

## MINIMUM QUALIFICATIONS

Please indicate whether your firm meets the minimum qualification in the form below and how your firm’s proposal meets the qualification in detail. The determination that your firm meets the minimum qualifications is made from this form.

Item #	Minimum Qualification	Meets Qualification	Does Not Meet Qualification	Describe how your proposal meets the qualification.
MQ1	<p>The proposer must provide enough information to demonstrate successful completion of comparable work on similar projects with customers comparable to the City of Kirkland. The proposer must have performed such work for at least three completed projects within the last 5 years, each with an organizational impact of at least 50 Content Contributors and 1,500 pages, preferably for a comparable public sector entity.</p> <p>Note: The customer reference response (Form 9) must list the customers of which the three completed projects were for.</p>			
MQ2	<p>The proposer must provide a service level agreement with support coverage of 24 hours a day, 7 days a week, and 365 days a year.</p>			
MQ3	<p>The proposed project manager must have managed a project of a size similar to the scope of this RFP within the last 3 years. Note that the City of Kirkland reserves the right to use its own project manager if determined by the City to be appropriate.</p>			
MQ4	<p>The proposed project manager must have managed at least one project for a public sector entity. Note that the City of Kirkland reserves the right to use its own project manager if determined by the City to be appropriate.</p>			
MQ5	<p>The proposed Web CMS must be provided to the City as either a SaaS or a cloud-based hosted solution.</p>			

MQ6	The proposed Web CMS solution must meet or exceed current contemporary Web Content Accessibility Guidelines (WCAG 2.1).			
MQ7	The proposed Web CMS solution must ensure that City of Kirkland website data is not hosted offshore.			