

## **ATTACHMENT 11**

### **WRITTEN PROPOSAL FORMAT**

#### **INTRODUCTION**

This section provides, the headings, forms, and tables for the offeror to follow and complete and creating their written proposal. The offeror must follow this format along with directions provided in section 5 – Proposal Requirements.

Please refer to Section 3.4.1 of the Procedural Requirements attachment regarding designated confidential data.

**1. TITLE PAGE**

**Company Name  
Proposal**

**To Provide  
Technical Consulting Services to  
The Judiciary, State of Hawaii  
for the  
Judiciary Information Management System (JIMS)**

**March \_\_\_\_, 2012**

In response to Request for Proposals  
No. J12282

**2. TABLE OF CONTENTS**

The written proposal shall include a table of contents with at minimum the contents shown in the follow table. The proposal must use the following section numbering.

| Section   | Proposal Section | Page # |
|---|------------------|--------|
| Title Page  | 1                |        |
| Table of Contents   | 2                |        |
| Offer Form  | 3                |        |
| Notification of Any Potential Conflicts with State Code of Ethics | 4                |        |
| Wage Certificate  | 5                |        |
| Management Plan for the Project                                   | 6                |        |
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| Proposed Solution   | 8                |        |
| Hardware, Software, Tools and Capabilities to Complete JIMS       | 9                |        |
| Project Methodology and Plan                                      | 10               |        |
| Software Development/Modification Methodology                     | 11               |        |
| Conversion Plan   | 12               |        |
| Test Plan   | 13               |        |
| Installation and Integration Plan                                 | 14               |        |
| Training Plan   | 15               |        |

|                               |    |  |
|-------------------------------|----|--|
| Production Support Plan       | 16 |  |
| Risk Management               | 17 |  |
| Warranty Terms and Conditions | 18 |  |
| Offeror Qualifications        | 19 |  |
| Price Proposal                | 20 |  |
| Additional Materials          | 21 |  |

### **3. OFFER FORM**

Offerors must complete the following offer form using their company letter head. A scanned "authorized signature" is acceptable.

**OFFER FORM FOR  
REQUEST FOR PROPOSALS NO. J12283  
TO PROVIDE  
TECHNICAL CONSULTING SERVICES TO  
THE JUDICIARY, STATE OF HAWAII  
FOR THE  
JUDICIARY INFORMATION MANAGEMENT SYSTEM (JIMS)**

Offeror: \_\_\_\_\_

Honolulu, Hawaii

\_\_\_\_\_, 2012

Financial Services Administrator  
the Judiciary, State of Hawaii  
Kauikeaouli Hale  
1111 Alakea Street, 6th Floor  
Honolulu, Hawaii 96813

Dear Financial Services Administrator:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions dated February 2001 by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned hereby proposes to provide TECHNICAL CONSULTING SERVICES TO THE JUDICIARY, STATE OF HAWAII, FOR THE JUDICIARY INFORMATION MANAGEMENT SYSTEM (JIMS).

The undersigned represents: **(Check one only)**

A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**

RFP No. J12282

A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.  
State of incorporation \_\_\_\_\_

Offeror is:

Sole Proprietor     Partnership     Corporation     Joint Venture

Other \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Business address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date: \_\_\_\_\_

Respectfully Submitted,

Phone No.: \_\_\_\_\_

(x) \_\_\_\_\_  
Authorized Signature

Fax No.: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Please Type or Print)

Email Address: \_\_\_\_\_

\* \_\_\_\_\_  
**Exact Legal Name of Company (Offeror)**

\* If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

**4. NOTIFICATION OF ANY POTENTIAL CONFLICTS WITH STATE CODE OF ETHICS**

**5. WAGE CERTIFICATE**

WAGE CERTIFICATE

Subject: REQUEST FOR PROPOSALS NO. J12282  
Project Description: TO PROVIDE CONSULTING SERVICES TO THE JUDICIARY FOR THE JUDICIARY INFORMATION MANAGEMENT SYSTEM

Pursuant to Section 103-55, Hawaii Revised Statutes, I hereby certify that if awarded the contract in excess of \$25,000.00, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to public officers and employees for similar work.
2. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103-55, Hawaii Revised Statutes.

Offeror:  
\_\_\_\_\_

Signature:  
\_\_\_\_\_

Name:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

Date:

- 6. MANAGEMENT PLAN FOR THE PROJECT**
- 7. TRANSITION PLAN**
- 8. PROPOSED SOLUTION**
- 9. HARDWARE, SOFTWARE, TOOLS AND CAPABILITIES TO COMPLETE JIMS**
- 10. PROJECT METHODOLOGY AND PLAN**
- 11. SOFTWARE DEVELOPMENT/MODIFICATION METHODOLOGY**
- 12. CONVERSION PLAN**
- 13. TEST PLAN**
- 14. INSTALLATION AND INTEGRATION PLAN**
- 15. TRAINING PLAN**
- 16. PRODUCTION SUPPORT PLAN**
- 17. RISK MANAGEMENT**
- 18. WARRANTY TERMS AND CONDITIONS**
- 19. OFFEROR QUALIFICATIONS**
  - 19.1. COMPANY HISTORY**
  - 19.2. FINANCIAL STABILITY**
  - 19.3. PRIOR EXPERIENCE AND REFERENCES**

Names and addresses of companies, other than the Judiciary, for which the undersigned has furnished technical consulting services that is similar in nature and/or volume to services specified in the attached specifications. Refer to References section of the enclosed offer.

| Company/Agency Name | Contact Name & Title | Address | Phone/Fax/email |
|---------------------|----------------------|---------|-----------------|
|                     |                      |         |                 |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**19.4. PROJECT TEAM AND QUALIFICATIONS**

The Offeror certifies that the following is a complete list of all members of the Contract Team who will be engaged by the Offeror on the project to perform the nature and Statement of Work indicated. The Offeror further understands that only those listed shall be allowed to perform work on this project.

| Name | Address | Phone/Facsimile/<br>Email | Role/<br>Responsibility | Years of<br>Experience<br>in the Role |
|------|---------|---------------------------|-------------------------|---------------------------------------|
|      |         |                           |                         |                                       |
|      |         |                           |                         |                                       |

Provide the complete firm name, address and phone number of the subcontractors.

| Company/Agency<br>Name | Contact Name<br>&Title | Address | Phone/Fax/email |
|------------------------|------------------------|---------|-----------------|
|                        |                        |         |                 |
|                        |                        |         |                 |

**20. PRICE PROPOSAL**

All prices must include the Hawaii General Excise Tax, if applicable.

**20.1. PERSONNEL PRICE PROPOSAL**

Provide three hourly rates for each skill listed below by skill levels:

- Entry Level – less than 5 years experience
- Intermediate Level – 5 - 10 years experience
- Expert Level – 10+ years experience



| SKILLS                           | ENTRY / HR | INTERMEDIATE / HR | EXPERT / HR |
|----------------------------------|------------|-------------------|-------------|
| Project Managers                 | N/A        | \$                | \$          |
| Software and Hardware Architects | \$         | \$                | \$          |
| Business Analysts                | \$         | \$                | \$          |
| Accounting Business Analysts     | \$         | \$                | \$          |
| Software Developers              | \$         | \$                | \$          |
| Quality Assurance Testers        | \$         | \$                | \$          |
| Trainers                         | \$         | \$                | \$          |
| Technical Writers                | \$         | \$                | \$          |

**20.2. TRAVEL COST PRICE PROPOSAL**

Travel costs for one business week for one person shall include all applicable costs and taxes. A separate costing table may be provided, if different, for neighbor island training requirements.

| Category          | Cost      |
|-------------------|-----------|
| Roundtrip Airfare | \$        |
| Lodging           | \$        |
| Transportation    | \$        |
| Meals             | \$        |
| Parking           | \$        |
| <b>Total:</b>     | <b>\$</b> |

**20.3. SAMPLE PROJECT PROPOSAL**

The offeror shall submit a sample project plan with the estimated total price based on the district court criminal case requirements attached in ATTACHMENT 9.

| Project Phase | Staffing Level | Cost      |
|---------------|----------------|-----------|
|               |                | \$        |
|               |                | \$        |
|               |                | \$        |
|               |                | \$        |
|               |                | \$        |
| <b>Total:</b> |                | <b>\$</b> |

**20.4. ADDITIONAL HARDWARE/SOFTWARE PROPOSAL**

The offeror shall include in a costing table any proposed software and hardware to perform the services required by this RFP from section 5.2.7

| Type (HW/SW) | Item Name | Description and Purpose | Qty | Type of Unit | Est. Unit Cost | Est.TotalCost | Mandatory (Y/N) |
|--------------|-----------|-------------------------|-----|--------------|----------------|---------------|-----------------|
|              |           |                         |     |              |                |               |                 |
|              |           |                         |     |              |                |               |                 |

**21. ADDITIONAL MATERIALS**