

RFP # 194:0-12RPB, ATTACHMENT E - PRICE AND REVENUE WORKBOOK

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

General: Offerors shall use this MS Excel workbook and the detailed instructions provided below to prepare and submit RFP Attachment E Price and Revenue information. Individual worksheets can be opened by clicking on the worksheet tabs located at the bottom of the screen. Offerors shall not change the basic format provided in each worksheet. Offerors may, however, insert rows and add additional columns as necessary, but may not remove or change the provided columns.

Part I: Cost Worksheet

In this worksheet, the Offeror shall disclose *all* costs to startup and sustain the Solution for 5 years that would be paid by any COVA entity, vendor, citizen, other user of the Solution or third party. Where costs are dependent on volumes, the offeror should provide detail on a separate sheet to identify ranges and any price break points. Offerors may submit supporting documents to clarify the costs presented.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

Column A: COMPONENT: List the functional components and services of the proposed Solution and include from Section 3.6 of the RFP the following: 3.6.1.a.; 3.6.1.b; 3.6.1.c; 3.6.4; 3.6.7; 3.6.8.a.(1); 3.6.8.a.(2); and 3.6.8.a.(3).

Offerors may group or organize functionality to best fit their proposed Solution. The full functionality described in the RFP should be addressed.

List separately any functionality described in the RFP that will not be provided and clearly state "NOT INCLUDED".

Additional functionality included in the proposed Solution, but not identified in the RFP, and/or services included other than those identified above should be listed as well.

Column B: RFP SECTION #: For each component/service, identify the section(s) of the RFP that is addressed. Each RFP reference number MUST be entered into a separate cell in this column. Reference numbers MUST be in the format shown on worksheet Part VI.

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

For any additional functionality or service included, indicate "ADDITIONAL" in Column B.

- Column C: **STARTUP COSTS PHASE I:** For each component, identify startup costs for Phase I.
- Column D: **STARTUP COSTS OTHER PHASES:** For each component, identify startup costs for subsequent phases.
- Column E: **5 YEAR SUSTAINING COSTS:** For each component, identify the total sustaining costs for 5 full years from Contract Award.
- Column F: **TOTAL 5 YEAR COSTS:** For each component, this column includes a formula that will automatically display the calculated total five year costs as the sum of Columns C, D & E (C+D+E). Do not change the embedded formula.
- Column G: Column G is intentionally blank.
- Column H-L: **ANNUAL DISTRIBUTION:** Following a model similar to a payment schedule, distribute the total cost (Column F) over 5 years.

Part II: Revenue Streams Worksheet

This worksheet is intended to provide a listing of all potential revenue streams within the Solution using the assumption that the proposed Solution is fully implemented. It is also intended that Offerors provide clear indication as to which portions of the Solution the revenue streams would apply. Revenue streams should be broken down by anticipated payee (e.g., DGS/DPS, other COVA Entities, vendors, etc.). Where revenue streams are dependent on volumes, the offeror should provide detail to identify ranges and any price break points. While actual revenue may change over the contract period, this analysis makes the assumption that revenue will not change annually.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

- Column A: **COMPONENT:** Provide the list of functional components and services from Part I, Column A.

List additional components and/or services as necessary to provide a complete and comprehensive list of potential revenue streams.

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

- Column B: **REVENUE STREAM:** For each component, describe separately each potential revenue stream.
- Column C: **SOURCE:** For each potential revenue stream, indicate who would pay.
- Column D: **CHARGE OR PER UNIT CHARGE:** For each potential revenue stream, indicate the charge or per unit charge cost figure.
- Column E: **UNIT CHARGE BASED ON:** For each Charge or Per Unit Charge, indicate the unit of measure (e.g., per transaction, per hour, per user, etc.)
- Column F: **ESTIMATED ANNUAL VOLUME:** For each potential revenue stream, indicate the annual volume figure used to calculate the Estimated Total Annual Revenue in Column G.
- Column G: **ESTIMATED TOTAL ANNUAL REVENUE:** For each potential revenue stream, utilizing the metrics as described in RFP Section 4.2.32.b.(3), calculate an estimated total annual revenue.
- Column H: **IDENTIFY ANY RANGES AND/OR PRICE BREAK POINTS:** For each potential revenue stream, indicate any ranges and/or price break points.
- Column I: **REMITTANCE AND COLLECTION BY REVENUE STREAM:** For each potential revenue stream, identify the process for accounting of, remitting and/or collecting charges. If necessary, Offerors may attach a separate document to describe this process.

Part III: Additional Services Worksheet

This worksheet is intended to provide Offerors a means of addressing the **optional** services that will be made available to COVA entities and vendors using the Solution. Offerors should break down each service into cost categories (e.g., different types of programming skill levels for Interface Development services). Where costs are dependent on volumes, Offerors should provide detail to identify ranges and any price break points.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

Column A: **OPTIONAL SERVICES:** List the optional services that will be available with the Solution. Include sufficient breakdown to distinguish cost elements such as specific programming skill levels for interface development or specific types of training to be offered.

