



State of New Hampshire

Department of Safety, Division of Emergency Services and Communications

Addendum to RFP 2015-170 "Next Generation 911 (NG9-1-1)"

Advertised: February 11, 2015

Official RFP Link: [RFP DOS 2015-170; http://das.nh.gov/purchasing/specRFP.asp?rfpID=9420](http://das.nh.gov/purchasing/specRFP.asp?rfpID=9420)

Date of Addendum: 3/17/15

Designator of Addendum: **Addendum C**

RE: **Appendix E, Sections 2, 3, and 4 (Vendor Information)**

Please place the following on page 61, following section E-1.1.5 "Subcontractor Information":

E-2 Team Organization and Designation of Key Vendor Staff

Provide an organizational chart depicting the Vendor Project team and Project organization. This chart shall identify specific key staff of the Vendor, any Subcontractors, and the Agency roles and shall identify all positions at least one (1) level below key staff.

Define the responsibilities, length of assignment, the percentage of time that the resource will be dedicated to this Project for that length of assignment and whether the resource is local (does not require travel expenses when working on the Project) for each of the roles depicted in the organizational chart. Key staff who must be identified by name include:

- Project Principal;
- Project Manager;
- Quality Assurance Manager;
- Assistant Project Manager;
- Installation Manager; and
- Maintenance Manager.

A single team member may be identified to fulfill the staff requirement in multiple areas, with the exception of Project Manager.

E-2.1 State Staff Resource Worksheet

Append a completed State Staff Resource Worksheet to coverage of organization. The required format follows.

Table E-2: Proposed State Staff Resource Hours Worksheet

State Role	Initiation	Configuration	Implement.	Project Close Out	Total
Project Manager					
Position 1					
Position 2					
Position 3					
Position 4					
Position 5					
State Total					

E-3 Candidates for Project Manager

Qualifications of the Project Manager are particularly critical. Therefore, the Agency requires that the Project Manager be clearly identified.

The Agency requires that the Project Manager and Installation Manager be assigned full time, on site for the duration of installation of the Project. The Maintenance Manager shall be assigned full time, onsite from go live through Provisional Project Acceptance. For the Project Manager candidate, provide a resume not to exceed three (3) pages (does not count towards overall page limit) in length addressing the following:

- The candidate's educational background;
- An overview of the candidate's history;
- The candidate's project experience, including project type, project role and duration of the assignment;
- Any significant certifications held by or honors awarded to the candidate; and
- At least three (3) references, with contact information that can address the candidate's performance on past projects.

E-4 Candidates for Other Key Vendor Staff Roles

Provide a resume not to exceed two (2) pages (does not count towards overall page limit) in length for each key Vendor staff position on the Project team. Each resume should address the following:

- The individual’s educational background;
- An overview of the individual’s history;
- The individual’s project experience, including project type, project role and duration of the assignment;
- Any significant certifications held by or honors awarded to the candidate; and
- At least three (3) references, with contact information, that can address the individual’s performance on past projects.

If you have any additional questions, please feel free to contact:

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Robert Brown, IT Manager
Project Manager



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