change
- Significant Dates
- Scope of Work or clarification of the work to be done

Any changes will be listed below. If a section is not listed there were no changes to that section.

SECTION ONE – INTRODUCTION, CANCELLATION, SIGNIFICANT DATES (pg. 3)

1.1 INTRODUCTION (PG. 3)

The State Procurement Office (SPO) is requesting a proposal from a Contractor for the State of Hawaii (SOH) DLIR DCD electronic Case Management System (eCMS) Modernization Project. The Contractor will communicate with the external stakeholders (carriers, employers, medical professions, legal professions, employers, claimants, etc.) to gather requirements and business workflows, and facilitate outreach workshops for the development of the “new face of DCD’s eCMS,” the web-portal. The work includes creating training manuals for the stakeholders, developing quantitative and qualitative requirement metrics, prioritizing technical and functional requirements, and creating and managing a traceability matrix to user stories, business processes, and requirements. In addition, the Contractor will also oversee a scanning team that will be scanning DCD’s active cases state-wide.

1.3 RFP SCHEDULE AND SIGNIFICANT DATES (pg. 3)

The schedule represents the State’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as "Proposal Due date/time" is delayed, the rest of the schedule will likely be shifted by the same number of days as determined by the State Project Manager (PM). Any change to the RFP Schedule and Significant Dates shall be reflected in and issued in an addendum. The approximate schedule is as follows:

Release of Request for Proposals	February 10, 2022
Mandatory In Person Pre-proposal Conference held at: DLIR Conference Rm 310-313	March 2, 2022 - 1:30-3:30pm
Due Date to Submit Questions into HlePRO: 12:00pm (HST)	March 11, 2022
Addendum for State’s Response to Questions, if required	March 18, 2022
Proposals Due into HlePRO: 12:00pm (HST)	March 25, 2022
Proposal Evaluations & Offeror’s Presentation/Discussions (if necessary)	March 28-31, 2022
Best and Final Offer (if necessary)	April 1, 2022
Contractor Selection (estimated)	April 6, 2022
Notice of Award (estimated)	April 7, 2022
Contract Start Date (Estimated)	April 15, 2022

The above dates are estimates only and are subject to change at the STATE's sole discretion. The STATE reserves the right to change any date(s) as deemed necessary and in the best interest of the STATE.

1.4 PRE-PROPOSAL CONFERENCE (pg. 3)

There will be a **mandatory in-person** pre-proposal conference.

Date: March 2, 2022
Location: 830 Punchbowl St
DLIR conference Rooms 310-313
Time: 1:30-3:30pm

The person that will be assigned to this project must attend the conference and provide resume. In addition, during the period DLIR DCD is evaluating the proposals, that person may be called on to do a presentation and/or have further discussions on the proposal.

Note: In order to bid for the job, you must attend the Pre-proposal Conference in-person.

1.7 PROPOSAL DELIVERY INFORMATION (pg. 4)

The Offeror shall upload an electronic version of the **proposal into HlePRO no later than 12:00 p.m. Hawaii Standard Time (HST) on March 25, 2022.**

Each qualified Offeror may submit only one (1) proposal in response to this solicitation. More than one (1) proposal will not be accepted from any Offeror.

Proposals that are emailed in will NOT be accepted. Proposals that are received electronically after the Proposal Due Date and Time will NOT be accepted. Each offeror accepts all risks associated with incorrect delivery or with failure to deliver proposal into HlePRO by the system's date and time.

SECTION TWO – PROJECT BACKGROUND AND OVERVIEW, STAKEHOLDERS, AND SCOPE OF SERVICES (pg. 5)

2.3 SCOPE OF SERVICES (pg. 8)

2.3.1 DCD DIGITAL CONTENT DELIVERY AND OCCUMATIONAL CHANGE MANAGEMENT (OCM) COORDINATOR (pg. 8)

DLIR DCD is looking for a Digital Content Delivery and OCM Coordinator to work on Phase 3 of the DCD Electronic Case Management Modernization Project (eCMS). The purpose of this engagement is to provide expert guidance and analysis, business process re-engineering, best practices, and recommendations in:

1. The ability to have critical thinking to play the role of a Business Analyst who is responsible for identifying and validating external-facing web-portal requirements and design which also includes but is not limited to the following:
 - a. Ability to capture requirements and improving digital format is key,
 - b. Creating test plan which includes test cases/user stories, test data to validate the functionality of the business workflows and ensure high quality experience for all stakeholders,
 - c. Testing and regression testing validation,
 - d. Performing gap analysis,
 - e. Business Process Re-engineering (BPR) of the end solution
2. Hold outreach workshops with external stakeholders to gather requirements and business process workflows,
 - a. The outreach workshops will serve several purposes:
 - i. Provide communication and facilitate discussions with the external stakeholders,
 1. Provide OCM to the external stakeholders,

2. Play a “customer advocate” role to ensure useability, accessibility, BPR, and customer service of the end solution,
 - ii. Get external stakeholder buy-in and participation and to be aware of the changes through these outreach efforts,
 1. This is key for the success of moving from paper to digital as well as providing value to the external stakeholders
 - iii. Experience working with multiple stakeholder groups and coordinating across multiple lines of business are key requirements to ensure a solution design that satisfies the multiple stakeholders involved, and
 - iv. Business Process Re-Engineering (BPR) on submittal of documents or information,
3. Analyzing and prioritizing information management processes and work with multiple stakeholders (internal and external) to ensure the delivery of a user-friendly, viable web-portal digital records management solution,
4. Client advocacy in coordinating testing and scanning resources for the State of Hawaii (SOH) Department of Labor & Industrial Relations (DLIR) Disability Compensation Division (DCD) electronic Case Management System (eCMS) Modernization Project.
5. Work with the Business Analyst to create training manuals, and videos, and

In addition, the Contractor will:

1. Oversee and manage a scanning team who are ingesting active cases and other documents from TDI and PHC into the new eCMS statewide,
2. Have strong project management experience on delivering value and ensuring success,
3. Strong coordination skill set to analyze and prioritize current information management processes,
4. Process optimization and experience in defining service level agreements (SLAs) that focus on customer value are key as the Contractor should be comfortable analyzing current processes to ensure any opportunities for improvement and optimization are identified and coordinated for lasting solution success, and
5. Have the ability to constantly ask the right questions on business value to represent the customer with a level of detail to report on a delivery process that ensures project-based work is completed on a timely and quality level that ensures overall solution success.

2.3.2 ENTERPRISE-WIDE REQUIREMENTS AND GAP ANALYSIS AND BUSINESS PROCESS RE-ENGINEERING (BPR) (pg. 9)

The Consultant shall perform the following tasks:

- Conduct a full enterprise-wide traceability requirements and gap analysis from business needs and requirements through design, validation, testing, delivery, go-live and after go-live of **Phase 3** of the DLIR DCD eCMS Modernization Project.
- Review all project documents and meeting recordings, RFP and BAFO to extract requirements and identify any gaps, including the development of acceptance criteria and working with end users.
- Participate in design sessions as both an advisor on best practices as well as to identify acceptance criteria and test scenarios to be incorporated into UAT.
- Provide best practice recommendations for successfully performing requirements elicitation, analysis and management to ensure business goals are achieved through project implementation, and
- Identify and prioritize technical and functional requirements while providing feasibility analysis by balancing technology, business processes and system users and other stakeholders.

Work will be coordinated with the DCD PM, testers, and vendors (Case Management Contractor, Independent Verification and Validation (IV&V) Contractor and Scanning Services Contractor).

2.3.3 ENTERPRISE-WIDE TEST PLAN, TEST USE CASES, TEST SCRIPTS, and TEST DATA (pg. 10)

The Contractor shall work with the Project Manager (PM) and BA to be responsible for the successful planning, execution, and reporting of **Phase 3** to successfully launch the eCMS Modernization Project into daily operation. Work will include, but not limited to defining test plans and approaches, detailing

all test cases including user stories and business scenarios based on requirements and design documentation, defining and maintaining a communication and reporting process for the status of all testing work, and coordinating with project manager(s) to mitigate risks and coordinate work with testing stakeholders with the over-all project plan. Deliverables at a minimum will include:

- **Best practice recommendations for testing** (e.g., Test Plan, What to Test, How to Test, When to Test, Who does Testing, Where to Test, and Training and Orientation)
- **Testing scope** – what will be tested, how things will be tested, who will be testing, when and where tests will be conducted
- **Testing strategy** – how system and application shall be tested
- **Test data** – for each of the test cases/scripts that address requirements
- **Test procedures** – these are the test scripts and the associated test data
- **Testing levels** – shall verify business functionality and associated with requirements identified in the RFP, BAFO, issues/risks, use cases/scenarios, and meetings
 - **Functional Testing** – responsibility for ensuring proper functioning of system prior to end user testing
 - **User Acceptance Testing (UAT)** – testing requirements and business functionality have been addressed
 - **Regression Testing** - retesting of defects/issues identified in UAT, and/or upgrades/patches
- **Test cases and scripts:**
 - Shall be derived from the requirements and gap analysis work, RFP, BAFO, Vendor documentation and plans, meeting recordings, business functionality, issues, & risks, scenarios or use cases, tutorials, and user training guides
 - Shall be traceable via an identification system and associated to requirements and business functionality
 - Shall verify and validate requirements and gaps, business functionality and workflows
 - Shall be step-by-step so that the test team(s) can understand and follow
 - Shall use appropriate test data associated for each of the test scripts
- **Reporting** shall include:
 - **Defect Reports** – any defects/issues identified shall be logged during testing as a pass/fail along with a severity rating. For failures generating issues, documentation of the issue and resolution (if any shall be documented). A severity rating shall be assigned such as: **acceptable/partial accept** – does not have to be fixed, can be fixed later – project still moves forward, **unacceptable** – considered a stop project, cannot be fixed – need to re-evaluate feasibility to fix (if any), or it is definitely a stop or a go/no go project, **partial limitation** – overcome by other system component (specify), or **permanent limitation** – can't be overcome.
 - Responsibility for troubleshooting and defining an appropriate solution or alternative solutions will be part of the scope of work for all issues, identified by the Consultant as well as end users and so reporting will include the tracking of all addressed issues and their resolutions
 - **Risks** – shall be identified including a mitigation plan and contingency plan for each risk
 - **Test Reports** – report identifying the results of testing including any follow-on actions and recommendations for business success
- **Schedule** – develop a test schedule for Test Team(s) during UAT
- **Training** – develop training documentation in multiple formats (i.e., written, video, audio, etc.) on how to test, what to test, who will be testing, and how to report defects/issues for the Test Team(s) prior UAT
- **Testing Support** – provide support to all testers to enable the successful execution of all test cases and regression testing to include, but not limited to daily stand-ups and reporting and ad hoc issue troubleshooting.
 - The testing support role is critical and will require availability to end users during their testing periods as per the testing plan

2.3.4 TRAINING DELIVERY (pg. 11)

The Contractor will be responsible for working with Business Analyst and PM in developing all training, operational support, and troubleshooting documentation required for the successful rollout of the eCMS Phase 3 solution as part of the eCMS Modernization Project. Training and understanding are key to the successful adoption of the ultimate solution and so experience and high-level of priority to understanding the user base is key. Expectations on training include but not limited to:

- Updating vendor and system documentation to reflect changes made during design, testing, and rollout to include business processes, technology updates, lessons learned and testing results.
- Creation of new documentation from administrator guides to end user “how to” and “cheat sheets” for easy access and reference.
- Creation of training videos of high quality for end users to learn how to utilize the system within a business context. Responsibility for understanding business processes is key and is an expectation of the Consultant in developing videos for asynchronous learning and application.
- Development of a training library designed around the different types and competencies of the user base.
- Management of an information portal for end users to not only access all training materials, but to ask questions, learn more about the project and the system and to encourage further adoption by other areas of the business.
- Ability to continue to modify and update all materials and resources as project requirements, technology, and governance and legal rules change.
- Provide training to administrators to successfully manage (including add/edit/delete, as appropriate) all training deliverables beyond the scope of this contact.

2.3.5 CONSULTANT RESPONSIBILITIES AND DELIVERABLES: (pg. 11)

DCD is requesting the following responsibilities and deliverables from the Consultant:

1. Report to the DLIR DCD eCMS Project Manager and Project Executive Sponsor. The workdays shall normally be between Monday through Friday, 7:45am – 4:30pm, except State Holidays unless part of testing and migration schedule.
2. Work with external Stakeholders in gathering requirements via outreach workshops.
3. Manage and work with Scanning Team to ensure documents are scanned, verified, validated. This includes ensuring there is a business process to track documents scanned, provide audit reports, and ensure quality of scanned jobs and security of content sensitive documents.
4. Full enterprise-wide traceability requirements and gap analysis of the technical and business needs from design, validation, testing, delivery or go-live and after go-live of the eCMS Modernization Project (which includes but is not limited to case, content, web portal) traced to testing plan(s) and operational roll-out recommendations.
5. Review and coordinate with the Project Manager any defined test plan(s) with the enterprise-wide test plan and overall project schedule to identify risks and develop mitigation plans as well as to provide recommendations for the successful execution of all testing work.
6. Test cases/Scripts for UAT and regression testing shall be derived from the requirements and gap analysis, RFP, BAFO, vendor documentation and plans, meeting recordings, business functionality, issues, and risks, scenarios or use cases, tutorials, and user training guides.
7. Assess results of various reports (e.g., defects, risks, test) and provide comments and guidance.

8. Issue resolution of all quality log items, including the tracking and reporting on all identified items from bugs and defects to user inquiries.
9. Continuously review and coordinate overall project schedule with Project Manager and provide potential risks as well as mitigation plans.
10. Reviewed and updated training materials, including end-user reviews and validations of all updated and created materials to ensure user adoption.
11. Experience delivering and working with digital content management systems is encouraged.
12. Knowledge of cloud-based solutions is required.
13. Work with PM and Business Analyst to produce video training guides for both internal and external stakeholders.
14. Training library and central portal for all how-to materials.
15. Attend project coordination meetings, as requested by Project Manager or Executive Sponsor to include but not limited to status meetings, organizational change management meetings, design and review sessions, and organizational reporting and communication meetings.
16. Create mitigation plans for issues raised by IV&V reports. This may include having a weekly touchpoint meeting with IV&V.
17. Monthly invoice including reporting on all qualitative and quantitative metrics, tasks accomplished, and testing completed during that period.

2.3.6 EXPERIENCE, QUALIFICATION, AND AVAILABILITY (pg. 12)

The Contractor shall provide information on each partner or principal and staff assigned to this engagement. The information shall include:

- a. Name
- b. Position on this engagement
- c. Years of experience as a partner or principal with the firm, other firms, and years other than partner or principal
- d. Number of years as a resident of Hawaii.
- e. Education (university, degree, year, specialization)
- f. Number of years practicing business analysis on project-based work
- g. Membership in professional organizations (if any)
- h. License or Certifications (type, year, providing organization) – should possess at time of offer some of the following certifications:
 1. Certified Project Management Professional (PMP)
 2. Master Project Manager (MPM)
 3. Scaled Agile Framework (SAFe)
 4. Scrum Alliance Scrum Master and Product Owner Certified
 5. Google cloud platform business professional
 6. Salesforce Business Specialist
 7. Amazon Web Services Certified Cloud Practitioner
 8. Open Group Architecture Framework (TOGAF) certified (enterprise architecture)
 9. Six Sigma Black Belt Certificate
 10. Cyber Security Foundational Professional
- i. Responsibilities in previous government or similar type of engagements (if any)

2.3.7 ASSUMPTIONS

- Contractor shall possess the following skills:
 - oral and written communication
 - interpersonal and consultative
 - ability to facilitate
 - organizational skills
 - knowledge of business structure
 - stakeholder analysis
 - issue-resolution
 - requirements engineering and re-engineering
 - understanding of networks, databases, and other IT technology
- Services to be delivered during standard business hours 7:45am-4:30pm, M-F unless agreed upon in advance by DLIR and Contractor
- DLIR shall provide Contractor with remote access to their systems' environment for the duration of the project
- Contractor shall provide monthly invoices and detailed summary of work accomplished to be signed by DLIR to validate work performed
- Contractor shall be locally based
- Contractor must be familiar with DLIR, DLIR IT equipment, and state procurement processes
- Contractor must be familiar with the DLIR DCD eCMS Modernization Project and all workflow processes and requirements
- Contractor must be familiar with project test scripts, user stories, use cases, and test data
- Consultant must have a minimum of 15 years of experience software delivery experience in project/program management
- Contractor must have experience in both digital transformation and organizational change projects affecting enterprise-level users and external clients
- Change Management work leveraging Prosci/ADKAR Model – 7 yrs experience
- Contractor must also have experience in creating training videos for both online and in-person for both live participation audition and asynchronous recordings.