Offerors may organize services to best fit their proposed Solution, but the full scope of services identified in RFP Section 3.6 must be addressed and referenced in Column B.

Services in addition to those identified in RFP Section 3.6 should be listed as well. Identify these components as "ADDITIONAL" in Column B.

Column B: **RFP SECTION #:** For each service, identify the section(s) of the RFP that is addressed. Each RFP reference number **MUST** be entered into a separate cell in this column. Reference numbers **MUST** be in the format shown on worksheet Part VI.

For RFP services that will not be included, indicate "NOT INCLUDED" in Column B.

For any additional services included, indicate "ADDITIONAL" in Column B.

Column C: **CHARGE OR PER UNIT CHARGE:** For each potential Charge or Per Unit Charge, indicate the per unit charge cost figure.

Column D: **UNIT CHARGE BASED ON:** For each Charge or Per Unit Charge, indicate the unit of measure (e.g., per transaction, per hour, per user, etc.).

Column E: **IDENTIFY ANY RANGES AND/OR PRICE BREAK POINTS:** For each service where costs are dependent on volumes, identify any ranges and/or any price break points.

Column F: **ESCALATION:** For each service, indicate the maximum escalation rate for subsequent years.

Part IV - Significant Impact on Schedules A & B

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

This worksheet is to be used by the Offeror only if a particular component(s) and/or requirement(s) of the Solution adds significantly to the cost and an alternative can be recommended. For that component or requirement, indicate the cost savings possible by altering it and describe in detail the recommended alternative. Also indicate any effects on revenue streams.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

Column A: **COMPONENT/REQUIREMENT:** List the component or requirement.

Column B: **RFP SECTION #:** For each component or requirement, identify the section(s) of the RFP that is addressed. Each RFP reference number **MUST** be entered into a separate cell in this column. Reference numbers **MUST** be in the format shown on worksheet Part VI.

Column C: **RECOMMENDED CHANGE:** Describe Offeror's recommended change to the overall scope.

Column D: **SAVINGS:** Indicate the cost savings, with detail sufficient to demonstrate the calculations and assumptions considered.

Column E: **REVENUE STREAM ADJUSTMENT:** Indicate potential adjustments to any revenue stream previously proposed as a result of altering the component/requirement.

Part V - Economies of Scale

This worksheet is to be used by the Offeror to demonstrate where proposed costs and/or fees can be equitably adjusted as the Solution achieves economies of scale.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

Column A: **COST/FEE ELEMENT:** Indicate the cost or fee that is effected by achieveing economies of scale.

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

Column B: RFP SECTION #: For each cost or fee, identify the section(s) of the RFP that is addressed. Each RFP reference number **MUST** be entered into a separate cell in this column. Reference numbers **MUST** be in the format shown on worksheet Part VI.

Column C: CHANGE: For each cost or fee, the Offeror should describe how an equitable adjustment can be made. Also identify any ranges and/or price break points.

Part VI - RFP Cross Reference List

This worksheet is a list of the RFP references for Sections 3 and 4. The Commonwealth does not guarantee the completeness of this list and it is provided only as a convenience to Offerors and does not absolve Offerors from responsibility to ensure that all sections of the RFP have been addressed in the proposal.

Offerors shall utilize the following instructions to complete this worksheet (see corresponding MS Excel workbook tab below).

Column A: RFP SECTION #: Lists all RFP outline sections. Offeror should **not** modify this column.

Column B: RFP SHORT DESCRIPTION: Provides a brief description of the section. This is provided as a reference to assist offeror. Offeror should refer to RFP section for a complete description of the requirement. Offeror should **not** modify this column.

Column C: PROPOSAL PAGE X-REF **TO BE COMPLETED BY OFFEROR**: Offeror must enter section and page number in Offeror's proposal that addresses the listed requirement.

Column D: Part I Cost: Identifies all requirements that are listed/omitted in Workbook Part I - Cost Worksheet. To be given credit for listing a requirement, the reference must be entered exactly as it is entered in Column A of Workbook Part VI. Offeror should **not** modify this column.

Detailed Instructions: Schedule A, Parts I, II, III, IV, V, and VI

Column E: Part III-Add'l Servs: Identifies all requirements that are listed/omitted in Workbook Part III - Additional Services Worksheet. To be given credit for listing a requirement the reference must be entered exactly as it is entered in Column A of Workbook Part VI. Offeror should **not** modify this column.

Column F: PART IV-SIGNIFICANT IMPACT: Identifies all requirements that are listed/omitted in Workbook Part IV - Significant Impact Worksheet. To be given credit for listing a requirement the reference must be entered exactly as it is entered in Column A of Workbook Part VI. Offeror should **not** modify this column.

