



LEADER REPLACEMENT SYSTEM

Request for Proposals

Attachment F – Proposer Response Forms

November 30, 2007

**Department of Public Social Services
Los Angeles County
12860 Crossroads Parkway South
City of Industry, CA 91746-3411**



TABLE OF CONTENTS

1.	MINIMUM QUALIFICATIONS MATRIX FORMS:	1
1.1	PROPOSER MINIMUM QUALIFICATIONS MATRIX FORM:	2
1.2	CONTRACTOR PROJECT EXECUTIVE MINIMUM QUALIFICATIONS MATRIX FORM:	4
1.3	CONTRACTOR PROJECT DIRECTOR MINIMUM QUALIFICATIONS MATRIX FORM:.....	5
1.4	SYSTEM ARCHITECT MINIMUM QUALIFICATIONS MATRIX FORM:.....	7
1.5	TECHNICAL MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:.....	9
1.6	FUNCTIONAL MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:	11
1.7	IMPLEMENTATION MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:	13
1.8	CONVERSION AND ARCHIVE MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:	15
1.9	PROJECT CONTROLLER MINIMUM QUALIFICATION MATRIX FORM:	17
2.	EXPERIENCE SUMMARY MATRIX FORM:	19
2.1	INSTRUCTIONS:	19
2.2	EXPERIENCE SUMMARY MATRIX FORM:	21
3.	REQUIREMENTS PROPOSAL RESPONSE FORMS:	22
3.1	OVERVIEW:.....	22
3.2	GENERAL INSTRUCTIONS:.....	24
3.3	FUNCTIONAL AREA SUMMARY - INSTRUCTIONS:	27
3.3.1	Example: Functional Area Summary.....	29
3.4	FUNCTIONAL REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:	30
3.4.1	Example: Functional Requirements Response Form Matrix.....	34
3.5	TECHNICAL AREA SUMMARY - INSTRUCTIONS:	35
3.5.1	Example: Technical Area Summary.....	37
3.6	TECHNICAL REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:	38
3.6.1	Example: Technical Requirements Response Form Matrix.....	42
3.7	TRAINING AREA SUMMARY - INSTRUCTIONS:.....	43
3.7.1	Example: Training Area Summary.....	45
3.8	TRAINING REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:	46
3.8.1	Example: Training Requirements Response Form Matrix.....	50



1. MINIMUM QUALIFICATIONS MATRIX FORMS:

Proposer shall complete the following Minimum Qualifications Matrix Forms, documenting the contracts and projects required of the Proposer and the proposed key staff to meet the required qualifications and experience. The Proposer shall include the completed Minimum Qualifications Matrix Forms as part of its Business Proposal and include the completed forms in Proposal Section 3 (Minimum Qualifications) of its proposal.

Proposer shall:

- Clearly describe the specific experience and how that experience meets the qualification.
- Clearly indicate the start date (month/year), end date (month/year), and duration (total number of years and months) for each experience submitted.
- Clearly indicate the professional reference contact information for each experience submitted.

Proposer is responsible for providing references which will respond to COUNTY and validate the experience. If a reference will not or cannot validate the experience, COUNTY may be unable to evaluate and score the qualification.



1.1 PROPOSER MINIMUM QUALIFICATIONS MATRIX FORM:

Proposer Name: _____

<u>RFP Ref.</u>	<u>Proposer Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.2 No. 1	Have had a minimum of five (5) years experience in enterprise browser-based applications for complex information systems, in each of the following categories:			
	a) the design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete



Los Angeles County
 Department of Public Social Services
 LEADER Replacement System (LRS)

<u>RFP Ref.</u>	<u>Proposer Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.2 No. 2	Of the above five (5) years experience in each such category, three (3) years shall include operating public sector applications for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete
5.2 No. 3	Have had a minimum of five (5) years experience, within the last seven (7) years, providing ongoing management, operations, and support for a data facility similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete



1.2 CONTRACTOR PROJECT EXECUTIVE MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Contractor Project Executive Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Contractor Project Executive Minimum Qualifications</u>	<u>Project Executive Project Responsibility and Authority Within Proposer's Management Structure</u>
5.3.1	Have the responsibility for Contractor's overall performance of any resultant Agreement.	Proposer to complete
5.3.1	Have the authority to commit resources of Contractor to address LRS project needs and requirements.	Proposer to complete
5.3.1	Be a full-time employee of the Contractor (include dates of employment).	Proposer to complete



1.3 CONTRACTOR PROJECT DIRECTOR MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Contractor Project Director Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Contractor Project Director Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.2 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director.	N/A	Proposer to complete	Proposer to complete
5.3.2 No. 2	Have had at least seven (7) years total experience, within the last ten (10) years, in:			
	a) design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Contractor Project Director Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete
5.3.2 No. 3	Have had at least three (3) years of project management responsibility, within the last five (5) years, for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete
5.3.2 No. 4	Have current Project Management Professional (PMP) Certification from Project Management Institute, or equivalent.	Proposer to complete	Proposer to complete	N/A



1.4 SYSTEM ARCHITECT MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed System Architect Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>System Architect Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.3 No. 1	Be a full-time employee of the Contractor and be available at any time, including on-site at the Project Office or other location(s) approved by COUNTY Project Director.	N/A	Proposer to complete	Proposer to complete
5.3.3 No. 2	Have had at least five (5) years of experience, within the last seven (7) years, in technical architecture design for complex browser-based information systems.	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>System Architect Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.3 No. 3	Have had at least two (2) years of experience, within the last five (5) years, as a system architect for enterprise systems similar in scope and complexity to the LRS utilizing Web services frameworks and/or SOA frameworks.	Proposer to complete	Proposer to complete	Proposer to complete



1.5 TECHNICAL MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Technical Manager Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Technical Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.4 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director.	N/A	Proposer to complete	Proposer to complete
5.3.4 No. 2	Have had at least five (5) years total experience, within the last seven (7) years, in:			
	a) design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Technical Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete
5.3.4 No. 3	Have had at least three (3) years of experience, within the last five (5) years, as a technical manager for enterprise systems similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete



1.6 FUNCTIONAL MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Functional Manager Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Functional Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.5 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director.	N/A	Proposer to complete	Proposer to complete
5.3.5 No. 2	Have had at least five (5) years total experience, within the last seven (7) years, in:			
	a) design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Functional Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete
5.3.5 No. 3	Have had at least three (3) years of experience, within the last five (5) years, in analysis and design of automated systems for human services similar in functionality to the LRS, and managing teams of business analysts.	Proposer to complete	Proposer to complete	Proposer to complete



1.7 IMPLEMENTATION MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Implementation Manager Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Implementation Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.6 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director, during Phase 1 (Design/Development/Implementation Phase).	N/A	Proposer to complete	Proposer to complete
5.3.6 No. 2	Have had at least five (5) years total experience, within the last seven (7) years, in:			
	a) design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Implementation Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete
5.3.6 No. 3	Have had at least two (2) years of experience, within the last five (5) years, in managing implementation activities, including management of training, for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete



1.8 CONVERSION AND ARCHIVE MANAGER MINIMUM QUALIFICATIONS MATRIX FORM:

Proposed Conversion and Archive Manager Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Conversion and Archive Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.7 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director, during Phase 1 (Design/Development/Implementation Phase).	N/A	Proposer to complete	Proposer to complete
5.3.7 No. 2	Have had at least five (5) years total experience, within the last seven (7) years, in conversion and archival processes for complex information systems in:			
	a) design, development, and implementation	Proposer to complete	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Conversion and Archive Manager Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year of start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
	b) management, operations, and support	Proposer to complete	Proposer to complete	Proposer to complete
	c) software modifications and/or enhancements of complex information systems	Proposer to complete	Proposer to complete	Proposer to complete
5.3.7 No. 3	Have had at least two (2) years experience, within the last five (5) years, in managing conversion activities for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete



1.9 PROJECT CONTROLLER MINIMUM QUALIFICATION MATRIX FORM:

Proposed Project Controller Name: _____

Proposer Name: _____

<u>RFP Ref.</u>	<u>Project Controller Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.8 No. 1	Be a full-time employee of the Contractor and be assigned full-time to the project management team on-site at the Project Office or other location(s) approved by COUNTY Project Director.	N/A	Proposer to complete	Proposer to complete



<u>RFP Ref.</u>	<u>Project Controller Minimum Qualifications</u>	<u>Applicable Experience</u>	<u>Duration</u> (Include month/year start date/end date and total duration)	<u>Professional Reference Contact Information</u> (Include name, title, entity, address, telephone number and email address)
5.3.8 No. 2	Have had at least five (5) years of experience, within the last seven (7) years, in developing and administering government contracts and coordinating contractual requirements, preparing and executing contract changes and amendments, and providing fiscal management, including budgeting and accounting, of complex information systems.	Proposer to complete	Proposer to complete	Proposer to complete
5.3.8 No. 3	Have had at least two (2) years of experience, within the last five (5) years, in planning project schedules utilizing Microsoft Project for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete
5.3.8 No. 4	Have had at least two (2) years of experience, within the last five (5) years, as a project controller or equivalent for enterprise projects similar in scope and complexity to the LRS.	Proposer to complete	Proposer to complete	Proposer to complete



2. EXPERIENCE SUMMARY MATRIX FORM:

2.1 INSTRUCTIONS:

1. Proposer shall complete the Experience Summary Matrix Form, listing customers and projects relevant to this RFP within the last five (5) years by categories and areas shown.
2. Proposer shall document its relevant experience and each proposed Subcontractor's relevant experience on separate Experience Summary Matrix Forms.
3. Proposer shall include all completed Experience Summary Matrix Form(s) as an appendix to its Management/Technical Proposal in Proposal Section 18 (Appendices) of its proposal.
4. Proposer may add additional rows as needed to Experience Summary Matrix Form to provide a complete listing of customers and projects related to this RFP.

Legend and Codes for the following Experience Summary Matrix Form

Category	Code	Choices
Customer Name		Proposer's customer name for project that is relevant to this RFP.
Project Name		Project that is relevant to this RFP.
System Type	H W L	Eligibility systems or other human health services Web-based/SOA or other technical architecture Other large scale projects Enter one or more codes for this category / column as appropriate.
Service Type	D O E	Design, development, and implementation Management, operations, and support Software modifications and/or enhancements Enter one or more codes for this category / column as appropriate.
Contractor Role	P S	Prime contractor Subcontractor Enter one code in this category / column.



**Los Angeles County
Department of Public Social Services
LEADER Replacement System (LRS)**

Dates of Contract		Proposer's contract beginning and ending dates, if applicable.
Total Contract Price (Actual)		Proposer's total contract price for the project.
Brief Project Description		Project description, including its relevance to this RFP.
Project Management Team Names and Function Codes	M A T F I C P	Project manager System architect Technical manager Functional manager Implementation manager Conversion and archive manager Project controller Proposer must list all project management team members using the above codes. Bold the name if the person worked for Proposer, and use regular font if the person worked for another entity. If a specific team member position did not exist for a referenced project, enter N/A.



2.2 EXPERIENCE SUMMARY MATRIX FORM:

Experience Summary Matrix Form

Customer Name	Project Name	System Type *	Service Type *	Contractor Role *	Dates of Contract	Total Contract Price (Actual)	Brief Project Description	Project Management Team Names and Function Code*
								M: A: T: F: I: C: P:
								M: A: T: F: I: C: P:
								M: A: T: F: I: C: P:

*See Legend and Codes for Experience Summary Matrix Form in Section 2.1 (Instructions) of this Attachment F.



3. REQUIREMENTS PROPOSAL RESPONSE FORMS:

3.1 OVERVIEW:

The Requirements Proposal Response Forms provide the COUNTY with detailed information regarding how Proposer will meet the COUNTY's needs and requirements.

The Requirements Proposal Response Forms consist of:

1. Functional Area Summary;
2. Functional Requirements Response Form Matrix;
3. Technical Area Summary;
4. Technical Requirements Response Form Matrix;
5. Training Area Summary; and
6. Training Requirements Response Form Matrix.

The Requirements Proposal Response Forms are a mandatory part of Proposer's response to Subsection 6.8.4.1 (Technical Solution (Proposal Section 17A)) of the RFP. The Requirements Proposal Response Forms are organized according to Sections 2 (Functional Requirements), 3 (Technical Requirements), and 6 (LRS Training Requirements) of Attachment B (Statement of Requirements).

The Proposer's proposal shall contain the narratives as well as individual responses to the functional, technical, and training requirements in Section 2 (Functional Requirements), Section 3 (Technical Requirements), and 6 (LRS Training Requirements) of Attachment B (Statement of Requirements). The narratives shall not duplicate information found in other narratives but are to provide a clearer understanding of the functional, technical, and training requirements:

1. Proposal Section 15 (Executive Summary) will contain a maximum twenty (20) page narrative providing a broad description of the Proposer's proposal.
2. Proposal Section 17 (Technical Response) will contain: (i) a maximum fifty (50) page Narrative Summary of the Proposer's solution's hardware and network



architecture, software architecture, functional architecture, application architecture, and data architecture, and (ii) the Requirements Proposal Response Form (which are included in Proposal Section 18 (Appendices)).

3. Proposal Section 18 (Appendices) will contain the Functional Area Summary form within the Requirements Proposal Response Forms providing functional narratives for the various functional areas in Section 2 (Functional Requirements) of Attachment B (Statement of Requirements).
4. Proposal Section 18 (Appendices) will contain the Functional Requirements Response Form Matrix form within the Requirements Proposal Response Forms providing sub-functional narratives for the various sub-functional areas in Section 2 (Functional Requirements) of Attachment B (Statement of Requirements).
5. Proposal Section 18 (Appendices) will contain the Technical Area Summary form within the Requirements Proposal Response Forms providing technical narratives for the various technical areas in Section 3 (Technical Requirements) of Attachment B (Statement of Requirements).
6. Proposal Section 18 (Appendices) will contain the Technical Requirements Response Form Matrix form within the Requirements Proposal Response Forms providing sub-technical narratives for the various sub-technical areas in Section 3 (Technical Requirements) of Attachment B (Statement of Requirements).
7. Proposal Section 18 (Appendices) will contain the Training Area Summary form within the Requirements Proposal Response Forms providing training narratives for the various training areas in Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements).
8. Proposal Section 18 (Appendices) will contain the Training Requirements Response Form Matrix form within the Requirements Proposal Response Forms providing sub-training narratives for the various sub-training areas in Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements).



3.2 GENERAL INSTRUCTIONS:

1. Proposer shall include the completed Requirements Proposal Response Forms as an appendix to its Management/Technical Proposal in Proposal Section 18 (Appendices).
2. Proposer, in addition to the printed copy of the Requirements Proposal Response Forms included as an appendix to its Management/Technical Proposal in Proposal Section 18 (Appendices) shall include a CD with six (6) electronic files, one (1) for each of the Requirements Proposal Response Forms as follows:
 - a. Microsoft Word file, named “Functional Area Summary”
 - b. Microsoft Excel file, named “Functional Requirements Response Form Matrix”
 - c. Microsoft Word file, named “Technical Area Summary”
 - d. Microsoft Excel file, named “Technical Requirements Response Form Matrix”
 - e. Microsoft Word file, named “Training Area Summary”
 - f. Microsoft Excel file, named “Training Requirements Response Form Matrix”
3. Proposer shall append its name to each of the above Microsoft Word and Microsoft Excel file names (e.g., “Functional Area Summary – insert Proposer name”) and complete the electronic Microsoft Word and Microsoft Excel versions of the Requirements Proposal Response Forms without changing the electronic versions (Microsoft Office 2003), form or format, since the files will be loaded by COUNTY into an electronic evaluation tool that assumes that the version, form and format, have remained unchanged.
4. The format for each narrative in the Requirements Proposal Response Forms shall be: Arial 12 point and with a line spacing of 1.5, margins left and right at one (1) inch, and page numbers at the bottom of the form.



-
5. If there is any discrepancy between the requirements in the Microsoft Excel electronic forms provided by COUNTY in this Attachment F and the requirements in Attachment B (Statement of Requirements) of the RFP, then:
- a. The requirements in Attachment B (Statement of Requirements) of the RFP shall take precedence.
 - b. If the discrepancy regarding a functional requirement is considered by the Proposer to be material to the Proposer's response, then a seventh (7th) electronic file shall be added to the CD, as specified in item 2 above:
 - i. That file shall be a Microsoft Excel file named "Functional Discrepancy" with the Proposer's name appended (e.g., "Functional Discrepancy – insert Proposer name").
 - ii. That file shall describe the discrepancy in the functional requirements and why the discrepancy is considered by the Proposer to be material to the Proposer's response.
 - iii. That file, if the functional requirement in the Functional Requirements Response Form Matrix electronic file is missing or is different from the functional requirement in Attachment B (Statement of Requirements), shall contain the functional requirement in Attachment B (Statement of Requirements) with Proposer's response.
 - iv. That file, if the functional requirement is contained in the Functional Requirements Response Form Matrix electronic file and not in Attachment B (Statement of Requirements), shall contain the Proposer's response as requested in the Functional Requirements Response Form Matrix electronic file.
 - c. If the discrepancy regarding a technical requirement is considered by the Proposer to be material to the Proposer's response, then a eighth (8th) electronic file shall be added to the CD, as specified in item 2 above:



-
- i. That file shall be a Microsoft Excel file named “Technical Discrepancy” with the Proposer’s name appended (e.g., “Technical Discrepancy – insert Proposer name”).
 - ii. That file shall describe the discrepancy in the technical requirements and why the discrepancy is considered by the Proposer to be material to the Proposer’s response.
 - iii. That file, if the technical requirement in the Technical Requirements Response Form Matrix electronic file is missing or is different from the requirement in Attachment B (Statement of Requirements), shall contain the technical requirement in Attachment B (Statement of Requirements) with Proposer’s response.
 - iv. That file, if the technical requirement is contained in the Technical Requirements Response Form Matrix electronic file and not in Attachment B (Statement of Requirements), shall contain the Proposer’s response as requested in the Technical Requirements Response Form Matrix electronic file.
- d. If the discrepancy regarding a training requirement is considered by the Proposer to be material to the Proposer’s response, then a ninth (9th) electronic file shall be added to the CD, as specified in item 2 above:
- i. That file shall be a Microsoft Excel file named “Training Discrepancy” with the Proposer’s name appended (e.g., “Training Discrepancy – insert Proposer name”).
 - ii. That file shall describe the discrepancy in the training requirements and why the discrepancy is considered by the Proposer to be material to the Proposer’s response.
 - iii. That file, if the training requirement in the Training Requirements Response Form Matrix electronic file is missing or is different



from the requirement in Attachment B (Statement of Requirements), shall contain the training requirement in Attachment B (Statement of Requirements) with Proposer's response.

- iv. That file, if the training requirement is contained in the Training Requirements Response Form Matrix electronic file and not in Attachment B (Statement of Requirements), shall contain the Proposer's response as requested in the Training Requirements Response Form Matrix electronic file.

3.3 FUNCTIONAL AREA SUMMARY - INSTRUCTIONS:

1. The Functional Area Summary Microsoft Word file contains blank Functional Area Summary forms for all functional areas as specified in Section 2 (Functional Requirements) of Attachment B (Statement of Requirements). Such functional areas are those subsections of Section 2 (Functional Requirements) of Attachment B (Statement of Requirements) which are shown as Subsections 2.1 (General Functional Requirements), 2.2 (Traffic Log), 2.3 (Clearances), etc.
2. The Functional Area Summary narratives shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response).
3. The Functional Area Summary narratives may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response), when appropriate, to provide a clearer understanding of the functional area.
4. The Functional Area Summary Microsoft Word file shall contain sequential, titled Functional Area Summary narratives with a page break at the end of each Functional Area Summary narrative for each functional area.
5. The Functional Area Summary narratives shall be concise and of minimum length and shall include the following for each functional area:



**Los Angeles County
Department of Public Social Services
LEADER Replacement System (LRS)**

-
- a. Highlight Proposer's understanding of the requirements of the functional area, its approach in meeting the requirements of the functional area, and demonstrate how Proposer will implement the requirements in the functional area within the LRS;
 - b. Explain how Proposer's approach provides the best solution for COUNTY in meeting the requirements in the functional area within the LRS;
 - c. Provide a cross-reference to other parts of the proposal, if appropriate. The information presented in the Functional Area Summary narrative shall not repeat the Proposer's overall design process provided in other narratives but shall provide additional information for the solution for the functional area to provide a clearer understanding.
6. The following page contains an example from the Proposer's Functional Area Summary Microsoft Word file.



3.3.1 Example: Functional Area Summary.

Name of Proposer: _____

GENERAL FUNCTIONAL REQUIREMENTS – FUNCTIONAL AREA SUMMARY

The Proposer shall insert the Functional Area Summary narrative for the General Functional Requirements functional area here, following all instructions in Section 3.3 (Functional Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

Name of Proposer: _____

TRAFFIC LOG – FUNCTIONAL AREA SUMMARY

The Proposer shall insert the Functional Area Summary narrative for the Traffic Log functional area here, following all instructions in Section 3.3 (Functional Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

The above process shall continue in the Proposer's Functional Area Summary Microsoft Word file for all functional areas as specified in Section 2 (Functional Requirements) of Attachment B (Statement of Requirements).



3.4 FUNCTIONAL REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:

1. The Functional Requirements Response Form Matrix Microsoft Excel file contains all requirements for all sub-functional areas as specified in Section 2 (Functional Requirements) of Attachment B (Statement of Requirements). Such sub-functional areas are those subsections of Section 2 (Functional Requirements) of Attachment B (Statement of Requirements), which are shown as Subsections 2.1.1 (General Processing), 2.1.2 (Display), 2.1.3 (Data Tracking and Storage), etc.
2. Proposer shall enter the Proposer Name in the box provided at the top of the Functional Requirements Response Form Matrix Microsoft Excel file.
3. Proposer has the option for each sub-functional area to enter a concise sub-functional area narrative to provide clarity for such sub-functional area or to describe any differences between the sub-functional area narrative and the Functional Area Summary narratives presented in accordance with Section 3.3 (Functional Area Summary - Instructions) of this Attachment F.
4. The sub-functional area narratives included on the Functional Requirements Response Form Matrix shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Functional Area Summary narratives described in Section 3.3 (Functional Area Summary - Instructions) of this Attachment F.
5. The sub-functional area narratives included on the Functional Requirements Response Form Matrix may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Functional Area Summary narratives described in Section 3.3 (Functional Area Summary - Instructions), when appropriate, to provide a clearer understanding of the sub-functional area.



-
6. Each sub-functional area requirement in the Functional Requirements Response Form Matrix requires two (2) responses:
 - a. “Business Logic” response; and
 - b. “Solution to Requirement” response.

 7. The “Business Logic” response shall indicate the source of the business logic used to meet the requirement. The columns for “Business Logic” response are:
 - a. Columns “System 1” through “System 4”: These columns shall indicate the source system or combination of source systems from which business logic was used to meet this requirement. The Proposer must identify the source system or combination of source systems used in “Comments” column or in the sub-functional area narrative referenced in item 3 above. The DPSS Systems and DCFS Systems may be used as a source systems to understand the business logic, but the source code and object code of the DPSS Systems and DCFS Systems shall not be used in implementing and programming the LRS under any resultant Agreement.
 - b. Column “N/A”: This column shall be used if no source system is applicable in meeting the requirement. The Proposer must explain the N/A selection in the “Comments” column or in the sub-functional area narrative referenced in item 3 above.

 8. Instructions for filling the Business Logic columns:

The numeric total for each row of the “Business Logic” columns must equal ten (10). It is possible that the “Business Logic” may come from one or more sources. The Proposer shall place a number in the row below each “Business Logic” column title:

 - a. For example, if the “Business Logic” is fifty percent (50%) from “System 1” and fifty percent (50%) from “System 2”, then there would be five (5) below “System 1”, and five (5) below “System 2”. The total of the



-
- “Business Logic” columns the row must equal ten (10) (see first row in Example: Functional Requirements Response Form Matrix).
- b. For example, if the “Business Logic” is thirty percent (30%) from “System 1”, fifty percent (50%) from “System 2”, and twenty percent (20%) from “System 3”, then there would be three (3) below “System 1”, five (5) below “System 2”, and two (2) below “System 3”. The total of the “Business Logic” columns for the row must equal ten (10) (see second row in Example: Functional Requirements Response Form Matrix).
9. The “Solution to Requirement” response shall indicate the method that the Proposer proposes to use to meet the requirement. The columns for the “Solution to Requirement” response are:
- a. Existing Code, which would indicate that the existing source code from another system will be used to meet the requirement.
- b. Custom Code, which would indicate that custom source code must be programmed or modified to meet the requirement,
- c. Commercially Available Software, which would indicate that commercially available software will be used to meet the requirement. The commercially available software shall be described in the “Comments” column or in the sub-functional area narrative referenced in item 3 above.
- d. Purchased Service, which would indicate that some or all of the requirement will be met using a purchased service. The purchased service shall be described in the “Comments” column or in the sub-functional area narrative referenced in item 3 above.
- e. Other, which would indicate that another solution will be used. The other solution shall be described in the “Comments” column or in the sub-functional area narrative referenced in item 3 above.
10. Instructions for filling the “Solution to Requirement” columns:



The numeric total for each row of the “Solution to Requirement” columns must equal ten (10). It is possible that the “Solution to Requirement” may come from one or more methods. The Proposer shall place a number in the row below each “Solution to Requirement” column title:

- a. For example, if the “Solution to Requirement” is fifty percent (50%) from “Existing Code” and fifty percent (50%) from “Custom Code”, then there would be five (5) below “Existing Code”, and five (5) below “Custom Code”. The total of the “Solution to Requirement” columns for the row must equal ten (10) (see first row in Example: Functional Requirements Response Form Matrix).
 - b. For example, if the “Solution to Requirement” is thirty percent (30%) from “Existing Code”, fifty percent (50%) from “Custom Code”, and twenty percent (20%) from “Commercially Available Software”, then three (3) would be below “Existing Code”, five (5) below “Custom Code”, and two (2) below “Commercially Available Software”. The total of the “Solution to Requirement” columns for the row must equal ten (10) (see second row in Example: Functional Requirements Response Form Matrix).
11. To the right of the “Comments” column for each row there will be an error checking message which is initially set to “<- Error”. If the row is completed correctly, then the message will read “ok” which indicates that both the “Business Logic” columns and the “Solution to Requirement” columns for the row each total ten (10). If either the “Business Logic” columns or the “Solution to Requirement” columns for the row total anything other than ten (10), then the message “<-Error” will automatically display on the sheet. The Proposer is responsible for ensuring that all appropriate columns for the row total ten (10).
 12. The following page contains an example from the Proposer’s Functional Requirements Response Form Matrix Microsoft Excel file.



3.4.1 Example: Functional Requirements Response Form Matrix.

Proposer Name:

2.1 General Functional Requirements 2.1.1 General Processing

Sub-Functional Area Narrative

Functional Requirements Response Form Matrix	Business Logic					Solution to Requirement					Comments
	System 1	System 2	System 3	System 4	N/A	Existing Code	Custom Code	Commercially Available Software	Purchased Service	Other 3	
1. The LRS shall be user-friendly, including in presentation, navigation, and other ease of use features.	5	5	0	0	0	5	5	0	0	0	ok
2. The LRS shall provide for an electronic case record with access to both current and historical LRS Data.	3	5	2	0	0	3	5	2	0	0	ok
3. The LRS shall provide for processing application or case information based on raw data collection.	0	0	0	0	0	0	0	0	0	0	<- Error



3.5 TECHNICAL AREA SUMMARY - INSTRUCTIONS:

1. The Technical Area Summary Microsoft Word file contains blank Technical Area Summary forms for all technical areas as specified in Section 3 (Technical Requirements) of Attachment B (Statement of Requirements). Such technical areas are those subsections of Section 3 (Technical Requirements) of Attachment B (Statement of Requirements) which are shown as Subsections 3.1 (General Technical Requirements), 3.2 (Service Access and Delivery), 3.2 (Service Platform and Infrastructure), etc.
2. The Technical Area Summary narratives shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response).
3. The Technical Area Summary narratives may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response), when appropriate, to provide a clearer understanding of the technical area.
4. The Technical Area Summary Microsoft Word file shall contain sequential, titled Technical Area Summary narratives with a page break at the end of each Technical Area Summary narrative for each technical area.
5. The Technical Area Summary narratives shall be concise and of minimum length and shall include the following for each technical area:
 - a. Highlight Proposer's understanding of the requirements of the technical area, its approach in meeting the requirements of the technical area, and demonstrate how Proposer will implement the requirements in the technical area within the LRS;
 - b. Explain how Proposer's approach provides the best solution for COUNTY in meeting the requirements in the technical area within the LRS;



**Los Angeles County
Department of Public Social Services
LEADER Replacement System (LRS)**

-
- c. Provide a cross-reference to other parts of the proposal, if appropriate. The information presented in the Technical Area Summary narrative shall not repeat the Proposer's overall design process provided in other narratives but shall provide additional information for the solution for the technical area to provide a clearer understanding.
6. The following page contains an example from the Proposer's Technical Area Summary Microsoft Word file.



3.5.1 Example: Technical Area Summary.

Name of Proposer: _____

GENERAL TECHNICAL REQUIREMENTS – TECHNICAL AREA SUMMARY

The Proposer shall insert the Technical Area Summary narrative for the General Technical Requirements technical area here, following all instructions in Section 3.5 (Technical Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

Name of Proposer: _____

SERVICE ACCESS AND DELIVERY – TECHNICAL AREA SUMMARY

The Proposer shall insert the Technical Area Summary narrative for the Service Access and Delivery technical area here, following all instructions in Section 3.5 (Technical Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

The above process shall continue in the Proposer's Technical Area Summary Microsoft Word file for all technical areas as specified in Section 3 (Technical Requirements) of Attachment B (Statement of Requirements).



3.6 TECHNICAL REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:

1. The Technical Requirements Response Form Matrix Microsoft Excel file contains all requirements for all sub-technical areas as specified in Section 3 (Technical Requirements) of Attachment B (Statement of Requirements). Such sub-technical areas are those subsections of Section 3 (Technical Requirements) of Attachment B (Statement of Requirements) shown as Subsections 3.2.1 (Access Channel), 3.2.2 (Delivery Channel), 3.2.3 (Service Transport), etc.
2. Proposer shall enter the Proposer Name in the box provided at the top of the Technical Requirements Response Form Matrix Microsoft Excel file.
3. Proposer has the option for each sub-technical area to enter a concise sub-technical area narrative to provide clarity for such sub-technical area or to describe any differences between the sub-technical area narrative and the Technical Area Summary narratives presented in accordance with Section 3.5 (Technical Area Summary - Instructions) of this Attachment F.
4. The sub-technical area narratives included on the Technical Requirements Response Form Matrix shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Technical Area Summary narratives described in Section 3.5 (Technical Area Summary - Instructions) above.
5. The sub-technical area narratives included on the Technical Requirements Response Form Matrix may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Technical Area Summary narratives described in Section 3.5 (Technical Area Summary - Instructions), when appropriate, to provide a clearer understanding of the sub-technical area.
6. Each sub-technical area requirement in the Technical Requirements Response Form Matrix requires two (2) responses:



- a. “Tools to Support” response; and
 - b. “How it will be Built” response.
7. The “Tools to Support” response shall indicate which technical tools or standards have been selected by the Proposer in meeting the requirement. The columns for the “Tools to Support” response are:
- a. Columns “Tool A” through “Tool E”: These columns shall indicate the tools or standards or combination of tools or standards used to meet the requirement. The Proposer must identify and describe the tools or standards used in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
 - b. Column “N/A”: This column shall be used if no tools or standards are applicable in meeting the requirement. The Proposer must explain the N/A selection in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
8. Instructions for filling the “Tools to Support” columns:
- The numeric total for each row of the “Tools to Support” columns must equal ten (10). It is possible that multiple tools or standards will be utilized in meeting a technical requirement. The Proposer shall place a number in the row below each “Tools to Support” column title:
- a. For example, if the “Tools to Support” utilization is fifty percent (50%) from “Tool A” and fifty percent (50%) from “Tool B”, then there would be five (5) below “Tool A”, and five (5) below “Tool B”. The total of the “Tools to Support” columns for the row must equal ten (10) (see first row in Example: Technical Requirements Response Form Matrix).
 - b. For example, if the “Tools to Support” utilization is thirty percent (30%) from “Tool A”, fifty percent (50%) from “Tool B”, and twenty percent (20%) from “Tool C”, then three (3) would be below “Tool A”, five (5)



below “Tool B”, and two (2) below “Tool C”. The total of the “Tools to Support” columns for the row must equal ten (10) (see second row in Example: Technical Requirements Response Form Matrix).

9. The “How it will be Built” response shall indicate the method that the Proposer proposes to use to meet the requirement. The columns for the “How it will be Built” response are:
 - a. Standard Tool Feature: Indicates that the requirement will be met utilizing a feature that is standard for any tool or standard specified. The feature shall be described in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
 - b. Tool Customization: Indicates that the requirement will be met utilizing a feature that is customized for any tool or standard specified. The customization shall be described in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
 - c. Tool Integration: Indicates that the requirement will be met by integrating any tool or standard specified with any other of the identified tool(s). The integration shall be described in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
 - d. Purchased Service: Indicates that some or all of the requirement will be met using a purchased service. The purchased service shall be described in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.
 - e. Other: Indicates another solution will be used. The other solution shall be described in the “Comments” column or in the sub-technical area narrative referenced in item 3 above.

10. Instructions for filling the “How it will be Built” columns:



The numeric total for each row of the “How it will be Built” columns must equal ten (10). It is possible that the “How it will be Built” may come from one or more methods. The Proposer shall place a number in the row below each “How it will be Built” column title:

- a. For example, if the “How it will be Built” method is fifty percent (50%) from “Standard Tool Feature” and fifty percent (50%) from “Tool Customization”, then there would be five (5) below “Standard Tool Feature”, and five (5) below “Tool Customization”. The total of the “How it will be Built” columns for the row must equal ten (10) (see first row in Example: Technical Requirements Response Form Matrix).
 - b. For example, if the “How it will be Built” method is thirty percent (30%) from “Standard Tool Feature”, fifty percent (50%) from “Tool Customization”, and twenty percent (20%) from “Tool Integration”, then three (3) would be below “Standard Tool Feature”, five (5) below “Tool Customization”, and two (2) below “Tool Integration”. The total of the “How it will be Built” columns for the row must equal ten (10) (see second row in Example: Technical Requirements Response Form Matrix).
11. To the right of the “Comments” column for each row there will be an error checking message which is initially set to “<- Error”. If the row is completed correctly, then the message will read “ok” which indicates that both the “Tools to Support” columns and the “How it will be Built” columns for the row each total ten (10). If either the “Tools to Support” columns or the “How it will be Built” columns for the row total anything other than ten (10), then the message “<-Error” will automatically display on the sheet. The Proposer is responsible for ensuring that all appropriate columns for the row total ten (10).
 12. The following page contains an example from the Proposer’s Technical Requirements Response Form Matrix Microsoft Excel file.



3.6.1 Example: Technical Requirements Response Form Matrix.

Proposer Name:

3.1 General Technical Requirements
 3.1 General Technical Requirements

Sub-Technical Area Narrative

Technical Requirements Response Form Matrix	Tools to Support						How it will be Built					Comments
	Tool A	Tool B	Tool C	Tool D	Tool E	N/A	Standard Tool Feature	Tool Customization	Tool Integration	Purchased Service	Other	
1. The LRS shall be based on a service-oriented architecture (SOA) using Web-services standards and technologies, as described in Exhibit 9 (COUNTY's Chief Information Office (CIO) Guiding Principles) and Exhibit 10 (California Enterprise Architecture Program: Service-Oriented Architecture (SOA) Master Guide) of Attachment H (Technical Exhibits).	5	5	0	0	0	0	5	5	0	0	0	ok
2. The LRS shall include independent Web services, including clearance, eligibility determination, benefit calculation, benefit issuance, and client correspondence, which shall be accessible by COUNTY-specified entities (e.g., other California SAWS systems) via LANet/EN and the Internet.	3	5	2	0	0	0	3	5	2	0	0	ok
3. The LRS shall support access to and use of external Web services provided by COUNTY-specified entities.	0	0	0	0	0	0	0	0	0	0	0	-< Error



3.7 TRAINING AREA SUMMARY - INSTRUCTIONS:

1. The Training Area Summary Microsoft Word file contains blank Training Area Summary forms for all training areas as specified in Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements). Such training areas are those subsections of Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements) which are shown as Subsections 6.1 (General Training Requirements), 6.2 (Specialized Training Requirements), 6.3 (Training Components), etc.
2. The Training Area Summary narratives shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response).
3. The Training Area Summary narratives may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary) or in the Narrative Summary in Proposal Section 17 (Technical Response), when appropriate, to provide a clearer understanding of the training area.
4. The Training Area Summary Microsoft Word file shall contain sequential, titled Training Area Summary narratives with a page break at the end of each Training Area Summary narrative for each training area.
5. The Training Area Summary narratives shall be concise and of minimum length and shall include the following for each training area:
 - a. Highlight Proposer's understanding of the requirements of the training area, its approach in meeting the requirements of the training area, and demonstrate how Proposer will implement the requirements in the training area within the LRS;
 - b. Explain how Proposer's approach provides the best solution for COUNTY in meeting the requirements in the training area within the LRS;



- c. Provide a cross-reference to other parts of the proposal, if appropriate. The information presented in the Training Area Summary narrative shall not repeat the Proposer's overall design process provided in other narratives but shall provide additional information for the solution for the training area to provide a clearer understanding.
6. The following page contains an example from the Proposer's Training Area Summary Microsoft Word file.



3.7.1 Example: Training Area Summary.

Name of Proposer: _____

GENERAL TRAINING REQUIREMENTS – TRAINING AREA SUMMARY

The Proposer shall insert the Training Area Summary narrative for the General Training Requirements training area here, following all instructions in Section 3.7 (Training Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

Name of Proposer: _____

SPECIALIZED TRAINING REQUIREMENTS – TRAINING AREA SUMMARY

The Proposer shall insert the Training Area Summary narrative for the Specialized Training Requirements training area here, following all instructions in Section 3.7 (Training Area Summary - Instructions) of this Attachment F.

****Page Break after narrative****

The above process shall continue in the Proposer's Training Area Summary Microsoft Word file for all training areas as specified in Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements).



3.8 TRAINING REQUIREMENTS RESPONSE FORM MATRIX - INSTRUCTIONS:

1. The Training Requirements Response Form Matrix Microsoft Excel file contains all requirements for all sub-training areas as specified in Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements). Such sub-training areas are those subsections of Section 6 (LRS Training Requirements) of Attachment B (Statement of Requirements) which are shown as Subsections 6.1 (General Training Requirements), 6.2 (Specialized Training Requirements), 6.3 (Training Components), etc.
2. Proposer shall enter the Proposer Name in the box provided at the top of the Training Requirements Response Form Matrix Microsoft Excel file.
3. Proposer has the option for each sub-training area to enter a concise sub-training area narrative to provide clarity for such sub-training area or to describe any differences between the sub-training area narrative and the Training Area Summary narratives presented in accordance with Section 3.7 (Training Area Summary - Instructions) of this Attachment F.
4. The sub-training area narratives included on the Training Requirements Response Form Matrix shall not duplicate the narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Training Area Summary narratives described in Section 3.7 (Training Area Summary - Instructions) of this Attachment F.
5. The sub-training area narratives included on the Training Requirements Response Form Matrix may reference narratives provided by Proposer in Proposal Section 15 (Executive Summary), in the Narrative Summary in Proposal Section 17 (Technical Response), or in the Training Area Summary narratives described in Section 3.7 (Training Area Summary - Instructions), when appropriate, to provide a clearer understanding of the sub-training area.
6. Each sub-training area requirement in the Training Requirements Response Form Matrix requires two (2) responses:



- a. "Tools to Support" response; and
 - b. "How It Will Be Built" response.
7. The "Tools to Support" response shall indicate the training tools or standards to be employed in meeting the requirement. The columns for the "Tools to Support" response are:
- a. Columns "Tool A" through "Tool E": These columns shall indicate the tools or standards or combination of tools or standards used to meet the requirement. The Proposer must identify and describe the tools or standards used in the "Comments" column or in the sub-training area narrative referenced in item 3 above.
 - b. Column "N/A": This column shall be used if no tools or standards are applicable in meeting the requirement. The Proposer must explain the N/A selection in the "Comments" column or in the sub-training area narrative referenced in item 3 above.
8. Instructions for filling the "Tools to Support" columns:

The numeric total for each row of the "Tools to Support" columns must equal ten (10). It is possible that the "Tools to Support" may come from one or more sources. The Proposer shall place a number in the row below each "Tools to Support" column title:

- a. For example, if the "Tools to Support" utilization is fifty percent (50%) from "Tool A" and fifty percent (50%) from "Tool B", then there would be five (5) below "Tool A", and five (5) below "Tool B". The total of the "Tools to Support" columns for the row must equal ten (10) (see first row in Example: Training Requirements Response Form Matrix).
- b. For example, if the "Tools to Support" utilization is thirty percent (30%) from "Tool A", fifty percent (50%) from "Tool B", and twenty percent (20%) from "Tool C", then three (3) would be below "Tool A", five (5) below "Tool B", and



two (2) below “Tool C”. The total of the “Tools to Support” columns for the row must equal ten (10) (see second row in Example: Training Requirements Response Form Matrix).

9. The “How It Will Be Built” response shall indicate the method that the Proposer proposes to use to meet the requirement. The columns for the “How it will be Built” response are:

- a. Standard Tool Feature: Indicates that the requirement will be met utilizing a feature that is standard for any tool or standard specified. The feature shall be described in the “Comments” column or in the sub-training area narrative referenced in item 3 above.
- b. Tool Customization: Indicates that the requirement will be met utilizing a feature that is customized for any tool or standard specified. The customization shall be described in the “Comments” column or in the sub-training area narrative referenced in item 3 above.
- c. Tool Integration: Indicates that the requirement will be met by integrating any tool or standard specified with any other tool(s) or standard(s). The integration shall be described in the “Comments” column or in the sub-training area narrative referenced in item 3 above.
- d. Purchased Service: Indicates that some or all of the requirement will be met using a purchased service. The purchased service shall be described in the “Comments” column or in the sub-training area narrative referenced in item 3 above.
- e. Other: Indicates another solution will be used. The other solution shall be described in the “Comments” column or in the sub-training area narrative referenced in item 3 above.

10. Instructions for filling the “How it will be Built” columns:

The numeric total for each row of the “How it will be Built” columns must equal ten (10). It is possible that the “How it will be Built” may come from one or more



- methods. The Proposer shall place a number in the row below each “How it will be Built” column title:
- a. For example, if the “How it will be Built” method is fifty percent (50%) from “Standard Tool Feature” and fifty percent (50%) from “Tool Customization”, then there would be five (5) below “Standard Tool Feature”, and five (5) below “Tool Customization”. The total of the “How it will be Built” columns for the row must equal ten (10) (see first row in Example: Training Requirements Response Form Matrix).
 - b. For example, if the “How it will be Built” method is thirty percent (30%) from “Standard Tool Feature”, fifty percent (50%) from “Tool Customization”, and twenty percent (20%) from “Tool Integration”, then three (3) would be below “Standard Tool Feature”, five (5) below “Tool Customization”, and two (2) below “Tool Integration”. The total of the “How it will be Built” columns for the row must equal ten (10) (see second row in Example: Training Requirements Response Form Matrix).
11. To the right of the “Comments” column for each row there will be an error checking message which is initially set to “<- Error”. If the row is completed correctly, then the message will read “ok” which indicates that both the “Tools to Support” columns and the “How it will be Built” columns for the row each total ten (10). If either the “Tools to Support” columns or the “How it will be Built” columns for the row total anything other than ten (10), then the message “<-Error” will automatically display on the sheet. The Proposer is responsible for ensuring that all appropriate columns for the row total ten (10).
12. The following page contains an example from the Proposer’s Training Requirements Response Form Matrix Microsoft Excel file.



3.8.1 Example: Training Requirements Response Form Matrix.

Proposer Name:

6.0 LRS Training Requirements
 6.1 General Training Requirements

Sub-Training Area Narrative

Training Requirements Response Form Matrix	Tools to Support						How it will be Built					Comments	
	Tool A	Tool B	Tool C	Tool D	Tool E	N/A	Standard Tool Feature	Tool Customization	Tool Integration	Purchased Service	Other		
1. The LRS shall include development and delivery of training materials for the LRS.	5	5	0	0	0	0	5	5	0	0	0		ok
2. The LRS shall include development and delivery of training materials in support of the Conversion and Archiving Plan and activities.	3	5	2	0	0	0	3	5	2	0	0		ok
3. The LRS shall not cause disruption to applicants/participants during training and conversion activities and schedules.	0	0	0	0	0	0	0	0	0	0	0		<- Error