**Exhibit 4 – PROJECT CAPABILITY PLAN**

### Bidder Strength and Stability

Bidder should answer the following questions individually and in order. All answers should be in narrative form and complete without references to other documents or sections.

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| **Reference** | **Information Requested** |
| ***Overview*** |  |
| 1. | Brief description of company, parent company or corporate headquarters. |
| 2. | Physical Address. |
| 3. | Type of company (public or private). |
| 4. | State and type of incorporation. |
| 5. | What is the total number of customers (organizations or entities) and the total number of end users for each customer that are presently using the specific CMS being offered by your company in this response? |
| 6. | What is your history of implementations and failures for just this product? Include the following in your answer: total number of attempted installations; total number of successful completed implementations (how many of these were on-time and how many were at or under budget); the total number of incomplete implementations (include an explanation as to why each implementation was incomplete); the total number of implementations currently in process (how many of these are on-time and how many are at or under budget). |
| 7. | What is your history of conversions from JustWare to the specific CMS being offered by your company in this response? Include the total number of successful conversions (how many of these were on-time and how many were at or under budget); the total number of unsuccessful conversions (include an explanation as to why each conversion was unsuccessful); the total number of conversions currently in process (how many of these are on-time and how many are at or under budget). |
| 8. | Has your company ever been involved in any legal action including lawsuits, mediation, arbitration, or any other form of dispute resolution in relation to the specific CMS being offered by your company in this response? If so, please describe in detail the dispute and the resolution. |
| 9. | Has your company ever been involved in any legal action including lawsuits, mediation, arbitration, or any other form of dispute resolution in relation to any CMS designed or sold by your company? If so, please describe in detail the dispute and the resolution. The definition of company should include subsidiaries, companies acquired by the vendor company, companies that have acquired the vendor company; and companies that have merged with the vendor company. |
| 10. | Please complete the reference check form below for three customers that presently use the specific CMS being offered by your company in this response.   * Customer/Agency Name * Physical Address * User Count * Point of Contact (POC) Full Name * POC Phone Number * POC Email Address |
| 11. | What are the three most common complaints you have had from customers that presently use the specific CMS being offered by your company in this response? How have you responded to those complaints and are they all resolved? |
| ***Personnel*** |  |
| 12. | How many employees does your company have in total and broken down into each division/department? |
| 13. | How many employees, broken down into job type, do you propose will work on this project should it be awarded to you and what percentage of those employees’ time will be devoted to this project? For example, 10 computer programmers (one lead programmer will devote 100% of his time to this project; the other nine programmers will devote 25% of their time to this project). |

Bidder’s Key Personnel Qualifications and Experience

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| *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: |  | | |
| # Of Years with bidder’s company |  | | |
| 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 |  | | |