SCHEDULE A - PART I COST WORKSHEET

| A | B | C | D | E | F | G | H | I | J | K | L |
|------------------------------------|--------------|---------------------------------|-------------------------------|----------------------------|-------------------------------------|---------------------|--------|--------|--------|--------|--------|
| | | | | | | Annual Distribution | | | | | |
| Component/Service | RFP Section# | Startup Costs Phase I (2/15) | Startup Costs Other Phases | 5 Year Sustaining Costs | Total 5 Year Costs (c+d+e) | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| | | | | | 0 | | | | | | |
| E-Mall | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Vendor Data Warehouse | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Purchasing Data Warehouse | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Receiving and Electronic Invoicing | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Surplus Property | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Information Management | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| | | | | | 0 | | | | | | |
| Web Hosting | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| breakdown | | | | | 0 | | | | | | |
| Technical Infrastructure | | | | | 0 | | | | | | |

SCHEDULE A - PART I COST WORKSHEET

| A | B | C | D | E | F | G | H | I | J | K | L | |
|---|---------------------|---|---------------------------------------|------------------------------------|---|---|----------------------------|---------------|---------------|---------------|---------------|--|
| | | | | | Total 5 Year Costs (c+d+e) | | Annual Distribution | | | | | |
| Component/Service | RFP Section# | Startup Costs Phase I (2/15) | Startup Costs Other Phases | 5 Year Sustaining Costs | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| User Interface | | | | | 0 | | | | | | | |
| Data Management/Catalog Management | | | | | 0 | | | | | | | |
| Standard Interfaces | | | | | 0 | | | | | | | |
| Solution Integration | | | | | 0 | | | | | | | |
| Security and Encryption | | | | | 0 | | | | | | | |
| Services Required to Startup & Sustain Solution | | | | | 0 | | | | | | | |
| Procedure Development | 3.6.1 a | | | | 0 | | | | | | | |
| On-Line Help | 3.6.1 b | | | | 0 | | | | | | | |
| Printed Documentation | 3.6.1 c | | | | 0 | | | | | | | |
| Implementation | 3.6.4 | | | | 0 | | | | | | | |
| Help Desk - Customer Care | 3.6.7 | | | | 0 | | | | | | | |
| User Training | 3.6.8 a (1) | | | | 0 | | | | | | | |
| IT Support Staff Training | 3.6.8 a (2) | | | | 0 | | | | | | | |
| "Train-the-Trainer" Training | 3.6.8 a (3) | | | | 0 | | | | | | | |

SCHEDULE A - PART III ADDITIONAL SERVICES WORKSHEET

| A | B | C | D | E | F |
|---|--------------|---------------------------------|--------------------------|--|---------------------|
| Optional Services | RFP Section# | Charge or per unit Charge | Unit Charge based on: | Identify any Ranges/Price Break Points | Escalation Rates |
| Procedure Development | | | | | |
| Senior Technical Writer | | | | | |
| Junior Technical Writer | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| On-Line Help | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Printed Documentation | | | | | |
| Users Guide | | | | | |
| Operations Manual | | | | | |
| Procedures Manual | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Integration Services | | | | | |
| Senior Programmer Analyst | | | | | |
| Programmer | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Interface Services | | | | | |
| Senior Programmer Analyst | | | | | |
| Programmer | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Implementation Services | | | | | |
| Project Manager | | | | | |
| Senior Consultant | | | | | |
| Consultant | | | | | |
| Deliverables (reports, etc.) | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Data Conversion Services | | | | | |
| Senior Programmer Analyst | | | | | |
| Programmer | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Help Desk | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Training | | | | | |
| Follow-up COVA User Class | | | | | |
| Follow-up Supplier User Class | | | | | |
| New COVA User Class | | | | | |
| New Supplier User Class | | | | | |
| Train the trainer Class | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Implementation Services | | | | | |
| Senior Consultant | | | | | |
| Consultant | | | | | |
| Deliverables (reports, etc.) | | | | | |
| breakdown | | | | | |
| breakdown | | | | | |
| Travel and Travel-Related Expenses | | | | | |

SCHEDULE A - PART IV SIGNIFICANT IMPACT ON SCHEDULES A & B

| A | B | C | D | E |
|------------------------------|---------------------|-------------------------------|----------------|--|
| Component/Requirement | RFP Section# | Recommended Change | Savings | Revenue Stream Adjustment |

