

ATTACHMENT 13: BIDDER QUALIFICATIONS FORM - INSTRUCTIONS

The Bidder must complete ATTACHMENT 14: 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 14: BIDDER QUALIFICATIONS FORM must be completed for each project used to meet the mandatory qualifications.

ATTACHMENT 14: BIDDER QUALIFICATIONS FORM will be used by DCC to evaluate Bidder's qualifications. The Bidder must specify the required experience in the pertinent row for each requirement in ATTACHMENT 14: BIDDER QUALIFICATIONS FORM. Use additional forms as needed to complete each response. Any conflicting information may result in the proposal being deemed non-responsive.

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 15: BIDDER REFERENCE FORM. This person must have been:

- From the end user of the project.
- In a management, supervisory or Product Owner role for the project.
- Not from another contractor or contracting company.
- Not be an employee of the bidding company.
- Not be a DCC evaluation member as a reference for conflict of interest. Contact procurement officer, as listed in [SECTION 2.2.1. PROCUREMENT OFFICERS](#), for any DCC references.

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 eight 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, supervisory or Product Owner 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. **Government Agency:** City, county, state or federal.