

## ANNEX A – RFP PROPOSAL FORMAT

### GENERAL RESPONSE INFORMATION

Technical Proposal addressing all requirements specified in the RFP under the following Tabs. Proposals must include all of the information set forth and shall be organized, tabbed and submitted appropriately, responding to all information requested.

#### Tab 1 – Introductory Letter and Executive Summary

Provide an informative, narrative Introductory letter highlighting your agency’s capabilities and services. Identify the number of personnel by department (support, development, training, sales, and administration). If outside services (outsourcing) are an integral part of the operation, describe their typical responsibilities and details from where they are outsourced. This is especially important relating to any support services relating to the RFP.

Submit a brief statement of history including ownership, mergers/acquisitions, business partnerships, and other significant business events.

#### Tab 2 - Financial Performance

Submit annual reports and financial statements for the past three (3) years. If this cannot be done, summarize highlights of financial performance over the past three years (specifically, total revenues, revenue growth and net profit). Disclose any pending acquisitions (i.e., companies being acquired, companies acquiring your organization, products being acquired, etc.).

#### Tab 3 - Qualifications and Experience

Under this tab include references of similar requested work performed by your firm over the past three (3) years. Include a client’s name, email address and telephone number. A minimum of three references must be provided. Two testimonials from past clients on web site development and hosting work should be provided under this tab. Finally, examples of three (3) or more similar / corporate web sites designed and implemented by your organization should also be stated here.

#### Tab 4 - Your Product and Approach

Describe the main features of the services you are offering in response to this RFP. The narrative must encapsulate the pertinent items articulated in the project scope. Highlight any innovative aspects of your product or services. The Proposer should also include its plan for managing the work requirements with associated schedule (timeframe) and identify any perceived constraints. Include information regarding subcontracting of work here. Include the anticipated resources you will assign to this project (total number, role, title, experience) under this tab. A comprehensive test strategy / plan is also expected.

#### Tab 5 – Cost Proposal

All cost information must be provided under this tab. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Cost should be quoted in Barbados or US Currency only.

Below are the minimum cost headings to be included:

- Project Initiation and Planning
- Site/Database Design
- Site/Database Development
- Site/Database Testing
- Site/Database Deployment
- Travel & Subsistence (included as part of the overall cost)