SCHEDULE A - PART V ECONOMIES OF SCALE

| A | B | C |
|------------------|--------------|--------|
| Cost/Fee Element | RFP Section# | Change |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|---------------------|--|---|--------------------|----------------------------|-----------------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3 | Statement of Need | | Not Listed | Not Listed | Not Listed |
| 3.1 | Business Problem-Overview | | Not Listed | Not Listed | Not Listed |
| 3.1 a | enable sharing of information & data | | Not Listed | Not Listed | Not Listed |
| 3.1 b | promote cooperative procurement | | Not Listed | Not Listed | Not Listed |
| 3.1 c | provide consistent practice & procedure | | Not Listed | Not Listed | Not Listed |
| 3.1 d | best value | | Not Listed | Not Listed | Not Listed |
| 3.1 e | technology advantages | | Not Listed | Not Listed | Not Listed |
| | Vendor Problems with current process | | Not Listed | Not Listed | Not Listed |
| 3.2 | The Desired Solution-Overview | | Not Listed | Not Listed | Not Listed |
| 3.2.1 | Single Face | | Not Listed | Not Listed | Not Listed |
| 3.2.2 | WBS | | Not Listed | Not Listed | Not Listed |
| 3.2.3 | Web Portal Service | | Not Listed | Not Listed | Not Listed |
| 3.2.4 | Solution & COVA Applications | | Not Listed | Not Listed | Not Listed |
| 3.2.5 | Economic Model | | Not Listed | Not Listed | Not Listed |
| 3.2.6 | Support for Users | | Not Listed | Not Listed | Not Listed |
| 3.3 | The Desired Solution-Deployment/Implementation | | Not Listed | Not Listed | Not Listed |
| 3.3 a | 15-Feb-00 | | Not Listed | Not Listed | Not Listed |
| 3.3 b | Phase 1 | | Not Listed | Not Listed | Not Listed |
| 3.3 c | Phase 1 Specific Consideration | | Not Listed | Not Listed | Not Listed |
| 3.3 d | Phase 1 Specific Consideration | | Not Listed | Not Listed | Not Listed |
| 3.3 e | Full Functionality Specific Consideration | | Not Listed | Not Listed | Not Listed |
| 3.4 | Functionality-The Desired Solution | | Not Listed | Not Listed | Not Listed |
| 3.4.1 | E-Mail | | Not Listed | Not Listed | Not Listed |
| 3.4.1 a | Requisition entry | | Not Listed | Not Listed | Not Listed |
| 3.4.1 b | On-line Ordering | | Not Listed | Not Listed | Not Listed |
| 3.4.1 c | Acceptance of Charge card, etc | | Not Listed | Not Listed | Not Listed |
| 3.4.1 d | Supplier electronic order | | Not Listed | Not Listed | Not Listed |
| 3.4.1 e | Capture & provide accounting data, list etc. | | Not Listed | Not Listed | Not Listed |
| 3.4.2 | Vendor Data Warehouse | | Not Listed | Not Listed | Not Listed |
| 3.4.2 a | Vendor Demographics | | Not Listed | Not Listed | Not Listed |
| 3.4.2 b | Vendor Business class | | Not Listed | Not Listed | Not Listed |
| 3.4.2 c | Registration information | | Not Listed | Not Listed | Not Listed |
| 3.4.2 d | Vendor lists | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|---------------------|--|---|--------------------|----------------------------|-----------------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.4.2 e | Sign up for e-mail notify | | Not Listed | Not Listed | Not Listed |
| 3.4.2 f | Vendor Performance | | Not Listed | Not Listed | Not Listed |
| 3.4.3 | Electronic Posting & Delivery | | Not Listed | Not Listed | Not Listed |
| 3.4.4 | Purchasing Data Warehouse | | Not Listed | Not Listed | Not Listed |
| 3.4.5 | Electronic Purchasing | | Not Listed | Not Listed | Not Listed |
| 3.4.5 a | Requisition | | Not Listed | Not Listed | Not Listed |
| 3.4.5 b | Routing Requisition | | Not Listed | Not Listed | Not Listed |
| 3.4.5 c | Search & Select | | Not Listed | Not Listed | Not Listed |
| 3.4.5 d | Option Email | | Not Listed | Not Listed | Not Listed |
| 3.4.5 e | Option On-line Bid | | Not Listed | Not Listed | Not Listed |
| 3.4.5 f | Creating & sending solicitation | | Not Listed | Not Listed | Not Listed |
| 3.4.5 g | Secure submission | | Not Listed | Not Listed | Not Listed |
| 3.4.5 h | Evaluating Bids & Proposals | | Not Listed | Not Listed | Not Listed |
| 3.4.5 i | Creating & sending Po, etc | | Not Listed | Not Listed | Not Listed |
| 3.4.5 j | Capture at time of order | | Not Listed | Not Listed | Not Listed |
| 3.4.5 k | Contract Administration | | Not Listed | Not Listed | Not Listed |
| 3.4.6 | Receiving & Electronic Invoicing | | Not Listed | Not Listed | Not Listed |
| 3.4.7 | Surplus Property | | Not Listed | Not Listed | Not Listed |
| 3.4.8 | Information Management | | Not Listed | Not Listed | Not Listed |
| 3.4.8 a | Standard commodity code | | Not Listed | Not Listed | Not Listed |
| 3.4.8 b | Standard specification docs, etc | | Not Listed | Not Listed | Not Listed |
| 3.4.8 c | Tracking procurement transactions | | Not Listed | Not Listed | Not Listed |
| 3.4.8 d | Workflow management | | Not Listed | Not Listed | Not Listed |
| 3.4.8 e | Standard & ad hoc reports | | Not Listed | Not Listed | Not Listed |
| 3.4.8 f | Display, array & analyze data graphically, etc | | Not Listed | Not Listed | Not Listed |
| 3.4.8 g | Report & Analysis | | Not Listed | Not Listed | Not Listed |
| 3.4.8 h | Capture knowledge base | | Not Listed | Not Listed | Not Listed |
| 3.4.9 | Services-Interfaces | | Not Listed | Not Listed | Not Listed |
