

ATTACHMENT A
Check List of Professional Services for PS D27-003

General Information for Applicant:

- Firms will be automatically added to the Professional Services Qualified List for all projects checked provided that the review committee determines the Firm is qualified to perform the type of work indicated.
- Confirmation of the professional service the Firm has been qualified for shall be mailed within four (4) weeks after the deadline of submittals.
- The STATE does not guarantee that selections from this Professional Services Qualified List will be made available for all STATE projects.
- The STATE reserves the right to combine similar type projects in each category and to select firms to provide services for more than one (1) project.

Directions: Please provide the following information.

Exact Legal Name of Offeror, including "dba" or "division" of a corporation (furnish the exact legal name of the entity under which an awarded contract, if any, will be executed):			
Address Principal Place of Business (may not be a P.O. Box)			
Mailing address: (only if different)			
Local Office Address: (only if different; may not be a P.O. Box)			
Federal Tax Identification Number or SSN (if sole proprietor):		Telephone Number:	
State of Hawaii General Excise Tax License Number:		Fax Number:	
Name of primary contact person:		Title:	
Email address:		Telephone Number:	
Name of alternate contact person (if any):		Title:	
Email address:		Telephone Number:	
Type of Business Entity: (check one)	☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Limited Liability Company ☐ Other _____		
Names of all Offeror's parent, affiliate and subsidiary organizations:			
State of incorporation:			
Age of firm:		Average Number of employees over the past 5 years:	
Today's date:			
Assemble your submittal and submit as follows: 1. Transmittal Letter (a cover letter preferably on the Firm's letterhead), dated and signed by an authorized representative of the Firm. 2. <i>*Attachment A – Checklist of Professional Services</i> providing Firm's information and indicating the specific Professional Service specialty for which the Firm wishes to be considered. 3. <i>*Attachment B – Client Project Information</i> providing the names of up to five (5) clients who may be contacted for whom services were rendered. 4. Copy of computer science or engineering license/certification/degree as evidence of Firm's qualification to provide			

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services under these categories.

5. Education, training, and qualifications of the Firm's key employees.

Provide the job titles of the Firm's staff and the specialization areas within each job title where applicable that would potentially be available to work on STATE's projects if the Firm were selected to perform services for STATE. For each job title, provide:

- the typical education, training, and the amount and types of experience associated with it.
- the hourly and monthly billing rate.

6. Any promotional or descriptive literature (optional)

* Fillable forms (Attachments A and B) may be obtained by going back on your browser to the list of Professional Services documents and clicking on the "Fillable Forms" PDF attachment.

Indicate the specific Professional Service specialty for which your firm wishes to be considered:

- ☐ 1. **Policy and Planning** Attach a list of policy and planning services your firm can provide (e.g., IT strategic plans, IT governance, defining current/future business environments, conducting IT audits and/or verification and validation, etc.).
- ☐ 2. **Enterprise Architecture** Attach a list of enterprise architecture services your firm can provide (e.g., developing reference models, determining gaps between current and target architecture, enterprise architecture infrastructure documentation, etc.).
- ☐ 3. **Security** Attach a list of security protocols, encryption standards, and security services your firm has experience with such as (e.g., intrusion prevention, secure messaging, wireless security, firewall, system security management, network access control, secure content management, etc.).
- ☐ 4. **Systems Analysis** Attach a list of application areas and development environments to which your firm has experience including experience with needs analysis, requirements gathering, process reengineering, feasibility studies, and other systems analysis.
- ☐ 5. **Applications Software** Attach a list of application areas and application development environments, and associated technologies your firm has expertise in, including application performance management software tools, experience implementing vendor-developed packaged software, and integrating vendor-supplied software with other applications. Also, attach a list of packaged software applications your firm has experience with (e.g. Student Information System (SIS), Instructional Management Systems, Student Support Services/Intervention systems, time, attendance systems, SharePoint, Project Management Tools, Workflow Tools, Microsoft Project Server, FileNet Content Services, Financial Management systems, Human Resource Management systems, Geographic Information Systems, etc.).
- ☐ 6. **Operating Systems** Attach a list of server implementation and support services your firm has experience with (e.g., server configuration, testing, server consolidation, hardware/ software platform migration, server operational support, etc.). Also list the hardware and operating systems your firm has expertise in, including managed services.
- ☐ 7. **Network Services**. Attach a list of the IT network services your firm has experience with (e.g. design/engineering of physical network infrastructure, networking system implementation, network monitoring and troubleshooting, network forensics, etc.). List the tools your firm has available.
- ☐ 8. **Data Management** Attach a list of database platforms your firm has expertise in.
 - May specify the types of database related services your firm has expertise in (e.g., data architecture, database design, database administration, data warehouse, business intelligence/decision support, etc.).
 - May specify industry standard disciplines observed (SIF, CEDS, EDFI, etc.), and include experience in the use of data cleansing, normalization, and ETL.
 - May specify experience in areas of database design, database administration, longitudinal data systems, business intelligence, geographic information systems (GIS), data storage management, data transfer, data synchronization, big data solutions, and the use of application tools and best practices to optimize data accuracy.

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- ☐ 9. **Internet** Attach a list of internet, intranet, and extranet solutions, applications and services, including recommending appropriate infrastructure for specific web applications your firm has expertise in. Include examples Web design and/or Web-hosted services.
- ☐ 10. **Systems Administration** Attach a list of both server and client hardware and software systems/platforms your firm can configure and support. Support includes planning and coordinating installation, testing, operation, troubleshooting, maintenance, etc.
- ☐ 11. **Customer Support** Attach a list of customer and user support services your firm provides for training and/or supporting users with custom or packaged applications and/or desktop platform technical support (e.g., on-line training material, training plans, user documentation, technical documentation, content development, help desk, etc.). Also attach a list of “development-support” services your firm provides to assist application development in the following areas, application programming, application server migration, server OS migration and product selection assistance.

