

Attachment A - Minimum Qualifications Questionnaire

Submittal:

All forms provided in the submittal section must be completed and submitted with the Offer. The Minimum Qualifications Questionnaire is one such required form and shall be completed, signed, and submitted with the offer as a requirement to be determined responsive.

Reasonable susceptibility is established based on the evaluation criteria set forth in the Request for Proposal. Conformance to the Minimum Qualifications established within the Request for Proposal is required to ensure that experienced, capable offers with operational and financial capacity are providing solutions that meet the requirements specified in the Scope of Work.

In accordance with RFP 24-0423, Section, 2, Instructions, 2.25 regarding *Determining Responsiveness and Responsibility*, Offers determined non-responsive or non-responsible will not be considered for further evaluation.

Minimum Qualifications Questionnaire and Checklist of Support Documentation:

Please complete the questionnaire below. By completing the questionnaire, the offeror is attesting to the truthfulness of the responses and acknowledges that the offeror understands the assurance of response and completion is subject to the City's authority and sole discretion to determine responsiveness.

If answering YES to any of the three (3) questions, **attach the requested support documentation** to this form. The YES response will require support documentation. Check the *Attached* box indicating that the support documentation has been attached. The support documentation attachments shall be organized in the order in which the questions are listed and must clearly reference each associated question number.

Minimum Qualifications Questions:		YES	NO
1.	Does the Offeror have a minimum of five (5) years' experience providing products and services associated with this solicitation?		
	If YES, the Offer shall attach a document in support of the minimum qualification met that includes the total number of years and a brief list of the products and services provided through the years listed.	Attached <input type="checkbox"/>	
2.	Has the Offeror completed a minimum of two (2) implementations of large-scale EDMG projects that included installation, configuration, and ongoing support of Data Discovery/Catalog, Data Lineage, Automated Data Quality Profile and Assessments/Master Data Management, and Data Governance Workflow and Framework Support? For the purposes of this solicitation, a large-scale EDMG system is defined as similar in scope, size and complexity as in this solicitation.	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide a listing of information to support the minimum qualification met. The summary shall include information such as project start and end dates, implementation summary statements, objectives, business outcomes and deliverables.	Attached <input type="checkbox"/>	
3.	Has the Offeror within the past seven (7) years, implemented in production, at least two (2) EDMG solutions in a government agency within the United States? Examples must provide functional and technical capabilities as described in this solicitation.	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide a listing of information that (at a minimum) includes project start and end dates, objectives, business outcomes, number of charges processed per year, number of users, number of system interfaces, and identified case types.	Attached <input type="checkbox"/>	

The Offeror acknowledges the responses to the questionnaire to be current and true at the time of the submittal. The signature of the duly authorized representative of the Offer shall be applied in order for the submittal to deemed complete.

Offeror/Company Name: _____

Title of Authorized Official: _____

Signature: _____ Date: _____