| 3.4.9 a | Interface Point Requisition | | Not Listed | Not Listed | Not Listed |
| 3.4.9 b | Interface Point Vendor | | Not Listed | Not Listed | Not Listed |
| 3.4.9 c | Interface Point Solicitations | | Not Listed | Not Listed | Not Listed |
| 3.4.10 | Web Services | | Not Listed | Not Listed | Not Listed |
| 3.4.10 a | Accessible from common web address | | Not Listed | Not Listed | Not Listed |
| 3.4.10 b | Web hosting services | | Not Listed | Not Listed | Not Listed |
| 3.4.10 b (1) | High level of security | | Not Listed | Not Listed | Not Listed |
| 3.4.10 b (2) | Monitor & report usage, performance, etc | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|--------------|--|--|-------------|---------------------|----------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.4.10 b (3) | Separate training, testing, production | | Not Listed | Not Listed | Not Listed |
| 3.4.11 | Services | | Not Listed | Not Listed | Not Listed |
| 3.4.11 a | Procurement Role | | Not Listed | Not Listed | Not Listed |
| 3.4.11 b | Support activities | | Not Listed | Not Listed | Not Listed |
| 3.4.11 c | Support 4,000 concurrent sessions | | Not Listed | Not Listed | Not Listed |
| 3.5 | Technical Architecture | | Not Listed | Not Listed | Not Listed |
| 3.5.1 | Performance & Reliability | | Not Listed | Not Listed | Not Listed |
| 3.5.1 a | Portable & Scalable | | Not Listed | Not Listed | Not Listed |
| 3.5.1 a (1) | Deployment Options | | Not Listed | Not Listed | Not Listed |
| 3.5.1 a (2) | Database management options | | Not Listed | Not Listed | Not Listed |
| 3.5.1 a (3) | Alternatives to correct | | Not Listed | Not Listed | Not Listed |
| 3.5.1 b | Availability | | Not Listed | Not Listed | Not Listed |
| 3.5.1 c | Response Time | | Not Listed | Not Listed | Not Listed |
| 3.5.2 | User Interface | | Not Listed | Not Listed | Not Listed |
| 3.5.2 a | Client Access | | Not Listed | Not Listed | Not Listed |
| 3.5.2 a (1) | Web browser | | Not Listed | Not Listed | Not Listed |
| 3.5.2 a (2) | Internet connection & tcp/ip | | Not Listed | Not Listed | Not Listed |
| 3.5.2 a (3) | Additional client software | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b | Ease of Use | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (1) | Minimize visual, etc work | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (2) | Clear & logical navigation, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (3) | Design elements be standardized, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (4) | Guide new & experienced | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (5) | Text labels easily understood | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (6) | Brief & succinct, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (7) | Color & graphics guide users | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (8) | Customize the look & behavior, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (9) | Text only option | | Not Listed | Not Listed | Not Listed |
| 3.5.2 b (10) | Downloads are short | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c | Personalization & Profiles | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (1) | User demographics | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (2) | Access by class, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (3) | Authenticate & control | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (4) | Learning of preferences | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (5) | Single Sign-on | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (5) | Single authentication event | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (5) | Establish & remove access | | Not Listed | Not Listed | Not Listed |
| 3.5.2 c (6) | Digital Wallet | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|--------------|--|--|-------------|---------------------|----------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.5.3 | Data Management/Catalog Management | | Not Listed | Not Listed | Not Listed |
| 3.5.3 a | Data Consistency | | Not Listed | Not Listed | Not Listed |
| 3.5.3 b | Information Management | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c | Ownership & Portability | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c (1) | Owned by Commonwealth | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c (2) | Portability of data | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c (3) | Logical & Physical controls | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c (4) | Protect against data leakage | | Not Listed | Not Listed | Not Listed |
| 3.5.3 c (5) | Contract Admin. approval prior to re-sale | | Not Listed | Not Listed | Not Listed |
| 3.5.3 d | Data Possession | | Not Listed | Not Listed | Not Listed |
| 3.5.3 d (1) | COVA entity extract data | | Not Listed | Not Listed | Not Listed |
| 3.5.3 d (2) | COVA DPS extract data | | Not Listed | Not Listed | Not Listed |
| 3.5.3 e | Structured & Unstructured data | | Not Listed | Not Listed | Not Listed |
| 3.5.3 f | Support of catalog content | | Not Listed | Not Listed | Not Listed |
| 3.5.3 f (1) | Buyer-managed | | Not Listed | Not Listed | Not Listed |
