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### Attachment A – Vendor Reference Form

*Vendors shall complete a Vendor Reference Form for each provided reference in accordance with Section 4.14 of the RFP.*

#### 1. General Background

Name of Client:

Number of Employees:

Operating Budget:

Address:

Project Manager/Contract:

Title:

Phone Number:

E-Mail Address:

Summary of Project and Current Status:

#### 2. Project Scope

Please indicate all modules that were implemented as part of the project:

#### 3. Project Information

Total Project Budget:

Project Start Date:

Project End Date:



**Attachment E – Ownership of Deliverables**

Vendors shall complete Table E-03 below based on whether the roles identified are supported by the proposed approach and implementation methodology. The roles are defined in Table E-01 and Table E-02 contains the indicators vendors shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional deliverables are proposed, vendors shall identify the roles for both the City and Vendor Project Teams.

**Table E-01: Definition of Roles**

<b>Role</b>	<b>Summary</b>
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

**Table E-02: Summary of Response Indicators**

<b>Indicator</b>	<b>Response</b>	<b>Description</b>
<b>S</b>	Supports	The proposal supports the prescribed ownership roles with its proposed implementation methodology and approach.
<b>C</b>	Conflict	The proposal has a conflict with the prescribed ownership roles and proposed alternate ownership in its proposed implementation methodology and approach



**Table E-03: Ownership of Deliverables**

No	Deliverable	Vendor Role	City Role	Vendor Response	Comments
1	Implementation Project Plan	Lead	Assist		
2	Requirements Traceability Matrix	Lead	Assist		
3	Communication Management Plan	Share	Share		
4	Business Process Change Management Plan	Participate	Lead		
5	Software Customization Plan	Lead	Assist		
6	Software Interface Plan	Lead	Assist		
7	Data Conversion Plan	Lead	Assist		
8	Testing Plan	Assist	Lead		
9	Quality Assurance Plan	Lead	Participate		
10	Pre- and Post-Implementation Support Plan	Share	Share		
11	Training Plan	Lead	Participate		
12	Deliverables Dictionary	Lead	None		
13	System Documentation	Lead	None		
14	Risk Register	Share	Share		
15	To-Be Business Process Diagrams	Assist	Lead		



**Attachment F – Forms**

**STATE CORPORATION COMMISSION FORM**

**Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:**

- is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**
- is an out-of-state business entity that is including with this RFP an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Print**

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

**Name of Firm:** \_\_\_\_\_





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**Non-Collusion Statement**

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid proposal.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Proposer (Print Name) \_\_\_\_\_

Proposer Signature \_\_\_\_\_

Position with Company \_\_\_\_\_

Company Official Authorizing This Proposal (Print Name) \_\_\_\_\_

Company Official Signature \_\_\_\_\_

Position with Company \_\_\_\_\_