

Commonwealth of Pennsylvania
Master Information Technology (IT) Services Invitation to Qualify (ITQ) Contract, 4400004480

PaJCMS Assessment
Solicitation Number: 610042074

March 17, 2017

The Commonwealth of PA, Juvenile Court Judges' Commission, Center for Juvenile Justice Training & Research has posted solicitation no. 610042074, PaJCMS Assessment. Please go to the [eMarketplace Website](#) to view and download all documentation pertaining to this solicitation.

This is a restricted solicitation only contractors which are qualified in one (1) or more of the following service category(ies) under the Commonwealth's Master Information Technology (IT) Services Invitation to Qualify (ITQ), Contract 4400004480, prior to the bid opening date may respond.

- Master ITQ – IT General

Organizations interested in doing business with the Commonwealth through this contract must begin by registering with the Commonwealth as a Procurement Supplier. For more information about registration, please view the [Registration Guide](#).

Once an organization is registered with the Commonwealth, they must develop and submit a bid through the [PASupplierPortal Website](#) in order to qualify for one, all, or any combination of the service categories associated with this contract. The Commonwealth will evaluate the bid along with all supporting documentation to determine whether the organization meets the minimum eligibility requirements.

For more information about the Commonwealth's Invitation to Qualify contracts and their policies, please visit the [ITQ Website](#).

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Center for Juvenile Justice Training & Research
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The attached Statement of Work (SOW) PaJCMS Assessment is provided for you to develop your bid for the referenced IT Project. The successful contractor will be selected based on Best Value. The Best Value Criteria specified below defines the criteria that will be used to determine the successful contractor to be awarded the Purchase Order. It is imperative that you expound in writing on each of the best value criteria listed. You may complete your bid on this form and respond by reply email no later than 2:00 pm on March 31, 2017.

Best Value Criteria:

1. **Understanding the Problem:** Provide a brief narrative (one paragraph) that accurately assesses the problem to be solved based on your understanding of the project requirements stated in the SOW. (Attachment A)
2. **Contractor Prior Experience:** In the chart on page 3, detail three (3) projects your company performed that are similar in nature and scope to the requirements stated in the SOW. Include reference company name and address, contact person with phone number, email address and best time to call, project name, project start and end dates and a brief description of the project. (Attachment B)
3. **Contractor Personnel and Qualifications:** Provide resumes with names of individuals that show the qualifications and skills required to successfully develop and implement the project as defined in the SOW. It is very important that the proposed individuals meet the minimum levels of experience and have all proper certifications, if requested. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents.
4. **Project Work Plan:** Utilizing a GANTT or PERT chart, include a high-level summary that shows all the tasks and deliverables to complete the project. Explain your approach to deliverables. Explanation must be limited to one page.
5. **Cost:** Complete the attached Cost Matrix – (Attachment C) to submit the cost portion of your bid.
6. **Small Diverse Business Participation:** To maximize DGS-certified Small Diverse Business participation in the project, the greatest consideration will be given to a Small Diverse Business bidding as a prime contractor. For all other prime contractors subcontracting to a Small Diverse Business, briefly explain what your company's approach will be to maximize Small Diverse Business participation in the project if you are selected for award. This should include detail on which portions of the contract will be performed by the Small Diverse Business. Include

specific percentage commitments to be paid to Small Diverse Businesses based upon the total contract value. The more definitive the commitment and the greater the percentage commitment, the greater consideration that your company will receive for this best value selection factor.

7. Domestic Workforce Utilization: Complete and sign the Domestic Workforce Utilization Form (Attachment D).

If you are selected for award, you may be required to submit an engagement letter that further details how you propose to meet the requirements stated in the RFQ. Any questions on this RFQ may be sent to:

Dorothy Spears | Administrative Officer
OAS Purchasing & Payment Division
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dspears@pa.gov