| 3.5.3 f (2) | Vendor managed | | Not Listed | Not Listed | Not Listed |
| 3.5.3 f (3) | Network-managed | | Not Listed | Not Listed | Not Listed |
| 3.5.3 f (4) | Web-hosting | | Not Listed | Not Listed | Not Listed |
| 3.5.3 g | On-line data retention | | Not Listed | Not Listed | Not Listed |
| 3.5.3 h | Content Management/Taxonomy | | Not Listed | Not Listed | Not Listed |
| 3.5.3 h (1) | Logical search & selection commodity codes | | Not Listed | Not Listed | Not Listed |
| 3.5.3 h (2) | Commodity code hierarchy | | Not Listed | Not Listed | Not Listed |
| 3.5.3 h (3) | Free-form searches | | Not Listed | Not Listed | Not Listed |
| 3.5.4 | Integration | | Not Listed | Not Listed | Not Listed |
| 3.5.4 a | Component Integration | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b | Seamless Product Integration | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b (1) | Data transfer throughout | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b (2) | Single log-in per session | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b (3) | Automate send & receive | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b (4) | Digital Signature | | Not Listed | Not Listed | Not Listed |
| 3.5.4 b (5) | Smart Cards | | Not Listed | Not Listed | Not Listed |
| 3.5.5 | Interfaces | | Not Listed | Not Listed | Not Listed |
| 3.5.5 a | Comprehensive set of stanard interfaces | | Not Listed | Not Listed | Not Listed |
| 3.5.5 b | Supported by major high-level language | | Not Listed | Not Listed | Not Listed |
| 3.5.5 c | Accommodate usage | | Not Listed | Not Listed | Not Listed |
| 3.5.5 c (1) | COVA ERPs | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|--------------|---|--|-------------|---------------------|----------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.5.5 c (2) | Vendor Cat. & order fulfillment | | Not Listed | Not Listed | Not Listed |
| 3.5.5 c (3) | Related e-government applications | | Not Listed | Not Listed | Not Listed |
| 3.5.6 | Document Exchange | | Not Listed | Not Listed | Not Listed |
| 3.5.6 a | Between sender & recipients | | Not Listed | Not Listed | Not Listed |
| 3.5.6 b | Automate mass mailing | | Not Listed | Not Listed | Not Listed |
| 3.5.7 | Security & Encryption | | Not Listed | Not Listed | Not Listed |
| 3.5.7 a | Clear text & encrypted mail | | Not Listed | Not Listed | Not Listed |
| 3.5.7 b | accurate data & time stamps | | Not Listed | Not Listed | Not Listed |
| 3.5.7 c | Exchange reliably & confirmation | | Not Listed | Not Listed | Not Listed |
| 3.5.7 c (1) | Protection during transmission | | Not Listed | Not Listed | Not Listed |
| 3.5.7 c (2) | Protection on the Server | | Not Listed | Not Listed | Not Listed |
| 3.5.7 c (3) | User Authentication | | Not Listed | Not Listed | Not Listed |
| 3.5.7 d | Data access restricted | | Not Listed | Not Listed | Not Listed |
| 3.5.7 e | Physical access to , etc | | Not Listed | Not Listed | Not Listed |
| 3.5.7 f | Authorizations & Signatures | | Not Listed | Not Listed | Not Listed |
| 3.5.7 g | Smart Cards | | Not Listed | Not Listed | Not Listed |
| 3.5.7 h | Secure Submission of Bids, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.7 h (1) | Data & time bids received | | Not Listed | Not Listed | Not Listed |
| 3.5.7 h (2) | Data & time bids opened | | Not Listed | Not Listed | Not Listed |
| 3.5.7 h (3) | Not opened or viewed | | Not Listed | Not Listed | Not Listed |
| 3.5.7 h (4) | Share bid among Cova procurement officials, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.8 | Business Practices & Related Procedures | | Not Listed | Not Listed | Not Listed |
| 3.5.8 a | Reasonable assurance | | Not Listed | Not Listed | Not Listed |
| 3.5.8 a (1) | Changes, etc authorized, etc | | Not Listed | Not Listed | Not Listed |
| 3.5.8 a (2) | Modules perform as documented | | Not Listed | Not Listed | Not Listed |
| 3.5.8 a (3) | Continuity of operations | | Not Listed | Not Listed | Not Listed |
| 3.5.8 b | Criminal background check | | Not Listed | Not Listed | Not Listed |
| 3.5.8 c | Annual independent audit | | Not Listed | Not Listed | Not Listed |
| 3.5.8 d | Periodic audits test security | | Not Listed | Not Listed | Not Listed |
| 3.5.8 e | SLA agreement | | Not Listed | Not Listed | Not Listed |
| 3.5.9 | Upgrade & Version Controls | | Not Listed | Not Listed | Not Listed |
| 3.6 | Contractor Services | | Not Listed | Not Listed | Not Listed |
| 3.6.1 | Procedure Development & Docs | | Not Listed | Not Listed | Not Listed |
| 3.6.1 a | Procedure Development | | | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|--------------|---|--|-------------|---------------------|----------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.6.1 b | On-line Help | | | Not Listed | Not Listed |
| 3.6.1 c | Printed Documentation | | | Not Listed | Not Listed |
| 3.6.1 c (1) | User Guide | | Not Listed | Not Listed | Not Listed |
| 3.6.1 c (2) | Operations Manual | | Not Listed | Not Listed | Not Listed |
| 3.6.1 c (3) | Procedures Manual | | Not Listed | Not Listed | Not Listed |
| 3.6.2 | Integration Services | | Not Listed | Not Listed | Not Listed |
| 3.6.2 a | Solution to COVA dbs & ERPs | | Not Listed | Not Listed | Not Listed |
