**ATTACHMENT B**

Response Form

Broadcom CA ESP dSeries Workload Automation Migration

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Person: |  |
| Contact Email & Phone Number: |  |
| If Contractor is planning to use subcontractors, identify the company names and roles. |  |
| VENDOR BUSINESS CATEGORIES (CHECK ALL THAT APPLY):[ ]  A Minority- or Woman-Owned Business Enterprise (M/WBE) certified by the NYS Empire State Development Corporation[ ]  A Service-Disabled Veteran-Owned Business certified by the NYS Office of General Services[ ]  A NYS small business that meets all four criteria below:* Resident in New York State;
* Independently owned and operated;
* Not dominant in its field; and
* Employs one hundred or less persons.
 |

**Instructions:**

* For each requirement contained within this document a response is required.
* If additional space is needed Contractor should clearly label their response with the requirement identifier.
* OSC reserves the right to allow the Bidder to correct obvious errors of omission.

For each of the following business challenges, provide detailed responses as to **how** the offered solution meets the requirement.

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description – **Company Background** |
| 1 | Provide a brief description of your company and its history. |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description – The contractor has a **proven methodology** to analyze, convert, and migrate from ESP MVS environments to its ESP dSeries platform.  |
| 2 | Provide a proposed methodology to analyze, convert, and migrate from ESP MVS environments to ESP dSeries environments that identifies the following:* Overview of proposed methodology
* Description of environment analysis
* Description of testing and validation process
* Description of risk mitigation strategies
 |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description - The contractor can complete the **analysis**, **conversion**, and **knowledge transfer** within 6 months from the start of the engagement.  |
| 3 | Provide a high-level timeline that illustrates the entire engagement including analysis, conversion and knowledge transfer. |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description - The contractor has a **structured approach** for **knowledge transfer** to OSC technical teams.  |
| 4 | Provide a proposed approach for knowledge transfer that identifies the following:* Overview of the training approach
* Duration of each training session
* Measurement of participants understanding of the knowledge transfer sessions
 |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description – **Training** |
| 5 | Provide a proposed training schedule that accommodates each shift. |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description – **Project Management Approach**  |
| 6 | Describe the project management approach your company plans to utilize for this migration. |

|  |
| --- |
| Vendor Response: |

|  |  |
| --- | --- |
| Rqmt.No. | Requirement Description – **Staffing Management Plan**  |
| 7 | Each Vendor must describe their Staffing Management Plan:**a**. Clearly delineated roles and responsibilities of both the Bidder and NYS organizations for all phases of the project. **i.** Staff requirements for both Bidder staff and corresponding NYS staff required to implement the solution must be identified, including category of skill, skill set expectation, number of people by skill set and number of hours for each skill. The vendor must clearly articulate the number and type of staff for the entire project.**b.** The names and brief description of experience of the Contractor Key Project Staff assigned to the project that will work directly with the OSC designated representative. At a minimum the Contractor Key Project Staff must include a **Project Manager** who must meet the following criteria and responsibilities: **i.** The Contractor must provide a full-time Project Manager (PM) dedicated to this project.  **ii.** The proposed Project Manager submitted by the Contractor must have experience within the last five (5) years managing projects involving the implementation of similar scale solutions.  **iii.** The proposed Project Manager must be fluent in the English language (i.e., speaks, reads, writes, understands, and comprehends English fluently).  **iv.** The proposed Project Manager must be responsible for directing the Contractor resources, coordinating and communicating with OSC, ensuring the project deliverables are met according to the approved project plan. |

|  |
| --- |
| Vendor Response: |