**Annex E: Desired Qualifications**

The following list contains Business Components that DOC expects the successful Bidder to provide as services to meet the Stated Requirements:

The desired qualifications for prospective contractors responding to this RFP are as follows:

1. **Experience and qualifications:**
2. State the total number of years in business, years supplying CCTV system, general scope and services provided.
3. Name of principals and a description of the firm’s organization structure and make up of nationality.
4. Firm’s relationship to any larger business entity.
5. Technical qualifications and expertise to meet the DOC’s needs.
6. Statement whether the prospective contractor or any other entity that has a direct or indirect controlling interest in the prospective contractor or any subsidiary corporation or other entity has:
7. Filed for bankruptcy or reorganization in the past five (5) years
8. Been suspended or barred from bidding on government contracts.
9. Had any contracts terminated either voluntarily or involuntarily within the past (5) years
10. Prospective contractor must provide a detailed history of their company and/or its partners’ experience in designing, installing and maintaining CCTV system. The experience must be provided in the company profile.
11. Prospective contractors that are official manufacturer’s representatives for the cameras being proposed, and are authorized installation and maintenance providers, must provide letter from manufacturer or manufacturer’s website that confirms stated authorization.
12. If a prospective contractor intends to have services provided by partners and/or subcontractors, it will be mandatory for the prospective contractor submitting the Proposal to act as the prime contractor for all service delivery as specified in this RFP. The prospective contractor must provide sufficient information and data with respect to each subcontractor to demonstrate that it also has the requisite experience to perform the function assigned by the prospective contractor.
13. It is the prospective contractors’ responsibility to ensure that an official of each proposed subcontractor signs a statement to the effect that the subcontractor has read and will agree to the terms of any negotiated contract resulting from this solicitation. Subcontractor’s agreement shall be include as a part of the final executed contract.
14. Submit three customer references. Reference information must be provided using Appendix – Current or Previous References. In the event the proposal is a joint venture, the references must all be for the joint venture
15. Proposals must include the following information of the prospective contractors and each proposed subcontractor:

**Proposals should include adequate detail of services to be provided and include responses to the following questions:**

1. **Financial qualifications:**
2. Provide a narrative description of the firm’s financial position and willingness to undertake and complete the project as proposed and to furnish services in accordance with this RFP.
3. Provide two (2) bank references with the correspondent names, addresses, phone numbers and email addresses.
4. Provide any other information not specifically requested above that the prospective contractor believe to be demonstrative of its financial capacity.
5. **Company’s personnel qualifications:**
6. Describe key personnel’s proposed roles and responsibilities on this project.
7. Describe qualifications of each of the key personnel to be assigned to the project and their relevant related experience.
8. Identify a proposed Project Manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with the prospective contractor