Technical Proposal Form FOR Technical services

In order for a Proposal to be considered responsive and acceptable for evaluation by the Judicial Council, the Technical Proposal must be submitted on the form below according to the following guidelines.

Instructions for completing the form:

1. Answer all questions completely and exactly as shown. Do not change the format of the form, or the numbering format or sequence.
2. Provide your responses to all questions directly in the form immediately following the stated question or request for information. Do not refer the reader to other extraneous documents unless specifically asked to do so on the form, or when absolutely necessary to provide a complete response.
3. If the answer to one question is the same as the answer to a previous question, do not refer the reader back to the previous question for the answer. Instead, restate the answer to the question in the appropriate place on the form.

Responsive Proposals should provide straightforward, concise information addressing the requirements specified in the form. Expensive bindings and color displays are neither necessary, nor desired. Emphasis should be placed on providing responses and materials that conform to the Judicial Council’s instructions and providing clear, complete, and unambiguous responses.

**TECHNICAL PROPOSAL FORM**

1. **INFORMATION ABOUT YOUR FIRM**
	1. Provide name and contact information for the individual you are designating as contact point if the Judicial Council evaluation team finds it necessary to contact your organization with questions during the Proposal evaluation process.

RESPONSE:

* 1. Provide a general description of your firm and a general description of the services it provides. *(In addition to your response to this question, please attach and reference any brochures or other literature which may help us to understand more about your firm.)*

RESPONSE:

* 1. In the table below, list any institutional or governmental agency clients with whom your firm has worked **during the past 12 months** and include a brief description of the scope and type of services provided. Please make note of services that include relocation of network goods and computers.

| **Name of Institution or Government Agency** | **Mo / Yr Service Provided** | **Scope & Type of Service(s)** |
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* 1. In the table below, provide the names, addresses, and telephone numbers of five (5) client references for whom your firm has provided similar services (i.e., services as described in RFP **Attachment A –** **Scope of Services**) at some point **in the last 12 months**. You must include services/ projects that include relocation of network goods and computers. The Judicial Council may contact these references as part of the evaluation process. By virtue of submitting these client names as references, your firm releases the Judicial Council and the client references from any liability for any and all claims of harm caused to your firm’s reputation by virtue of any discussion between the Judicial Council and the client reference.

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| **Name** | **Title** | **Organization** | **Phone No.** | **E-mail Address** |
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5. In the table below, provide the names of your management team that will manage and support this project. Designate and provide the name of a single individual who will be responsible for, and have the all necessary authority to direct the other management employees as well as on site workers performing the move services. Describe the role that other employee(s) will play in supporting the project. Describe each team member’s experience supporting projects that included relocation services similar to those requested here, including the relocation of network goods and computers. **Please include individual qualifications (certifications, years of experience, expertise, etc). Provide resume for each.**

***Note: All individuals supporting this project will be required to obtain court security clearance via a court-managed background check.***

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| **Name** | **Title** | **Role** | **Experience**  | **Certification(s)** |
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1. **SERVICES PROVIDED**

1. In the table below, if there is any service in **Attachment A – the Scope of Services** that your firm **cannot** provide describe your limitation here.

| **Attach. A -Item No.** | **Attachment A - Description** | **Explanation** |
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1. **WORK PLAN**

Describe in detail (from the point you receive authorization to proceed with the services through completion and/or delivery of the services), your firm’s work plan. Include site access, hours of performance, personnel scheduling, etc so as to insure the services outlined in Attachment A – Scope of Services are performed.

RESPONSE:

1. **QUALITY ASSURANCE**

Describe in detail (from the point you receive authorization to proceed with the services through to completion and/or delivery of the services), your firm’s process for insuring that all services are provided correctly, completely, and on time.

RESPONSE:

1. **RESPONSIVENESS**

1. Describe in detail your firm’s process for insuring prompt and complete responses to Judicial Council questions, including those that arise after preliminary reports or other evidence of title have been issued by your firm.

RESPONSE:

1. **ADDITIONAL INFORMATION**

Provide any additional information that should be considered in the evaluation of your firm’s Proposal.

RESPONSE: