

Appendix F-3
KEY TO DISCUSSION POINTS/INSTRUCTIONS
FOR PROPOSAL SUBMISSION RESPONSE

1. Understanding of the requirement.
2. Approach to meeting the requirement, including why the selected approach is being proposed and why it is the best approach for Oklahoma.
3. How deliverables will be developed, what their contents will be, sample format and material, how completeness and timeliness will be assured, and how review periods will be provided for.
4. Examples or preliminary versions of screens, reports, documents, workplans, charts, matrices, and the like which are relevant to this requirement.
5. Experience and capability to meet the requirement.
6. The hardware and/or software proposed and their capability to meet the requirement.
7. Agreement that the requirement will be met or, for requirements that are State responsibilities, a statement as to the bidder's understanding that only those requirements identified are the State's responsibility; detailed narrative not required.
8. Bidder staff qualifications expressed through narratives which include discussion of:
 - o experience particularly relevant to the Oklahoma project,
 - o reason for proposing an individual for a particular position,
 - o staff roles and relationships to other contractor staff, and
 - o current assignments.
9. Discussion topics are included in the text of the numbered requirement; reference RFP requirement.
10. Discussion on the overall general, technical or functional area of the section (section is indicated by the first three numbers of each requirement) in narrative form. Include how the proposed solution for the section, considering all of the requirements, would benefit the State and how the proposed solution meets the State's needs for this general, technical or functional area. All individual responses to requirements of the section will be considered.

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