

Attachment B
Experience Reply Instructions and Evaluation Criteria

The Respondent shall prepare and submit its Experience Reply according to the criteria and instructions provided in this attachment. Failure to respond to one or more of the items in this attachment will not render an Experience Reply non-responsive, but it may affect the Respondent's Experience Reply score. The Respondent should submit only one PDF document with fully searchable text and image features throughout the document.

Experience – 800 Available Points

Evaluators will consider the Respondent's responses to the following when scoring the Experience Reply:

1. Describe the Respondent's relevant experience and capacity to meet the requirements of the Scope of Work.
2. Provide the number of years selling (or re-selling) Electronic Signature (E-Signature) Software and Solution(s), including the number of years doing business in the United States (include dates).
3. Provide the number of years providing E-Signature Software, Solution(s), Professional Services, and Training (include dates).
4. Describe the experience of the personnel that will be used and how they will be utilized, including the time commitment each employee will devote to this Contract.
5. Provide a list of your company's agreements similar in size and scope (government or non-government; past or present). Include with the list your company's experience serving as an E-Signature provider.
6. Provide your company's total sales for 2020 in the United States; sales reporting should be segmented into the categories shown below:

COMPANY'S TOTAL SALES IN THE UNITED STATES FOR 2020	
Category	2020 Sales
Cities	
Counties	
K-12 (Public/Private)	
Higher Education (Public/Private)	
States	
Other Public Sector and Non-Profits	
Federal	
Private Sector	
Company's Total Sales	

7. Provide your company's total sales for 2020 in the State of Florida; sales reporting should be segmented into the categories shown below:

COMPANY'S TOTAL SALES IN THE STATE OF FLORIDA FOR 2020	
Category	2020 Sales
Cities	
Counties	
K-12 (Public/Private)	
Higher Education (Public/Private)	
State Agencies	
Company's Total Sales	

8. Submit the resumes of the below key personnel:
 - a. The person(s) your company proposes to manage the contract; and
 - b. Each person that will be dedicated to this contract; and
 - c. Key executive personnel that will be supporting the Contract.
9. Describe the key personnel's experience and approach to leading and supporting the implementation period of the Contract along with the amount of time to be devoted to implementation.
10. Describe how key personnel will be engaged throughout the term of the Contract and their roles within the Respondent's organization.
11. Provide a chart that shows the following:
 - a. The experience and time commitment of each key personnel staff member that will be devoted to the Contract;
 - b. Each member's experience and role in maintaining and growing the Contract; and
 - c. A timeline of each member's involvement throughout the Contract.
12. Provide an organizational chart of your company.

Replies will be evaluated based on the following criteria:

Evaluation Criteria	Points
The Respondent's submission demonstrates excellent ability to meet the specifications outlined in the Scope of Work.	800
The Respondent's submission demonstrates very good ability to meet the specifications outlined in the Scope of Work.	600
The Respondent's submission demonstrates good ability to meet the specifications outlined in the Scope of Work.	400
The Respondent's submission demonstrates fair ability to meet the specifications outlined in the Scope of Work.	200
The Respondent's submission demonstrates a poor ability to meet the specifications outlined in the Scope of Work.	0