

ATTACHMENT 13: BIDDER QUALIFICATIONS FORM - INSTRUCTIONS

ATTACHMENT 13: BIDDER QUALIFICATIONS FORM — INSTRUCTIONS

The Bidder must complete a separate ATTACHMENT 14: BIDDER QUALIFICATIONS FORM for each cited project used by the Bidder to meet the mandatory qualifications or experience and, if applicable, desirable qualifications as required for this project. Each ATTACHMENT 14: BIDDER QUALIFICATIONS FORM must have a corresponding ATTACHMENT 15: BIDDER REFERENCE FORM submitted. For example, if the Bidder submits three (3) ATTACHMENT 14: BIDDER QUALIFICATIONS FORM, then three (3) corresponding ATTACHMENT 15: BIDDER REFERENCE FORM must be submitted with their Phase 1 Proposal response.

ATTACHMENT 14: BIDDER QUALIFICATIONS FORM will be used by the State to evaluate the Bidder's qualifications. The Bidder must specify the required experience in the pertinent row for each requirement in the ATTACHMENT 14: BIDDER QUALIFICATIONS FORM.

No more than five (5) ATTACHMENT 15: BIDDER REFERENCE FORM citing one (1) project on each form and five (5) corresponding ATTACHMENT 15: BIDDER REFERENCE FORM are permitted for each Bidder. The Bidder must cite at least three (3) projects using ATTACHMENT 14: BIDDER QUALIFICATIONS FORM to confirm the Bidder as a firm possesses the experience to meet each of the mandatory qualifications specified. Any given project cited may meet multiple qualifications. If more than five (5) ATTACHMENT 14: BIDDER QUALIFICATIONS FORM are submitted, only the first five (5) in the order presented in the proposal will be evaluated.

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. SWRCB requires that for all projects referenced that the Bidder is the Prime Contractor.

The Bidder must complete each ATTACHMENT 14: BIDDER QUALIFICATIONS FORM in accordance with the instructions provided below:

- All dates must be in MM/DD/YYYY format.
- Adhere to [SECTION 3.3.5. FULL-TIME/PART-TIME MONTH EQUIVALENTS DEFINITION](#) for computing eligible full-time and part-time experience.
- For desirable qualifications, partial year experience will be rounded down. For example, two and a half (2.5) years would be rounded down to two (2) years.
- Large-scale is defined as a project that is extensive in scope and complexity. It typically involves a high level of resources, including a significant budget and a large team of professionals. These projects often span multiple years and may involve multiple departments and organizations.

- A complex IT project is defined as an information technology initiative that involves multiple, interconnected components and requires a high level of technical expertise to execute. These projects often involve the development, implementation, or upgrade of software systems, hardware infrastructure, or network architectures.
- All experience cited must have occurred in the United States of America within the last ten (10) years unless otherwise specified by the Phase 1 Proposal response due date.

Contact person for Bidder's References — Prior to the Bidder using a current SWRCB State employee as a Bidder reference, the Bidder shall contact the State Procurement Officer identified in [SECTION 2.2.1. PROCUREMENT OFFICER](#), to ensure the current State employee is not a member of the Evaluation Team, a State Water Resources Control Board, Division of Drinking Water State employee, a State Water Resources Control Board, Division of Information Technology State employee, or Contractor. In addition, only one (1) reference from the California State Water Resources Control Board (SWRCB) is permitted for this solicitation.

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 to meet the qualification(s).

Box 3, Company Name (Client): 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/role, e-mail address, and phone number for the reference contact for the project. By submitting a Phase 1 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 15: BIDDER REFERENCE FORM. References must meet the following criteria:

- Must be from the company (customer) or the Agency for which the project was developed and/or services provided.
- Must be someone who performs a management or supervisory role on the referenced project.
- Must be external to the Bidder's organization and corporate structure.
- Must not be from employees or individuals who have or are currently working for the Bidder.
- Must not be a current State employee who is not a member of the Evaluation Team, a State Water Resources Control Board, Division of Drinking Water State employee, a State Water Resources Control Board, Division of Information Technology State employee, or Contractor.
- A contract and all amendments to it are considered as one (1) project. Amendments to a contract cannot be submitted as separate projects.
- Must be able to provide an objective evaluation of the proposed Key Staff's performance.

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 last ten (10) years prior to the Phase 1 Proposal due date, unless stated otherwise.
- For cited projects that are ongoing, then the cited project or experience will be calculated only for the work performed up to the Phase 1 Proposal due date. Please reference [SECTION 2.3. KEY ACTION DATES](#).

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 the Bidder's experience. The Bidder must have been the Prime Contractor for each of the referenced projects based upon the requirements within the details of the qualifications.

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

Box 10, Was this Project of "similar size and scope"?: Check the appropriate response, "Yes" or "No" for each of the size and scope elements described that apply to the project. The "Yes" box must be checked for at least two (2) elements for the time spent on that project to count toward Bidder experience.

Box 11, Did this Project implement any of the following functions?: Check the appropriate response, "Yes" or "No" for each of the functions that apply to the project. Checking the "No" box will not disqualify the project from counting towards Bidder experience.

Box 12, Instructions for documenting the years of experience gained from the project cited.

Note: It is the Bidder's responsibility to ensure that each mandatory qualification 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 mandatory qualifications have been met, Bidder's proposal may be deemed non-responsive.