

Attachment 2 – Proposal Format and Content

Proposer must complete the following list of items:

1. Proposer's Contact Information:
 - a. Company Name
 - b. Company Address
 - c. Contact Name and title
 - d. Contact Phone
 - e. Contact Email Address
2. Proposer's Profile and Approach:
 - a. Number of years in business
 - b. Number of employees
 - c. Company Organizational Chart
 - d. Demonstrate financial stability
 - e. High level overview of your product
 - f. A high level description of the proposed solution's architecture. *Please note that more detailed questions regarding system architecture are requested in Attachment 5– Technical Requirements.*
3. Services Provided: Proposer's written response to the 6 services listed in Attachment 1 – Scope of Services. *Please note that more detailed questions regarding some of the items listed below are requested in Attachment 5 – Technical Requirements.*
 - a. The Statement of Work and Project Plan
 - b. On-site software
 - c. Operator Training
 - d. User Acceptance Testing
 - e. Initial Go-Live Support
 - f. Annual Maintenance and Support
4. Functional Requirements: Completion of Attachment 4 – Functional Requirements
 - a. Property Functions
 - b. Property Maintenance Functions
 - c. Reporting and Tracking Functions
 - d. Request for Administrative Review (RAR) Functions
 - e. Miscellaneous Functions. *Please note that more detailed questions regarding Miscellaneous Functions are requested in Attachment 5 – Technical Requirements.*
5. Technical Requirements: Completion of Attachment 5 – Technical Requirements
 - a. System Architecture
 - b. Security-Auditing
 - c. Usability
6. Use Cases: Indicate at the top of each Use Case from attachment 6 whether your proposal supports that scenario. Include a written response and, if applicable, provide screen shots.
7. Report List: Indicate with a Yes (Y) or No (N) response in the last column on attachment 7, if your proposal supports creation of the report listed. Include a written response and, if applicable, provide screen shots.
8. Data Elements: Highlight the data elements on attachment 8 that you proposal supports. Include a written response and, if applicable, provide screen shots.

9. Price Proposal: Completion of Attachment 9 – Price Proposal
10. References: Completion of Attachment 10 – References