**Example with Boxes**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses. Response should be no more than 20 total pages. The 20-page maximum should be inclusive of all attachments.**

**General Requirements and Definitions**

1. Please list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

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1. Please confirm you have carefully reviewed all requirements listed in RFP Section 1.4. Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.

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**Selection of Services**

Please check which services your company is submitting a proposal (you can apply for one or more services)

A) Benchmark Reporting Services

B) Continuous Quality Improvement Services

C) Event Planning and Management Services

Please respond to the questions corresponding to the services your company has selected to submit a proposal.

**A) Benchmark Reporting Services**

**Requirements and Qualifications**

1. Describe your understanding of the scope and objectives of this project.

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1. Describe your company’s experience in data analysis and knowledge of MIECHV reporting requirements.

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1. What measures will be taken to ensure accurate analysis and reporting that meet the expectations of both the state and federal government?

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1. Please provide references for at least three similar projects completed in the last five years including client names, project scope, duration of engagement and contact information.

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1. What type of experience does your company have working with the state or federal government?

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1. Who will serve as the project manager and point of contact? Include their qualifications.

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1. How many personnel will be assigned and what are their roles and qualifications?

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**Project Timeline**

1. Provide a proposed timeline for the project, including key milestones, that will ensure accurate and timely reporting.

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1. Describe your communication plan for regular updates to the State team, including any changes to proposed timeline or data analysis.

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**Security and Confidentiality**

1. What processes and procedures will you put in place to ensure data protection?

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1. What software would your team use for data analysis? Describe your protocols for access to data.

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**Documenting and Reporting**

1. Describe the process for documenting changes to data code or processes.

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1. Describe how your company will import and process data from multiple data systems.

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**Compliance and Insurance**

1. How do you manage scheduling changes or unforeseen delays?

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**B) Continuous Quality Improvement Services**

**Requirements and Qualifications**

1. Describe your understanding of the scope and objectives of this project.

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1. Describe your company’s experience in quality improvement strategies and knowledge of home visiting programming and MIECHV reporting requirements.

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1. What measures will be taken to ensure timely quality improvement support is provided for local implementing agencies and the state team, that meet the expectations of both the state and federal government?

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1. Describe how your company will evaluate the success of the QI support provided to both local implementing agencies and the state team.

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1. Please provide references for at least three similar projects completed in the last five years including client names, project scope, duration of engagement and contact information.

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1. What type of experience does your company have working with the state or federal government?

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1. Who will serve as the project manager and point of contact? Include their qualifications.

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1. How many personnel will be assigned and what are their roles and qualifications?

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**Project Timeline**

1. Provide a proposed timeline for the project, including key milestones, that will ensure meeting project deliverables and reporting requirements.

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1. Describe your communication plan for regular updates to the State team, including any changes to proposed timeline or deliverables.

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**Security and Confidentiality**

1. What security measures are in place to ensure the confidentiality and safety of all materials and information?

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1. Describe your protocols for access to local implementing agency information and materials created for this project.

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1. What software would your team use to support these services? Describe your protocols for access to data.

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**Documenting and Reporting**

1. Describe the process for documenting ongoing support of local implementing agencies and the state team.

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1. Describe how materials and reports will be prepared and drafted to meet state and federal requirements.

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**Compliance and Insurance**

1. How do you manage scheduling changes or unforeseen delays?

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1. Do you carry insurance for XXX? Provide details.

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**C) Event Planning and Management Services**

**Requirements and Qualifications**

1. Describe your understanding of the scope and objectives of this project.

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1. Describe your company’s experience in event planning and management services and knowledge of home visiting programming needs.

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1. Describe how your company will identify the training needs of home visiting programs to develop these events?

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1. What measures will be taken to maximize reach of events?

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1. How will your company evaluate the success of these events?

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1. Please provide references for at least three similar projects completed in the last five years including client names, project scope, duration of engagement and contact information.

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1. What type of experience does your company have working with the state or federal government?

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1. Who will serve as the project manager and point of contact? Include their qualifications.

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1. How many personnel will be assigned and what are their roles and qualifications?

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**Project Timeline**

1. Provide a proposed timeline for the project, including key milestones, that will ensure meeting project deliverables.

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1. Describe your communication plan for regular updates to the State team, including any changes to proposed timeline or deliverables.

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**Security and Confidentiality**

1. What security measures are in place to ensure the confidentiality and safety of all materials and information?

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1. Describe your protocols for access to local implementing agency information and materials created for this project.

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1. What software would your team use to support these services? Describe your protocols for access to data.

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**Documenting and Reporting**

1. Describe the process for documenting event materials, participation and feedback.

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1. Describe how event materials will be prepared and drafted to meet state and federal requirements.

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**Compliance and Insurance**

1. How do you manage scheduling changes or unforeseen delays?

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1. Do you carry insurance for xxx? Provide details.

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