

**ATTACHMENT 12  
TECHNICAL PROPOSAL**

**Instructions:** Please complete all sections of this template.

<b>Prospective Bidder's Basic Information</b>	
<b>Prospective Bidder's Name:</b> (As shown on most recent W-9)	
<b>Business Address:</b> (Include mailing address if different)	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	
<b>Federal Tax Identification Number:</b> Note: if the Prospective Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.	

<b>Prospective Bidder's Designated Representative</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

## **Questionnaire**

**Instructions:** The Prospective Bidder will provide responses to the following key questions regarding the services provided. When crafting your responses, be sure to use the headings below. Please respond to one item per section and do not combine two or more questions or refer to another section of the narrative in your response. Only information included in the appropriate numbered question will be considered by proposal evaluators. The proposals will be scored based on how well the bidders address each section in their project narrative.

1. Discuss the level of customization available to clients for the website such as available designs, designated landing pages, ability to change or alter page layouts.
2. Please describe the availability of items listed on the catalog and how often the catalog items and prices change within a year.
3. Please describe the process of how an employee will be notified to select an item through the final receipt of the item requested.
4. Please discuss the process of how the court project manager will be kept informed as an employee begins the process of selecting a milestone award.
5. Please describe the process of the employee requesting for any replacement goods if goods are damaged or non-functioning at the time of delivery.
6. Please describe the process for mailing items to staff. How long after an item is ordered will the recipient receive award? Are items mailed out as ordered or saved and mailed in bulk? Will employees be able to send the selected item to their home address or will it have to all go to their Court location to be distributed?
  - a. If items can be mailed to the individuals employees' home address what is the additional cost(percentage) for mailing fees?
7. Please provide any additional details that you may find helpful in your consideration for these services.