| 3.6.2 b | Solution to vendor catalogs & supply chain apps | | Not Listed | Not Listed | Not Listed |
| 3.6.2 c | Augment or replace sub-components | | Not Listed | Not Listed | Not Listed |
| 3.6.3 | Interface Services | | Not Listed | Not Listed | Not Listed |
| 3.6.4 | Implementation Services | | | Not Listed | Not Listed |
| 3.6.4 a | Project Management Methodology | | Not Listed | Not Listed | Not Listed |
| 3.6.4 b | Project Deliverables | | Not Listed | Not Listed | Not Listed |
| 3.6.4.c | Optional Implementation services | | Not Listed | Not Listed | Not Listed |
| 3.6.5 | Data Conversion Services | | Not Listed | Not Listed | Not Listed |
| 3.6.6 | Catalog Services | | Not Listed | Not Listed | Not Listed |
| 3.6.7 | Help Desk - Customer Care | | | Not Listed | Not Listed |
| 3.6.7 a | Resolve problems | | Not Listed | Not Listed | Not Listed |
| 3.6.7 b | Specific Information | | Not Listed | Not Listed | Not Listed |
| 3.6.7 c | Disseminate information | | Not Listed | Not Listed | Not Listed |
| 3.6.7 d | web-based problem reporting | | Not Listed | Not Listed | Not Listed |
| 3.6.7 e | web publish announcements | | Not Listed | Not Listed | Not Listed |
| 3.6.7 f | Planned & unplanned maintenance | | Not Listed | Not Listed | Not Listed |
| 3.6.7 g | call escalation | | Not Listed | Not Listed | Not Listed |
| 3.6.7 h | customer satisfaction | | Not Listed | Not Listed | Not Listed |
| 3.6.8 | Training & Documentation | | Not Listed | Not Listed | Not Listed |
| 3.6.8 a | Develop & Deliver | | Not Listed | Not Listed | Not Listed |
| 3.6.8 a (1) | User Training | | | Not Listed | Not Listed |
| 3.6.8 a (2) | IT Support Staff Training | | | Not Listed | Not Listed |
| 3.6.8 a (3) | Train-the-trainer | | | Not Listed | Not Listed |
| 3.6.8 b | COVA entities & vendors | | Not Listed | Not Listed | Not Listed |
| 3.6.8 b (1) | Follow-up training Staff and Trainers | | Not Listed | Not Listed | Not Listed |
| 3.6.8 b (2) | Initial & Follow-up COVA Entities | | Not Listed | Not Listed | Not Listed |
| 3.6.8 b (3) | Initial & Follow-up Vendors | | Not Listed | Not Listed | Not Listed |
| 3.6.9 | Consulting Services | | Not Listed | Not Listed | Not Listed |
| 3.6.10 | Travel & travel-related expenses | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|---------------------|---|---|--------------------|----------------------------|-----------------------------------|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Servs | Part IV-Significant Impact |
| 3.7 | Exit, Transition & Escrow | | Not Listed | Not Listed | Not Listed |
| 4 | Proposal Preparation & Submission Requirements | | Not Listed | Not Listed | Not Listed |
| 4.1 | General Requirements | | Not Listed | Not Listed | Not Listed |
| 4.1.1 | RFP Response | | Not Listed | Not Listed | Not Listed |
| 4.1.1 a | Original | | Not Listed | Not Listed | Not Listed |
| 4.1.1 b | Copies | | Not Listed | Not Listed | Not Listed |
| 4.1.2 | Proposal Preparation | | Not Listed | Not Listed | Not Listed |
| 4.1.2 (a) | Signed Cover Page | | Not Listed | Not Listed | Not Listed |
| 4.1.2 (b) | Prepare Simply & Economically | | Not Listed | Not Listed | Not Listed |
| 4.1.2 (c) | Organize in order requirements presented | | Not Listed | Not Listed | Not Listed |
| 4.1.2 (d) | Original & copies bound | | Not Listed | Not Listed | Not Listed |
| 4.1.2 (e) | Ownership to the State | | Not Listed | Not Listed | Not Listed |
| 4.1.3 | Oral Presentation | | Not Listed | Not Listed | Not Listed |
| 4.2 | Specific Proposal Requirements | | Not Listed | Not Listed | Not Listed |
| 4.2.1 | Complete & Sign | | Not Listed | Not Listed | Not Listed |
| 4.2.2 | Written narrative Offeror's qualifications, etc 4.2.2 a- 4.2.2 h | | Not Listed | Not Listed | Not Listed |
| 4.2.3 | Key Personnel, etc | | Not Listed | Not Listed | Not Listed |
| 4.2.4 | List Technology Partners, etc | | Not Listed | Not Listed | Not Listed |
| 4.2.5 | Executive Summary | | Not Listed | Not Listed | Not Listed |
| 4.2.6 | Three references, etc | | Not Listed | Not Listed | Not Listed |
| 4.2.7 | Written narrative specific requirements | | Not Listed | Not Listed | Not Listed |
| 4.2.8 | Complete description of workflow | | Not Listed | Not Listed | Not Listed |
| 4.2.9 | Describe Help Desk/Customer Care | | Not Listed | Not Listed | Not Listed |
| 4.2.10 | Marketing Strategy | | Not Listed | Not Listed | Not Listed |
| 4.2.11 | Accurate, clean vendor registration data, etc | | Not Listed | Not Listed | Not Listed |
| 4.2.12 | Innovative Approaches | | Not Listed | Not Listed | Not Listed |
| 4.2.13 | Long Term Potential | | Not Listed | Not Listed | Not Listed |
| 4.2.14 | Training Plan | | Not Listed | Not Listed | Not Listed |
| 4.2.15 | Project Work Plan | | Not Listed | Not Listed | Not Listed |
| 4.2.15 a | Feb 15 Work Plan | | Not Listed | Not Listed | Not Listed |
| 4.2.15 b | Subsequent Phases Work Plan | | Not Listed | Not Listed | Not Listed |
| 4.2.16 | Software licenses | | Not Listed | Not Listed | Not Listed |
| 4.2.17 | Hardware/software list | | Not Listed | Not Listed | Not Listed |
| 4.2.18 | Technical architecture | | Not Listed | Not Listed | Not Listed |

