



## EXHIBIT A

### CONTRACTOR RESPONSE RFP #2017-05-25 -- SharePoint Online

Contractor Responses to this RFP must contain the following information:

1. The proposal is to include contact information, including principle contacts and officers, main and local business addresses, tax identification number, voice and fax phone numbers and email addresses. Contractor must sign proposals. An unsigned proposal may be rejected.
2. All proposals should be typewritten on "8 ½ x 11" paper – 12 pt. minimum type; have consecutively numbered pages; including any exhibits, charts, or other attachments.
3. Proposals shall be organized into the following major sections:
  - **A cover letter** containing the following information:
    - Title of this RFP, Name and Mailing Address of Company (include physical location if mailing address is PO Box).
    - Name of Contact Person, telephone phone number, fax number and email address.
  - A statement that the submitting Contractor will perform the services and adhere to the requirements described in this RFP, including any addenda (*reference the addenda by date and/or number*).
4. **Executive Summary** that includes company background and history
  - Describe experience of company in general of providing Contractor professional services.
  - Summarize Contractor's history and other completed projects most relevant to this Share Point Online RFP.
5. **Project Approach/Management**
  - Provide a brief description of how the Contractor proposes to successfully manage this project and meet the goals and objectives of this RFP.
  - Include a description of the Contractor's vision for the project and specific strategies the Contractor will use to complete the project.
  - Describe your Initial Work Plan and schedule, including a detailed timeline and milestones for all Phases of the project.

- Include a brief summary of how the project team will be structured, a description of the role, qualifications and experience of each team member and designated project manager/lead assigned to this project, including location within the company's organizational framework and length of service.
- Provide a statement stating that all Phases of the project will be completed as outlined in the signed contract.

6. **Project Plan:**

- Develop a project plan with dates and milestones to be used throughout the project.
- Provide a detailed discussion of your company's approach to the successful implementation of this project. Include thorough discussions of methodologies you believe are essential to accomplishing this project.

7. **Project Cost** - SCLS is seeking a fixed price proposal to deliver the services described in this RFP.

- Clearly define all costs associated with the services defined in your proposal.
- Provide a total cost proposal for all products and services.
- Provide an hourly rate and the estimated number of hours the Contractor expects the project will take to completion.
- Provide a statement that guarantees the response constitutes a firm offer valid for thirty (30) days following receipt and that South Carolina Legal Services (SCLS) may accept any time within the thirty (30) day period.

8. **References:**

- Provide three (3) references for other SharePoint projects that the Contractor has completed or is still actively involved. Include the name, email address and phone number for the referenced individuals for contact purposes.