When completing the Technical Proposal content, **DO NOT** include any pricing information. Using this document submit a narrative describing your approach to the engagement, following the format and content below. Do not renumber the questions when completing the Technical Proposal Narrative. If needed, attach a separate document to fully answer each question.

D.1. Corporate Background Experience

1. Describe your corporate background, years of experience, and capacity, with emphasis on the development and implementation of systems for the administration of nutrition programs.

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1. Describe your corporate background and years of experience providing application technical assistance services for nutrition programs.

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1. Describe your experience with your CACFP-specific COTS solution that has been in production for a minimum of one (1) year at the time of bid submission.

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D.3. Proposed Approach Narrative

Project Planning and Management

Describe your approach to meeting the project planning management requirements specified in RFP Section 4.2.1, including but not limited to your approach to issue, quality, and risk management, collaboration with the Department, meetings, status reporting, and progress communications.

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Provide sample project management plans from other recent engagements that reflect your proposed project management approach. Provide a summary of the engagement used, with the sample project management plan and how it was used to guide the project.

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| (If provided in a separate document, please enter the document name here.) |

Provide an initial estimated project schedule specific to this engagement, including major milestones and descriptions of technical assumptions as specified in RFP Section 4.2.1.

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| *(If provided in a separate document, please enter the document name here.)* |

1. Provide a description of your development lifecycle approach and how changes are proposed to be initiated, managed, and implemented into the system as specified in RFP Section 4.2.1.

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Complete the initial staffing plan template using Attachment 18 - Initial Staffing Plan. The plan should address how the bidder intends to allocate key staff members (e.g., project manager) and other staff by role and responsibility, phase and task, as well as the level of effort associated with such key personnel and the level of interaction contemplated with NYS staff. Also, describe below how the bidder proposes to provide staffing, including onboarding, to meet the project obligations over the entire lifecycle of this engagement.

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If subcontractors are to be used, explain the specific need for the expertise of sub-contractors and describe the subcontracting arrangements.

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# Analysis and Design

Describe your approach to meeting the analysis and design requirements (including requirements analysis, gap analysis, JAD sessions, and requirements traceability) as specified in RFP Section 4.2.2. Provide a sample traceability matrix from another recent engagement that reflects your approach to analysis and design.

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| (If provided in a separate document, please enter the document name here.) |

Describe your approach to meeting the analysis and design requirements (including technical solution architecture including mockups, diagrams and documentation, technical specifications such as database dictionaries and architecture) as specified in RFP Section 4.2.2.

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Describe your approach to meeting the QA and testing requirements (including planned approach for development of a test plan and documentation of test descriptions) as specified in RFP Section 4.2.1, 4.2.2, and 4.2.3.

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| (If provided in a separate document, please enter the document name here.) |

Include sample documents from other recent engagements that reflect your proposed QA and testing approach.

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| (If provided in a separate document, please enter the document name here.) |

# Implementation

Describe your approach to meeting the implementation requirements (including data and data mappings to legacy systems, data conversion and corrections, customization to NYS, testing approach, including management and documentation, and approach to implement a validated system in accordance with the beginning of the federal fiscal year) as specified in RFP Section 4.2.3.

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Provide a summary of and include sample documents from other recent engagements that reflect your proposed implementation approach as specified in RFP Section 4.2.1 and 4.2.3.

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| (If provided in a separate document, please enter the document name here.) |

# Training

Describe your approach to meeting the training requirements (including your approach to providing and managing in-person, role-based training and materials) as specified in RFP Section 4.2.4.

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Provide a summary of recent training engagements, and include sample training documents (training plan, materials, and manuals) from those engagements that reflect your proposed training approach.

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| (If provided in a separate document, please enter the document name here.) |

# Hosting and Security Services

Describe your approach to meeting the hosting requirements, for all required environments (listed in RFP Section 4.2.2), including how and where the solution will be hosted, maintenance and location of data backups and data recovery, as specified in RFP Section 4.2.5.

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Describe your approach to ensuring the security of the solution (including physical security, compliance with NYS standards, breach procedures, updates to security, and outside security scans) as specified in RFP Section 4.2.5.

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# Transition to Operations, Warranty, Support and Maintenance

Describe your approach to meeting the transition to operations, warranty, support and maintenance requirements (including tracking, reporting and resolution of defects; management, timing, communication and testing of releases and upgrades; system support after rollout; technical support; and the management of additional system change requests) as specified in RFP Section 4.2.6.

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Provide a summary of a recent project with transition to operations activities and include a sample transition plan with details on timing, communications, and technical support.

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| (If provided in a separate document, please enter the document name here.) |

# Technical Solution Requirements

Describe your approach to meeting the general functional requirements (including workflow, configurations, security roles, and bulk upload of data) as specified in Section 1.1 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Applications (including Potential New Sponsor (PNS) applications, sponsor file, site files, child information, and renewals) as specified in Section 1.2 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Obesity Prevention (including EWPHCCS, BFF and F2P) as specified in Section 1.3 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Financial Management-Chart of Accounts (including grant tracking, account coding, and availability of funds) as specified in Section 1.4 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Financial Management-Accounts Payable (including advances, enter/submit claim, edit claim, claims payment processing, and sponsor administrative funds) as specified in Section 1.4 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Financial Management-Accounts Receivable (including invoices, manual adjustments, and recovery) as specified in Section 1.4 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Administrative Reviews (including planning and conducting and Corrective Action Plans [CAPs]) as specified in Section 1.5 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Reporting (including correspondence management) as specified in Section 1.6 of Attachment 15 – Functional and Nonfunctional Solution Requirements and Attachment B – Required Reports.

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Describe your approach to meeting the business requirements for Audit (including single audit tracking and risk analysis) as specified in Section 1.7 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Seriously Deficient as specified in Section 1.8 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Training (including creating, accessing, and enrolling in training opportunities, and tracking training) as specified in Section 1.9 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the business requirements for Data Integration as specified in Section 1.10 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the nonfunctional system requirements for User Interface (including data entry/validation, help, navigation, and search) as specified in Section 2.1 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the nonfunctional system requirements for Accessibility as specified in Section 2.2 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the nonfunctional system requirements for Capacity and Performance as specified in Section 2.3 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the nonfunctional system requirements for Availability as specified in Section 2.4 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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Describe your approach to meeting the nonfunctional system requirements for Interoperability as specified in Section 2.5 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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# Technical Solution Requirements - Security

1. Describe your approach to meeting the nonfunctional system requirements for Security as specified in Section 2.6 of Attachment 15 – Functional and Nonfunctional Solution Requirements.

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