SCHEDULE A - Part VI - RFP Cross Reference List

| A | B | C | D | E | F |
|---------------------|---|---|--------------------|---------------------------------|--|
| RFP Section# | RFP Short Description | Proposal Page X-ref To be completed by Offeror | Part I Cost | Part III-Addl Serves | Part IV- Significant Impact |
| 4.2.19 | Network architecture | | Not Listed | Not Listed | Not Listed |
| 4.2.20 | Example Service Level Agreement | | Not Listed | Not Listed | Not Listed |
| 4.2.21 | Web host performance | | Not Listed | Not Listed | Not Listed |
| 4.2.22 | Web host controls, etc | | Not Listed | Not Listed | Not Listed |
| 4.2.23 | End-to-end trust | | Not Listed | Not Listed | Not Listed |
| 4.2.24 | Web-host staffing | | Not Listed | Not Listed | Not Listed |
| 4.2.25 | Systems development methodology | | Not Listed | Not Listed | Not Listed |
| 4.2.26 | Testing Methodology | | Not Listed | Not Listed | Not Listed |
| 4.2.27 | Upgrade management | | Not Listed | Not Listed | Not Listed |
| 4.2.28 | Controls to ensure bid submissions does not result in impropriety | | Not Listed | Not Listed | Not Listed |
| 4.2.29 | Exit, Transition & Escrow Strategies | | Not Listed | Not Listed | Not Listed |
| 4.2.30 | Annual Fianancial report | | Not Listed | Not Listed | Not Listed |
| 4.2.31 | Small, Women-owned, Minority | | Not Listed | Not Listed | Not Listed |
| 4.2.32 | Pricing & Revenue | | Not Listed | Not Listed | Not Listed |
| 4.2.32 a | Narrative | | Not Listed | Not Listed | Not Listed |
| 4.2.32 b | Complete Attachment E | | Not Listed | Not Listed | Not Listed |