## Attachment C: Vendor Qualifications and Experience

This section will provide instructions to vendors to complete information required for the organizational overview, corporate background, experience in the public sector, and certifications.

1. **Vendor Response Framework**
2. Vendors may partner with other vendors to submit a single proposal response to the RFP. If multiple vendors are submitting a joint proposal one vendor must be identified as the primary vendor for purposes of communications during the procurement process and for contract negotiations if the joint proposal is selected as the winning proposal. Puerto Rico will negotiate a single contract for the services in this RFP. Note, however, that contracts between vendors may be subject to CMS review as a condition for federal financial participation and to ensure compliance with federal procurement regulations.
3. Vendors may utilize sub-contractors to provide specific functions as part of the vendor’s response, or to augment expertise or staffing capacity. Puerto Rico will negotiate a single contract for the services in this RFP but contracts between vendors and their subcontractors may be subject to CMS review. Table 9 details the vendor response framework to provide information regarding partners and subcontractors.

**Table 9: Vendor Response Framework - Partners and Subcontractors**

| **Vendor Response Framework** | |
| --- | --- |
| Company Name – Primary Vendor | <Response> |
| Company Name – Partner Vendor A | <Response> |
| Company Name – Partner Vendor B | <Response> |
| Company Name – Partner Vendor C | <Response> |
| Subcontractor A | <Response> |
| Subcontractor B | <Response> |
| Subcontractor C | <Response> |
| Subcontractor D | <Response> |
| Subcontractor E | <Response> |

1. **Organization Overview**

This section of the vendor’s technical proposal should include details of the vendor and subcontractor overview. The vendor’s technical proposal should include organization overview, corporate background, vendor’s experience in the public sector, and certifications.

* 1. **Organization Overview**

Provide all relevant information regarding the general profile of the vendor.

**The vendor is not to change any of the pre-filled cells in the following tables.**

If multiple vendors are partnering in a combined response to the RFP replicate the following table (Vendor Overview) so that the response includes one table for each vendor participating in the joint response.

**Table 10: Vendor Overview**

| **Vendor Overview** | |
| --- | --- |
| Company Name | <Response> <State if “Primary” or “Partner” vendor> |
| Name of Parent Company (If Applicable) | <Response> |
| Industry  (North American Industry Classification System [NAICS]) | <Response> |
| Type of Legal Entity | <Response> |
| Company Ownership  (e.g., Private/Public, Joint Venture) | <Response> |
| Number of Full-Time Employees | <Response> |
| Last Fiscal Year Company Revenue | <Response> |
| Last Fiscal Year Company Net Income | <Response> |
| Percentage of Revenue from State and Local Government Clients in the United States and its Territories | <Response> |
| Number of Years in Business | <Response> |
| Number of Years/ Experience Vendor Has With this Type of Services Specified in the RFP | <Response> |
| Number of Employees Providing the Type of Services Specified in the RFP | <Response> |
| Headquarters in the United States and its Territories | <Response> |
| Locations in the United States and its Territories | <Response> |

* 1. **Subcontractor Overview (If Applicable)**

If the proposal includes the use of subcontractor(s), provide all relevant information regarding each subcontractor. This section may be duplicated in its entirety and a page created per subcontractor included.

**The vendor is not to change any of the pre-filled cells in the following tables.**

**Table 11: Subcontractor Overview**

| Subcontractor Overview | |
| --- | --- |
| Company Name | <Response> |
| Name of Parent Company (If Applicable) | <Response> |
| Industry – NAICS | <Response> |
| Type of Legal Entity | <Response> |
| Company Ownership  (e.g., Private/Public, Joint Venture) | <Response> |
| Number of Full-Time Employees | <Response> |
| Last Fiscal Year Company Revenue | <Response> |
| Last Fiscal Year Company Net Income | <Response> |
| Percentage of Revenue from State and Local Government Clients in the United States and its Territories | <Response> |
| Number of Years in Business | <Response> |
| Number of Years Vendor Has Been Providing the Type of Services Specified in the RFP | <Response> |
| Number of Employees Providing the Type of Services Specified in the RFP | <Response> |
| Headquarters in the United States and its Territories | <Response> |
| Locations in the United States and its Territories | <Response> |

1. **Existing Business Relationships with Puerto Rico**

Describe any existing or recent (within the last five years) business relationships the vendor or any of its affiliates or proposed subcontractors have with the PRMP, and/or Puerto Rico’s municipalities.

