

Project Expectations

Please answer all of the questions below by entering an “X” into the appropriate column. You may submit attachments to elaborate on any of the questions or place additional information in the “Comments” column.

1. Type of Agreement

Question	Yes	No	Comments
If applicable, software license price is fixed for a minimum of five years			
If applicable, software license price increases are based on an index			
Pricing for professional services related to development and implementation of interfaces is fixed fee			
Payment for professional services related to development and implementation of interfaces is based on deliverables and milestones			
At least 10% of implementation costs related to development and implementation of interfaces are associated with milestone for final acceptance			
Rates have been provided for managed support services			
Proposed pricing will be honored for a minimum of 180 days			

2. Scope

Question	Yes	No	Comments
All functional processes are in scope			
The Proposer will implement all documented requirements that are not answered as “N”			
Undocumented requirements that can be solved with standard software functions are included in scope			
The undocumented requirements can be introduced during the business analysis, design, development, or validation phases.			

3. Deliverables

Question	Yes	No	Comments
Project Management			
Project Schedule is included as a Deliverable			
Core Project Team Training Plan included as a Deliverable			
Project Kick-Off is included as a Deliverable			
Status Reports are included as a Deliverable			
Installation and Documentation of interfaces is included as a Deliverable			
Design			
Fit/Gap Analysis is included as a Deliverable			
Functional and Technical Specifications for Interfaces are included as a Deliverable			
Specifications for security is included as a Deliverable			
Development			
Documentation of each interface is included as a Deliverable			
Set of Security Model is included as a Deliverable			
Documentation of all Testing is included as a Deliverable			
Updating the Requirements Traceability Matrix is included as a Deliverable			
Creating a Test Plan is included as a Deliverable			
Validation			
Testing Sign-Off is included as a Deliverable			
Go-Live and Support			
Cutover Plan is included as Deliverable			
Final Acceptance Documentation is included as Deliverable			
Managed Support			
Status Reports are included as a Deliverable			

4. Service Level Agreements

Question	Yes	No	Comments
Service level agreements and metrics are clearly defined			
Reporting on service level metrics done by vendor at regular intervals.			

Remedy for failure to meet services identified in agreement.			
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5. Contract Terms

Please review the questions and statements in the below table and place an “X” into the appropriate column on how your proposal corresponds. You may submit comments or attachments to elaborate on any of the questions. Note that each company included in the proposal will need to provide a response. Separate tables should be created for each company.

Term	Yes	No	Comments
Warranty			
Will you warrant to functional requirements?			
Does warranty remedy include fix at no cost?			
Does warranty remedy include refund if fix is not possible?			
Special Terms			
District has right to interview key staff assigned to project and approve consulting staff to work on project			
Final acceptance of software performed by District after a minimum of 45-day post-go live testing period is included.			
General Terms – Vendor agrees to the following:			
Article 1 – Description and General Intent			
Article 2 – MCPS Project Contact			
Article 3 – Independent Contractor			
Article 4 – Key Contractor Personnel			
Article 5 – Contractor Responsibility			
Article 6 - Subcontractors			
Article 7 – Force Majeure			
Article 8 – Payment Terms and Conditions			
Article 9 - Changes			
Article 10 – Audit and Document Retention			
Article 11 – Term of Contract			
Article 12 – Termination for Convenience			
Article 13 – Termination for Cause			
Article 14 – Non-Appropriation			
Article 15 – Disputes			
Article 16 – Contractor Integrity, Ethics, and Conflicts of Interest			

Article 17 – Publication and Publicity			
Article 18 – Data Collection and Confidential Information			
Article 19 – Documentation and Copyright			
Article 20 – MCPS Property			
Article 21 – Obligations Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities			
Article 22 – Indemnification and Liability			
Article 23 – Insurance			
Article 24 – Order of Precedence			
Article 25 – Severability			
Article 26 – Governing Law and Jurisdiction			
Article 27 – Entire Contract			
Article 28 – Successors and Assigns			
Article 29 – Guarantee			
Article 30 - Notice			

6. Submittal Attachments

Proposer has submitted the following attachments (in the proper format) with their proposal

Attachment	Title	Special Instructions	Yes	No
1	Project Expectations Form			
2	Equal Opportunities Certification			
3	Certification of Nonsegregated Facilities			
4	Minority Business Enterprise			
5	Non-Debarment Acknowledgement			
6	Proposal Acknowledgement			
7	Company Background			
8	Functional and Technical Requirements	Submit in Excel		
9	Anticipated Interfaces	Submit in Excel		
10	Proposed Enhancements	Submit in Excel		
11	Implementation Plan			
12	Deliverable Expectation Descriptions	Submit in Excel		
13	References			
14	Price Proposal	Submit in Excel		