2.4 LOCATION OF WORK SITES AND TELEWORKING (pg. 14)

The primary work location is:

State of Hawaii Department of Labor and Industrial Relations
Princess Ruth Keelikolani Building
Disability Compensation Division
830 Punchbowl St, Room 209
Honolulu, Hawaii 96813

Neighbor Island Locations are:

- Hawaii District Office (Hilo)
State Office Building
75 Aupuni Street, Room 108
Hilo, HI 96720
- West Hawaii District Office (Kona)
81-990 Halekii St. #2087
Kealahou, HI 96750
- Maui District Office (which handles Maui, Molokai, Lanai) State
Office Building #2

2264 Aupuni Street
Wailuku, HI 96793

- Kauai District Office
3060 Eiwa Street, Room 202
Lihue, HI 96766

This job will require the Contractor to work in a variety of on-site and teleworking venues:

- For overseeing the Scanning Team – on-site work and traveling to Neighbor Islands will be required.
- For the eCMS Phase 3 portion, (e.g., gathering requirements from external stakeholders, or having outreach workshops) - some of the work may be done remotely but a majority of the work will be done on-site at the main location.

SECTION THREE – PROPOSAL FORMAT AND CONTENT – NO CHANGE

SECTION FOUR – EVALUATION CRITERIA – NO CHANGE

SECTION FIVE – GENERAL CONDITIONS

5.8 CONTRACT PERIOD, EXECUTION, NOTICE TO PROCEED, AND WORK SCHEDULE (pg. 29)

The Consultant shall provide billable consulting service hours Monday through Friday, except weekends, State of Hawaii holidays, or other DLIR-DCD non-working days.

The Consultant shall be available during the DLIR DCD's normal office hours to discuss the progress of the work being performed. All questions raised during the course of the work shall be promptly addressed to the PM.

No work is to be undertaken by the Consultant prior to the commencement date. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the contractor prior to the official starting date.

The Consultant shall enter into a formal written contract for providing Digital Content Delivery and OCM Coordinator services from **April 15, 2022 to December 31, 2022**.

The Consultant shall re-evaluate any work which fails to conform to the requirements of the contract and shall immediately remedy any defects due to faulty workmanship of the Consultant.

The State may terminate the contract at any time upon thirty (30) days with prior written notice.

If an option to extend is mutually agreed upon, the Consultant shall be required to execute a supplemental to the contract for the additional extension period for an amount that is proportionate to the monthly rate of the initial contract. The Contractor or the State may terminate the extended contract at any time without cause upon six (6) weeks prior written notice.

5.22 TERM OF CONTRACT

The term of the contract shall commence on the date specified on the Notice to Proceed. Should there be insufficient funds, thereafter the State may terminate this agreement without any penalties.

Contract shall commence on the official commencement date specified on the Notice to Proceed issued upon execution of the contract by both parties. Successful Offeror shall be **required** to enter into a formal written contract to commence work on this project

The contract will end on **December 31, 2022**, subject to availability of funds.

SECTION SIX – SPECIAL PROVISIONS

6.8 RULES OF PROCUREMENT (pg. 45)

Rules for Withdrawal or Revisions of Proposals

A proposal may be withdrawn or revised at any time prior to, but not after **March 25, 2022**. In order to withdraw or revise a proposal, a request in writing by the Offeror, or their authorized representative, must be submitted to the Issuing Officer. This withdrawal or revision must be filed with the Issuing Officer before the deadline of the receipt of proposals but shall not prejudice the right of an Offeror to submit a new proposal before or on the deadline for receipt of proposals.

SECTION SEVEN – ATTACHMENTS (pg. 49)

Changes were made to the following attachments:

- 1. Attachment A: Offer Form Letter, OF-1**
- 2. Attachment B1: Qualifications of Firm and Staff, OF-2a**
- 3. Attachment B2: Price Structure, OF-2b**

ATTACHMENT A:

Offer Form Letter, OF-1

ATTACHMENT A: OFFER FORM LETTER, OF-1

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS DISABILITY COMPENSATION DIVISION
CONTRACTUAL SERVICES
FOR

DCD DIGITAL CONTENT DELIVERY AND OCCUPATIONAL CHANGE MANAGEMENT (OCM) COORDINATOR
RFP-22-03-DCD

Administrative Services Officer
Department of Labor & Industrial Relations/Administrative Services Office
State of Hawaii
Honolulu, Hawaii 96813

Dear Administrative Services Officer:

The undersigned Offeror has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned Offeror also agrees to the following:

1. All services shall be provided in accordance with the solicitation, and applicable Federal and State laws and rules.
2. The Department of Labor & Industrial Relations, State of Hawaii (State) reserves the right to cancel the solicitation when, in their opinion, such cancellation is in the best interest of the State.
3. The State may reject proposals, in whole or part, and waive any defects, when in the State's opinion, such rejection or waiver will be in the best interest of the State.
4. The State shall not be liable for any costs, expenses, loss of profits, or damages, whatsoever incurred by the Offeror in the event this solicitation is cancelled or a quote is rejected.