<Response>

1. **Business Disputes**

Provide details of any disciplinary actions and denote any that are pending litigation or Terminated for Cause or Convenience and associated reasons. Also, denote any other administrative actions taken by any jurisdiction or person against the vendor. List and summarize all judicial or administrative proceedings involving your sourcing activities, claims of unlawful employment discrimination, and anti-trust suits in which you have been a party within the last five years. If the vendor is a subsidiary, submit information for all parent companies. If the vendor uses subcontractors, associated companies, or consultants that will be involved in any phase of this operation, each of these entities will submit this information as part of the response.

<Response>

1. **References**

The vendor must provide references for similar services provided in the past. The PRMP may conduct reference checks to verify and validate the past performance of the vendor and its proposed subcontractors.

* 1. **Vendor (Prime) References Form**

Include at least three references from projects performed within the last three years that demonstrate the vendor’s ability to perform the scope of work described in this RFP. The vendor must include references from three different clients/projects. If multiple vendors are submitting a joint proposal include a reference response for each of the vendors participating in the joint proposal.

The vendor should include a project description, contract dates, and contact information (customer points of contact, addresses, telephone numbers, and email addresses). The vendor should explain whether it performed the work as a prime contractor or as a subcontractor.

**The vendor is not to change any of the pre-filled cells in the following tables. The vendor may add additional reference tables as necessary.**

**Table 12: Vendor References**

| **Vendor Information** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name:** | | | Contact Name: | |  | | |
| Contact Phone: | |  | | |
| **Customer Information** | | | | | | | |
| **Customer Organization:** | | | Contact Name: | |  | | |
| Contact Title: | |  | | |
| **Customer Address:** | | | Contact Phone: | |  | | |
| Contact Email: | |  | | |
| **Total Vendor Staff:** |  | | | | | | |
| **Objectives:** | | | | | | | |
| **Description:** | | | | | | | |
| **Vendor’s Involvement:** | | | | | | | |
| **Key Staff** | | | | | | | |
| Name: (Add more rows as needed) | | | Role: (Add more rows as needed) | | | | |
| Name: (Add more rows as needed) | | | Role: (Add more rows as needed) | | | | |
| **Measurements:** | | | | | | | |
| Estimated Costs: | | | Actual Costs: | | | | |
| Reason(s) for change in cost: | | | | | | | |
|  | | | | | | | |
| Original Value of Vendor’s Contract: | | | Actual Total Contract Value: | | | | |
| Reason(s) for change in value: | | | | | | | |
|  | | | | | | | |
| Estimated Start and Completion Dates: | | From: | |  | | To: |  |
| Actual Start and Completion Dates: | | From: | |  | | To: |  |
| Reason(s) for the difference between estimated and actual dates: | | | | | | | |
|  | | | | | | | |
| If the vendor performed the work as a subcontractor, the vendor should describe the scope of subcontracted activities: | | | | | | | |

* 1. **Subcontractor References (If Applicable)**

If the vendor’s proposal includes the use of subcontractor(s), provide three references for each subcontractor. The PRMP prefers references that demonstrate where the prime and subcontractors have worked together in the past.

**Table 13: Subcontractor References**

| **Subcontractor Information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name:** | | | Contact Name: | |  | |
| Contact Phone: | |  | |
| **Customer Information** | | | | | | |
| **Customer Organization:** | | | Contact Name: | |  | |
| Contact Title: | |  | |
| **Customer Address:** | | | Contact Phone: | |  | |
| Contact Email: | |  | |
| **Project Information** | | | | | | |
| **Total Vendor Staff:** |  | | | | | |
| **Objectives:** | | | | | | |
| **Description:** | | | | | | |
| **Vendor’s Involvement:** | | | | | | |
| **Key Staff** | | | | | | |
| Name: (Add more rows as needed) | | | Role: (Add more rows as needed) | | | |
| Name: (Add more rows as needed) | | | Role: (Add more rows as needed) | | | |
| **Project Measurements:** | | | | | | |
| Estimated one-time costs: | | | Actual one-time costs: | | | |
| Reason(s) for change in one-time cost: | | | | | | |
|  | | | | | | |
| Original Value of Vendor’s Contract: | | | Actual Total Contract Value: | | | |
| Reason(s) for change in value: | | | | | | |
|  | | | | | | |
| Estimated Start and Completion Dates: | | From: | |  | To: |  |
| Actual Start and Completion Dates: | | From: | |  | To: |  |
| Reason(s) for the difference between estimated and actual dates: | | | | | | |
|  | | | | | | |