



**STATE OF MICHIGAN
Department of Management and Budget
Purchasing Operations**

**Request for Proposal No. 0711 8200301
Department of Information Technology**

**Articles 1 is a separate document
Articles 2, 3, 4 and 5 are in a separate document**

**Buyer Name: Dale N. Reif
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E-Mail Address: reifd@michigan.gov**

RFP Checklist for Bidder Proposal Contents and Responsiveness (Tabbing Structure)

Questions concerning the requirements of this RFP should be directed to the Buyer listed on the cover page of this document. Contact with anyone other than the Buyer at the State regarding this proposal may result in bidder disqualification.

Vendors are strongly encouraged to review the formatting requirements prior to submitting bid proposals. Bid proposals that do not adhere to the below format may be deemed non-responsive. Bidders must respond to all sections of the RFP as listed below. Failure to respond to any requested information as outlined below may result in disqualification from the bid process. Bidders must follow the binder tabbing structure provided below.

The Bidder is responsible for submitting proposals to the appropriate location, on time, per the schedule of the RFP with one signed original and the appropriate number of copies and electronic copies (CDs).

Article 1 - Technical Solution Binder	<u>Tab Name</u>	<u>Bidder Technical Proposal Checklist</u>
	Executive Summary	<input type="checkbox"/> The Bidder must provide a brief overview (3 pages or less) of the entire bid package proposal.
	Section 1.0 General	<input type="checkbox"/> The Bidder must respond to all requirements in Sections 1.0, General, and clearly identified using the same format as the RFP, with the appropriate headings.
	Section 1.1 Computers	<input type="checkbox"/> The Bidder must respond to each requirement in Article 1, Section 1.1. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.1 of the RFP"
	Section 1.2 Servers	<input type="checkbox"/> The Bidder must respond to each requirement in Article 1, Section 1.2. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.2 of the RFP"
	Section 1.3 Software	<input type="checkbox"/> The Bidder must respond to each requirement in Article 1, Section 1.3. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.3 of the RFP"
	Section 1.4 I/O Devices	<input type="checkbox"/> The Bidder must respond to each requirement in Article 1, Section 1.4. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.4 of the RFP"
	Exhibit 1.0 General Grid	<input type="checkbox"/> The Bidder must complete each and every row of the General Evaluation Grid.
	Exhibit 1.1 Computer Grid	<input type="checkbox"/> The Bidder must complete each and every row of the Computer Evaluation Grid. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.1 of the RFP"
	Exhibit 1.2 Server Grid	<input type="checkbox"/> The Bidder must complete each and every row of the Server Evaluation Grid. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.2 of the RFP"
	Exhibit 1.3 Software Grid	<input type="checkbox"/> The Bidder must complete each and every row of the Software Evaluation Grid. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.3 of the RFP"
	Exhibit 1.4 I/O Grid	<input type="checkbox"/> The Bidder must complete each and every row of the Input Output Evaluation Grid. Or, provide a one page document stating "Vendor has elected not to bid on Section 1.4 of the RFP"
Exhibit 2	<input type="checkbox"/> Bidder must provide a resume for the Contract Program Manager as Exhibit 2.1. <input type="checkbox"/> Bidder must provide a resume for the Single Point of Contact , as Exhibit 2.2. <input type="checkbox"/> Bidder must provide an Organizational Chart as Exhibit 2.3. <input type="checkbox"/> Bidder must provide a resume for the I/O On-site Person as Exhibit 2.4, if bidding on Section 1.4.	
DMB 285	<input type="checkbox"/> The Bidder shall provide DMB 285 (Letter of Submittal), signed by an individual authorized to legally bind the Bidder.	
Article 2	<input type="checkbox"/> Statement that a Certificate of Insurance will be provided as a condition of award has been included (referenced in Section 2.133). <input type="checkbox"/> Acceptance of each term and condition listed in Article 2 of the RFP is included in your proposal, with any comments or issues clearly identified.	
Article 4	<input type="checkbox"/> <i>Complete all items contained in Article 4 Certifications and Representations, initialing each paragraph requiring an initialed response, acknowledging each certification & representation, and providing all required information.</i>	
Article 5	<input type="checkbox"/> Responses have been provided for all items requested in Article 5.	

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Cost tables must be complete and thorough. Quoted prices should be the Vendor's best possible offering to the State. Prices must be inclusive. Any hidden costs, limiters or qualifiers associated with a price may result in bidder disqualification. Bundled prices should be clearly identified so the evaluators have a clear understanding of what is and is not included in the price.

Tab Name Bidder Checklist for Price Proposals

Pricing Binder	Computer Pricing	<input type="checkbox"/> The Bidder shall complete the PC Cost Model , with all of the requested information. <input type="checkbox"/> Or, provide a one page document stating "Vendor has elected not to bid on Section 1.1 of the RFP"
	Server Pricing	<input type="checkbox"/> The Bidder shall complete the Server Cost Model , with all of the requested information. <input type="checkbox"/> Or, provide a one page document stating "Vendor has elected not to bid on Section 1.2 of the RFP"
	Software Pricing	<input type="checkbox"/> The Bidder shall complete the Software Cost Model , with all of the requested information. <input type="checkbox"/> Or, provide a one page document stating "Vendor has elected not to bid on Section 1.3 of the RFP"
	I/O Device Pricing	<input type="checkbox"/> The Bidder shall complete the I/O Device Cost Model , with all of the requested information. <input type="checkbox"/> Or, provide a one page document stating "Vendor has elected not to bid on Section 1.4 of the RFP"

Bidders must continue to monitor the State purchasing Website for addendums to this RFP.

www.michigan.gov/buymichiganfirst