

ATTACHMENT 14: BIDDER QUALIFICATIONS FORM - INSTRUCTIONS

The Bidder must complete ATTACHMENT 15: BIDDER QUALIFICATIONS FORM with the qualifying project information being used to meet the mandatory qualifications (and if applicable, desirable qualifications) required for this project. A separate attachment must be completed for each project used to meet the minimum mandatory requirements.

The ATTACHMENT 15: BIDDER QUALIFICATIONS FORM will be used by the evaluation team to evaluate the Bidder's qualifications. The Bidder must specify the required experience in the pertinent row for each requirement in ATTACHMENT 15: BIDDER QUALIFICATIONS FORM. Use additional forms as needed to complete each response. The Department of Technology may contact references listed on ATTACHMENT 16: BIDDER REFERENCE FORM to verify the information provided by the Bidder. Any conflicting information may result in the bid being deemed non-responsive.

All experience must have occurred within ten (10) years prior to the solicitation release date, unless stated otherwise.

The Bidder must complete ATTACHMENT 15: BIDDER QUALIFICATIONS FORM in accordance with the instructions provided below. One attachment must be completed for each separate project used to meet the minimum mandatory experience requirements.

All dates must be in MM/DD/YYYY format.

Contact person for Bidder's references must not be an employee of *CDPH Centralized Application Branch or a member of the CAB Online Evaluation Team*. The reference and contact name(s) must be from the end user of the development project. References from another contractor or contracting company are not acceptable. Bidder's references may be contacted to verify information provided by the Bidder.

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

Box 2, Project Name: Provide the name of the project.

Box 3, Company Name for whom the Project was completed. Identify the company for whom the project was completed.

Box 4, Contact name and contact 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 16: BIDDER REFERENCE FORM.

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.

Box 7, Project Description: Provide a brief description of the nature of the Bidder's cited project. The description should include those elements that are similar to the State's project as described in the solicitation.

Box 8, Bidder was Prime Contractor.

Box 9, Contract Amount.

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

Boxes 11–12, Mandatory Qualifications: Check "Yes" or "No" to indicate if this project is being used to satisfy this requirement.

Note: It is the Bidder's responsibility to ensure that each mandatory experience requirement is met in full through the combination of all submitted ATTACHMENT 15: BIDDER QUALIFICATIONS FORM. If the State cannot determine that the required experience for each qualification requirement has been met, Bidder's proposal may be deemed non-responsive.

Boxes 13–16, Desirable Scored Check "Yes" or "No" to indicate if this project is being used to satisfy this requirement.

Note: It is the Bidder's responsibility to ensure that each Desirable Scored experience requirement is met in full and is addressed in the Bidder qualification forms in order for the State to determine compliance with the requirements.

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

Note: Bidders may convert Attachments 14-18 to Word as long as the contents remain the same.