

## APPENDIX A

### Instructions for Writing the *Bidder's Narrative of Qualifications*

**INSTRUCTIONS:** The Bidder's *Narrative of Qualifications* shall provide evidence that a Bidder can dutifully and responsibly meet the requirements for this bid, and is qualified for participation in the 2009 DigitalEdge bid. All Bidders are required to submit a *Bidder's Narrative of Qualifications* in their sealed bid, as per the instructions below. Bids that do not contain the required evidence of qualification as listed below may be rejected. The quality and quantity of detail shall be used to evaluate the responsiveness of the bid and the responsibility of the Bidder as cited in RCW 49.19.1911(9) during the administrative screen of the bids.

**\*Please submit a separate document for each of the following:**

— **Company Profile**

**Provide a written profile of your company** and its **background**, its **mission**, the states you are authorized to sell in, and length of time your company has been in the industry. Bidders must have been in business a minimum of three (3) years. The profile shall provide evidence that (1) your company maintains a permanent place of business, (2) your company can supply the products and equipment in a way that meets the bid requirements, and (3) your company has the capacity to provide the required support to carry out the scope of work and post-award requirements within the Contract.

— **Business References**

**Provide three (3) current letters of recommendation from educational organizations** or public agencies that provide evidence of quality service **and support, with specific examples**. Please include: name, address, telephone number, contact person, and the number of years in doing business with the references.

— **Participation in Other Large-Scaled Purchasing Programs**

**Provide a list of other large-scaled purchasing programs** that your company has successfully participated in, without termination, where "large-scaled" means larger than a single school district and where multiple awards have been made. Also include the number of products sold and the number of districts, states, or regions that were served by this purchasing program.

— **Awards and Recognition**

**Provide a list of any awards and recognition** (if applicable) that your company has received for character, integrity, reputation, judgment, experience and efficiency.

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