ATTACHMENT 13
TECHNICAL PROPOSAL TEMPLATE

Questionnaire

Instructions: Please provide a detailed response to the items below. Any incomplete technical proposal lacking a detailed response may be deemed non-responsive. **Please attach a separate sheet with your responses and reference the organization and numbering of all questions (e.g. Question 1 Response…, Question 2 Response…)**

1. Can all personnel assigned to the Court successfully complete the Court's required background check prior to performing services? (Yes/No)

2. Can all personnel assigned to the Court complete the required CLETS training prior to performing services? (Yes/No)

3. Describe your ability to provide services at all Court locations and manage installation requests occurring at different locations as listed in RFP Section 1.0 Background.

4. Describe your experience providing office furniture and equipment installation services, particularly for government agencies, courts, or other secure facilities.

5. Describe the types of furniture, equipment, and workstation components your company is capable of installing, removing, relocating, assembling, and modifying.

6. Describe your staffing model and the number of qualified personnel available to support the Court's installation requests.

7. Can you accommodate the Court's installation request format as detailed in RFP Section 2.5 Scheduling and Coordination? Describe how the Court will track the status of requests, receive updates, and confirm completion of services.

8. What is your standard response time for acknowledging and scheduling a service request? Can you accommodate the Court's requirement to complete installations within 3-5 business days of the request per RFP Section 2.5 Scheduling and Coordination?

9. Describe your process for coordinating installation appointments directly with Court employees and supervisors.

10. Can you provide installation services outside of normal business hours or after court sessions when requested by the Court?

11. Can you provide all labor, tools, equipment, hardware, and incidental materials necessary to complete the requested installation? Describe how you would handle situations requiring additional materials.

12. Describe your procedure for ensuring installations are completed properly and for preventing or addressing damage to Court property.

13. Describe your process for disposing of equipment that is no longer functional.