The undersigned Offeror shall answer the following with a "YES" OR "NO"

5. The Offeror has read and understands following requirements of the solicitation.
 - a. Section 1: Introduction, Significant Dates _____
 - b. Section 2: Project Background, and Scope of Work _____
 - c. Section 3: Proposal Format and Content _____
 - d. Section 4: Evaluation Criteria _____
 - e. Section 5: General Conditions _____
 - f. Section 6: Special Provisions _____
 - g. Section 7: Attachments _____
6. The Offeror has read and understands all remaining information and requirements of the solicitation not specified above. _____

7. The Offeror has read and understands all applicable Federal and State laws in the provision of services under the solicitation. _____
8. A certified statement in the proposal certifying that the proposal was arrived at without any conflict of interest (refer to Section 6.8 Provision) _____
9. The Offeror is authorized to transact business in the State of Hawaii.
10. The Offeror has attached the following information:
 - a. Resume, Experience, Qualification and Availability of Staff _____
11. Cost:
 - a. Cost:

April 15, 2022 to December 31, 2022	\$ _____
Estimated Cost to Extend 1.5 years:	\$ _____

This "Offer Form Letter" **must be signed and dated** by an individual or individuals authorized to legally bind the Offeror.

Offeror is:

- Sole Proprietor
 Partnership
 *Corporation
 Joint Venture
 Other _____
 *State of incorporation: _____

Hawaii General Excise Tax License I.D. No. _____

Federal I.D. No. _____

Payment address (other than street address below): _____
 City, State, Zip Code: _____

Business address (street address): _____
 City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____
 Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____ Name and Title (Please Type or Print)

E-mail Address: _____ ** _____
 Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.

ATTACHMENT B1:

**Qualifications of Firm and Staff,
OF-2a**

At the State's sole discretion, the contract may be extended for time, or time and money, and may be amended consistent with the terms and conditions of the original contract. In the tables below, provide the cost per hour for work that may arise during the project and resumes of staff/manager

In the tables below, please provide the information as stated in Section 3: Proposal Format and Content.

COMPANY QUALIFICATIONS FORM				
Minimum Mandatory Company Qualifications	Project Start/End Dates	# of Years	Project Name and description of relevant experience	Reference information: name, email address, phone number, address of contact, business description

Note: List at least three references are required.

Personnel Name:		Percent of Time to the Project:		
Digital Content Delivery and Occupational Change Management (OCM) Coordinator Minimum Qualifications	Experience			
	Project Start/End Dates	# of Months or Years	Project Name and description of relevant experience	Reference information: name, email address, phone number

Offeror _____
Name of Company

ATTACHMENT B2:

Price Structure, OF-2b

ATTACHMENT B2: PRICE STRUCTURE, OF-2b

THE OFFER FORM SHOULD BE SUBMITTED IN A FORMAT THAT CLEARLY IDENTIFIES THE COSTS RELATED TO THE REQUIREMENTS OF THIS RFP.

COST BREAKDOWN			TOTAL COSTS
I.	Cost for: April 15, 2022 to December 31, 2022		\$
TOTAL:			\$
II.	Miscellaneous		
	a. Cost for additional months	\$	
	b. Cost for additional 1.5 years	\$	
	c. Hourly Cost of Staff (if any)	\$	
	d. Hourly Cost of Digital Content Delivery and Occupational Change Management (OCM) Coordinator	\$	

Note: Please complete all pages of the Offer Form OF-2a and submit in your proposal. Pricing shall include labor, materials, supplies, travel, lodgings, transportation, all applicable taxes, and any other costs incurred to provide the specified services. You can add more lines as needed.

Assumptions that were made in developing scanning/data entry/prepping cost are listed:

#	ASSUMPTIONS

Offeror: _____ Name of Company