**REQUEST FOR PROPOSALS**

**RFP NO. 21-135**

**DATABASE MONITORING AND ON-DEMAND SERVICES**

**ATTACHMENT 3: Proposal Response Form**

This response form must be included as part of your proposal submission. It will help El Paso County gain an understanding of the breadth and depth of services and resources provided. Contractors that are smaller in size but offer unique or specialized services will be considered for the preferred vendor list as well. Use as much as necessary in the template to communicate the value you will bring to El Paso County.

**Letter of Introduction:**

[add your letter of introduction here]

**Understanding and approach:**

|  |
| --- |
| Acknowledge that you will provide all services described in RFP. Clearly list any services you cannot provide as out of scope. |
|  |
| Provide a summary narrative describing your understanding and approach for completing the proposed work as described in this RFP. (Do not copy and paste the County’s requirements) |
|  |
| Describe available services and associated support/resources. |
|  |
| Cleary identify the Company’s and Key Personnel responsibilities. |
|  |
| Provide a clear understanding of the project, approach, and your role in managing the project |
|  |

**Company Size and Profile**

|  |  |
| --- | --- |
|  Your Company Name |  |
| Number of Year in Existence |  |
| High Level Services Offered (Include all services available) |
|  |
| Describe Database Monitoring and Support Offerings |
|  |
| Describe On-Demand Services Offering (support model)  |
|  |
| Factors that differentiate you from the competition |
|  |

It is in the County’s best interest to understand an organization’s range of resources. Fill out the following table with the number of employees in your organization. If you are a smaller organization with a unique or specialized skill set, you may still be considered for the preferred vendor list.

|  |  |  |
| --- | --- | --- |
| **Role** | **Number of Employees** | **Combined Years’ Experience** |
| Total Organization Size |  |  |
| Project Managers (PMP certified) |  |  |
| Account Managers |  |  |
| Oracle Database Administrator |  |  |
| SQL Server Database Administrator |  |  |
| Add other roles as necessary below: |  |  |
|  |  |  |
|  |  |  |

Fill out the chart below with the number or resources that are expert or competent or check not available. An expert means that the resource can answer deep technical, configuration or process questions on the module without research, is able to demo a solution with little to no preparation and is able to execute complex configuration change efficiently. Competent means the resource can answer general technical, configuration or process questions with little to no research, is able to demo a solution with preparation and is able to execute complex changes with some research. Not available means there are no resources at the Expert or Competent level able to support the module.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | Expert | Competent | Not Available |
| ***Monitoring and Support Services:*** |  |  |  |
| Oracle Database Administration |  |  |  |
| SQL Server Database Administration |  |  |  |
| Account/Engagement Manager |  |  |  |
| System Administrator |  |  |  |
|  |  |  |  |
| ***On Demand Services:*** |  |  |  |
| Account/Engagement Manager |  |  |  |
| Project Manager |  |  |  |
| Solution Architect |  |  |  |
| Solution Consultant |  |  |  |
| Oracle Database Administrator |  |  |  |
| SQL Database Administrator |  |  |  |
| System Administrator |  |  |  |
| Other Roles: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Expertise**

List any other expertise not included above

|  |
| --- |
|  |

**References**

Provide three references for similar work. All fields are required. The COUNTY will confirm all listed references. The references below are in addition to, or a repeat of the general references provided in the general RFP response. Provide specific details on the projects completed including high level scope/deliverables, the time it took to complete, the resources used to complete the project and lessons learned. Include three projects executed for the reference. Use as much space as necessary to communicate the value brought to the client.

*Reference 1*

|  |  |
| --- | --- |
| Company Name |  |
| Dates of Services |  |
| Contact Reference Information | Name:Phone:Email: |
| Local Government | Yes/No |
| Database Monitoring and Support Deliverables:On Demand Services:Contract Duration:Resources:Lessons Learned: |

*Reference 2*

|  |  |
| --- | --- |
| Company Name |  |
| Dates of Services |  |
| Contact Reference Information | Name:Phone:Email: |
| Local Government | Yes/No |
| Database Monitoring and Support Deliverables:On Demand Services:Contract Duration:Resources:Lessons Learned: |

*Reference 3*

|  |  |
| --- | --- |
| Company Name |  |
| Dates of Services |  |
| Contact Reference Information | Name:Phone:Email: |
| Local Government | Yes/No |
| Database Monitoring and Support Deliverables:On Demand Services:Contract Duration:Resources:Lessons Learned: |

**Resumes**

Include the resumes of the top 4-5 database consultants that are eligible to work on our account.