

ATTACHMENT 12: BIDDER QUALIFICATIONS FORM - INSTRUCTIONS

The Bidder must complete ATTACHMENT 13: BIDDER QUALIFICATIONS FORM with the qualifying project information being used to meet the mandatory qualifications (and if applicable, desirable qualifications) as required for this project. A separate ATTACHMENT 13: BIDDER QUALIFICATIONS FORM must be completed for each project used to meet the mandatory qualifications.

ATTACHMENT 13: BIDDER QUALIFICATIONS FORM will be used by Department of Cannabis Control to evaluate Bidder's qualifications. The Bidder must specify the required experience in the pertinent row for each requirement in ATTACHMENT 13: BIDDER QUALIFICATIONS FORM. Use additional forms as needed to complete each response. Any conflicting information may result in the proposal being deemed non-responsive.

- 1. All experience must have occurred within the definitions for each mandatory and desirable qualification listed on ATTACHMENT 13: BIDDER QUALIFICATIONS FORM .*
- 2. Bidder must have been the prime contractor for each project referenced.*
- 3. Bidder shall not be currently working as the Prime Contractor or subcontractor on a solicitation with the DCC in an Independent Verification and Validation (IV&V) role.*
- 4. Bidder shall not hold an active license (refer to License types - Department of Cannabis Control) issued by the DCC and have a financial position in the software solution proposed in this RFP.*

For the purposes and context of the Bidder qualifications forms and reference forms only, the term "Project" is defined as an individual effort or contract where the Bidder was the Prime Contractor on the cited contract.

Box 1, Bidder: Provide the company name of the Bidder submitting the proposal.

Box 2, Project Name: Provide the name of the qualifying project used to meet the required experience.

Box 3, Name of Company for whom the project was completed: Identify the company or government agency for whom the project was completed.

Box 4, Contact name and information of the Bidder's reference: Identify the contact information from whom the project was completed. Enter the name, title, e-mail address, and phone number for the reference contact for the project. By submitting a proposal, the Bidder declares that the reference person identified is/was employed by the company identified in Box 3. This reference must be the same person identified in the ATTACHMENT 14: BIDDER REFERENCE FORM. This person must have been:

- From the end user of the development project.
- In a management or supervisory role for the project.

- Not from another contractor or contracting company.
- Not be an employee of the bidding company.
- Not be an employee of *the Department of Cannabis Control*.

Boxes 5 and 6, Start Date and End Date: Provide the start and end date that the Bidder worked on the cited project using MM/DD/YYYY format.

- All experience must have occurred within the definitions for each mandatory and desirable qualification listed in ATTACHMENT 13: BIDDER QUALIFICATIONS FORM and in the years prior to the solicitation due date, unless stated otherwise.
- For projects that are currently ongoing, experience will be calculated only for the work performed up to the solicitation due date.

Box 7, Project Description: Provide a brief description of the nature of the Bidder's cited project.

Box 8, Bidder was Prime Contractor: Check the appropriate response, "Yes" or "No". If the "No" box is checked, time spent on that project will not count towards Bidder experience.

Box 9, Contract Amount: Provide the dollar amount of the contract value in US dollars.

Box 10, Instructions for documenting the years of experience gained from the project cited.

Note: It is the Bidder's responsibility to ensure that each mandatory experience requirement is met in full and is addressed in the Bidder qualification forms in order for the State to determine compliance to the requirements. If the State cannot determine that the years of experience for each of the mandatory experience requirements have been met, Bidder's proposal may be deemed non-responsive.

1. **Bidder References:** A reference that was in a management or supervisory role for an external organization (external to the Bidder's organization and corporate structure) for whom the project was completed.
2. **Client:** Defined the same as customer.
3. **Completed Implementation:** A solution that has received system acceptance from the customer and is in a production environment.
4. **Complex IT project:** A multi-segmented environment consisting of two or more disparate sites/locations.
5. **Customer:** An external organization who receives and pays for goods or services.