**RFP 25-81143**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

**General Requirements and Definitions**

1. Please list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

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2. Please confirm you have carefully reviewed all requirements listed in RFP Section 1.4. Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.

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3. Review the State’s [Information Security Framework](https://www.in.gov/iot/iot-vendor-engagement/) at <https://www.in.gov/iot/iot-vendor-engagement/> and either confirm that your company conforms to the policy or provide explanation to the areas for which your company does not conform. Please be advised that Respondents will be required to sign a Non-Disclosure Agreement (NDA) to access the IOT Information Security Framework.

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**Scope of Work (Section 1.4 of RFP)**

4. Describe your company’s understanding of the scope of work and objectives of this project.

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5. Describe in detail the comprehensive services offered by your company.

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6. What measures will be taken to mitigate risks such as damage, loss or environmental exposure? (additional responsibilities)

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**Company Background and Experience**

7. How many years has your company provided moving services?

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8. Provide examples of at least three similar projects completed in the last five years, including client names and project scope.

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9. What is your experience working with government, library, museum, or academic institutions?

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10. What qualifications and experience do your movers have?

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11. Are background checks performed on your personnel?

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**Reporting and Customer Service**

12. What are the standard reports that your company provides to your customers? Please provide a list of your company's standard reports, including examples, as an attachment to your response. Please note which are available online.

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13. Please detail your company’s customized and ad hoc reporting capabilities including how long the State will wait to receive new requests for information

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**Equipment and Logistics**

14. What types of specialized equipment does your company use for moving large or heavy items, and how do you ensure the safety of both the equipment and the items being moved?

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15. How does your company protect items during the moving process, especially fragile or valuable items? What type of packing materials are used? Do you use furniture blankets?

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