**Exhibit 4 – PROJECT CAPABILITY PLAN**



### Bidder Strength and Stability

Bidder shall provide any relevant information as it pertains to the Bidder’s organization’s strength and stability in the business market, especially the requested information specified in the table below.

|  |  |
| --- | --- |
| **Reference** | **Information Requested** |
| ***Overview*** |  |
| 1. | Brief description of company, parent company or corporate headquarters. |
| 2. | Address. |
| 3. | Company size and organization. |
| 4. | Number of employees allocated strictly for research. |
| 5. | Number of employees allocated strictly for support. |
| 6. | Information about any local branch offices or support centers that might serve an account in the mid-western U.S. Number of employees and type(s) of services provided. |
| 7. | Year the Bidder was established and any former Bidder’s company names. |
| 8. | The number of years the Bidder has been providing products and/or services of the type requested. |
| 9. | Number of clients; |
| 10. | The number of (a) users and (b) locations that currently use the proposed platform/major version of software. |
| 11. | Type of company (public or private). |
| 12. | Amount/percentage of sales reinvested into research and development. |
| 13. | State and type of incorporation. |
| ***Personnel*** |  |
| 14. | Total number of FTEs in the Bidder’s company. |
|  | * Customer user support. |
|  | * Customer technical support. |
|  | * Research and development. |
| ***Project Management*** |  |
| 15. | Total person years of experience for the Bidder’s company’s employees (e.g., five support people with 3 years each = 15 person years). |
| 16. | Customer user support. |
| 17. | Customer technical support. |
| 18. | Estimated number of personnel resources to be dedicated to DAC’s PCMS replacement project -distinguish between number of the Bidder’s personnel and the number of subcontractor’s personnel. |
| 19. | Demonstration of extensive experience with projects similar in size, scope, and complexity to the DAC’s PCMS implementation. |
| 20. | Demonstration of completing a project within the timeframe established by the project schedule. |
| 21. | Demonstration of extensive system implementation, configuration, and support experience. Demonstration of extensive system integration experience. |
| 22. | Bidder shall document how (the method by which) sufficient resources will be provided to the State of Oklahoma throughout the project lifespan. |

### Bidder’s Key Personnel Qualifications and Experience

|  |  |  |  |
| --- | --- | --- | --- |
| *Bidder’s Key Personnel Qualifications / Experience* | | | |
| List the key personnel proposed by the Bidder along with a description of the key personnel’s qualifications, duties, and responsibilities by completing the table below (or in a similar / resume format).  The Bidder’s key project team members shall be clearly identified in the proposal and shall be committed to the project. If awarded the contract, any change in key personnel shall require approval of DAC. | | | |
| Name: |  | Tenure  with the Bidder’s Company | *(# of Years)* |
| Job Title / Classification: |  | | |
| Role / Responsibilities: |  | | |
| Years of Experience in this Role: |  | | |
| Education: | *(Described any training obtained as it relates to the role and responsibilities of the key personnel. Describe any industry-acknowledged certifications (e.g., Certified Information System Security Professional [CISSP], Project Management Professional [PMP], etc. that the proposed key personnel have attained or are actively pursuing.)* | | |
| Training / Certifications: |  | | |
| Technical / Business Experience |  | | |
| References |  | | |