Software Capabilities Demonstration

Section M, Evaluation Factors for Award, describes the technical evaluation factors and the processes [organization name] will use to score each bidders response. All bidders are required to participate in a Software Capabilities Demonstration (SCD).

Demonstrations will be held at [organization name] headquarters located at [address]. Travel expenses for participating in the demonstration are the responsibility of the bidder and not reimbursable.

The date of the each bidder's demonstration session will be determined by draw. Only bidders that have submitted a complete proposal package will be invited to participate in the demonstrations.

Description

The Software Capabilities Demonstration (henceforth SCD) tests the completeness, accuracy and fitness for use of the bidders proposed system using a series of scenarios, test data and fictitious user personas.

Descriptions of the user personas and test data are found at [organization name] file sharing site located at [web address of file sharing site]. Bidders are free to download these materials on demand.

Each bidder will have two eight-hour work days to complete the SCD. Attachment C of this RFP contains a copy of the user stories and nonfunctional requirements for the system being acquired. A sample SCD script/scoresheet is found in Attachment D of this RFP. Included in the sample SCD script/scoresheet is step-by-step instructions for completing the SCD.

Note that the SCD script/scoresheet uses time shifting for simulating the passage of time as some scenarios test for alarms, notifications, and other events that are time dependent. The SCD script/scoresheet specifies the time shifts and loading of certain data files at certain times to simulate users interacting with the system in a time sensitive manner.

Evaluation Team

[Organization name] intends using a separate SCD evaluation team consisting of highly experienced individuals representing the future end users of the system. The same individuals will evaluate all bidder demonstrations; there will be no change in evaluation team members for the duration of the SCD period.

During the SCD session, evaluators are the only individuals representing [organization name] allowed to ask questions to the bidder regarding system functionality relevant to the SCD. [Organization name] will have a procurement specialist present at each bidder demonstration to ensure that all bidders have an equal opportunity for successful completion of their SCD session.

Conducting the Demonstrations

For each bidder demonstration, the first day will include a 30 minute question and answer session which each bidder can use to clarify any questions they have about the SCD process.

The first day of a bidder demonstration will start at 8:30 AM with the question and answer period, followed immediately by the SCD. There will be two two-hour sessions in the morning, separated by a 30 minute break, a one-hour lunch break, then two more two-hour sessions with a 30 minute break in between.

The second day of a bidder demonstration will start at 9:00 AM and use two two-hour blocks separated by a half-hour break in the morning and in the afternoon. There will be a one-hour lunch break between the second and third two-hour blocks.