Proposal Due Date

Procurement Official Name

Customer Name

Customer Address 1

Customer Address 1

Dear Procurement Official Name,

InterVision Systems, LLC (InterVision) is pleased to respond to Customer Name RFX #XXXXX RFX Name.

InterVision’s Business Solution Analysts (BSA) are experts in their field, capable of providing business analysis services to the Department Name for all aspects of project delivery. This includes but is not limited to strategic planning, business process reengineering and business process modeling, eliciting requirements, delivery of California Department of Technology’s (CDT), Project Approval Lifecycle (PAL) Process deliverables, developing system and logical design documents, facilitating system testing, developing and executing the training initiatives, quality assurance initiatives (risk/issue management, change control, root cause analysis) and supporting pre and post implementation initiatives. In addition to the IT related skillsets, we can recommend strategies in the areas of organizational planning, business processes reengineering, stakeholder outreach and communication, workforce transition, and training.

InterVision’s BSAs have a thorough understanding of system development life cycles (Waterfall, Agile, Hybrid) and software development methodologies, while adhering to the Business Analysis Body of Knowledge (BABOK) Guide. They demonstrate advanced proficiency using Microsoft Office Tools, MS Visio toolsets to write policies, outline procedures and workflows, construct software and hardware system diagrams, produce training materials, and generate reports.

**Advanced Technical Skills** – InterVision BSA’s technical skills include a strong knowledge of information systems concepts, researching and analyzing automated systems to document workflow business processes, extract and develop requirements, and document system specifications and business rules and define data elements.

**Analytical Skills** – InterVision’s BSA’s have a robust set of technical and analytical skills, allowing them to navigate complex analyses, uncover insights, and contribute meaningfully to decision-making processes. They critically evaluate information gathered from multiple sources, distinguish system symptoms/issues (i.e., root cause identification) and translate complex data findings into actionable insights. Our BSA’s present these findings to diverse audiences and can adapt to varying skill levels and subject matters.

**People and Communication Skills** include excellent communication, collaboration, negotiation, and facilitation abilities; the ability to interact with different stakeholders; strong leadership, teamwork, and conflict management skills. Most importantly, InterVision BSAs serve as liaisons between IT and Project Stakeholders. They proactively communicate and collaborate with external and internal customers to analyze and understand their informational needs, goals, and challenges, and to translate them into clear and feasible requirements for information systems solutions. InterVision BSAs facilitate meetings and workgroups and understand the value of partnering with your leadership team to accomplish the project’s goals and objectives. We strive to maintain strong relationships with program and technology leaders to foster success. In addition to communication skills, our BA’s must be able to speak, write effectively and prepare effective reports. They are skilled in developing business processes, workflows, and operations of customer organizations sufficiently to apply a structured systems analysis approach to the design and development of new or enhanced applications.

Our proposed consultants, Consultant(s) Name, are experts in their field, capable of providing business analysis services for all aspects of the project’s System Development Lifecycle, including documenting and re-engineering business processes, eliciting business requirements, developing system design documents, facilitating system testing, developing and executing end-user training and supporting pre/post implementation efforts.

The experts we propose for this project are:

* **Consultant’s Name –** Description of Qualifications

We look forward to the possibility of providing Project Management Services at Department Name. Our collaborative approach to business and our commitment to doing things right and doing the right things have earned trust across the State.

**Single Point of Contact (POC):**

InterVision Systems, LLC

Rep Name

Public Sector Account Manager

Rep Phone Number

Rep Email Address

3035 Prospect Park Drive, Rancho Cordova, CA 95630

As the AVP, Sales of Public Sector for InterVision Systems, LLC, I am authorized to contractually bind InterVision Systems, LLC. As you review our response, I invite you to contact REP’S NAME, our Public Sector Account Manager, with any questions, or for further discussion. We look forward to hearing from you.

Sincerely,

Timothy Fedder

VP, Finance