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**CHECKLIST FOR RESPONSIVENESS**

This checklist is provided for Bidder's convenience and identifies the requirements and documents to be submitted with each Proposal.

Proposals received without the required documents may be deemed as non-responsive.

Enter X for each Document included in Bidder's proposal

			<b>REQUIRED</b>	Proposal was submitted on or before 4:00 p.m. on _____. Late proposals will be deemed non-responsive and will not receive further consideration.
		YES	<b>REQUIRED</b>	Email proposal submitted (See Electronic Submissions, Format for the File Naming Expectations for electronic bid submissions)
		YES	<b>REQUIRED</b>	Proposal provides ninety (90) days for acceptance of its terms from the due date of proposals
		YES	<b>OPTIONAL</b>	Attend the Pre-Bid Conference Bidders are encouraged to attend and participate.
		YES	<b>OPTIONAL</b>	Submit Letter of Intent
		YES	<b>REQUIRED</b>	Checklist for Responsiveness - Appendix A
		YES	<b>REQUIRED</b>	One (1) Offer, Certifications and Assurances Appendix B – Offer, Certifications, and Assurances signed by a person authorized to legally obligate the Contractor, submitted as a PDF.
		YES	<b>REQUIRED</b>	The proposal contains a response to Appendix C – Proposal Questionnaire
		YES	<b>REQUIRED</b>	The proposal contains a response to Appendix D – Bidder's Profile
		YES	<b>REQUIRED</b>	The proposal contains a response to Appendix E – Business Reference Form
		YES	<b>REQUIRED</b>	The proposal contains a response to Appendix F– Minimum & Highly Desired Qualifications
		YES	<b>OPTIONAL</b>	The proposal contains a response to Appendix G - Exceptions to the Model Draft Contract

A Few Critical Things to Keep in Mind When Submitting a Proposal to the WSP RFP		
This document is explanatory only.		
1	YES	<b>Read the entire document.</b> Note critical items such as: mandatory requirements; maximum funding/project amount; supplies/services required; submittal dates; email address or number of copies required for submittal; contract requirements (i.e., contract performance, prior notification before site visits, insurance requirements, performance and/or reporting requirements, etc.).
2	YES	<b>Review and read the RFP document again</b> to make sure that all requirements have been addressed and all of the instructions are followed. Once Proposal is completed, re-read the RFP documents again to ensure all requirements are met.
3	YES	<b>Note the RFP Coordinator name and e-mail address.</b> This is the only person Bidders are allowed to communicate with regarding the RFP (exceptions – if mandatory walk-throughs are conducted).
4	YES	<b>Take advantage of the “question and answer” (Q&amp;A) period.</b> Submit Bidder questions to the RFP Coordinator by the due date listed in the RFP Schedule and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the WEBS and will include all questions asked and answered concerning the RFP.
4	YES	<b>Take advantage of the Pre Bid Conference.</b>
5	YES	<b>Follow the format required in the RFP when preparing Bidder's proposal response.</b> Provide point-by-point responses to all sections in a clear and concise manner. Make sure to address each section. Use the Checklist for Responsiveness for the required documents.
6	YES	Omit all identifying information that would disclose Business information in the Proposal Questionnaire: Technical tab in Appx C- P1.
7	YES	<b>Address each mandatory item (scored and/or not scored).</b> Anytime there is a Mandatory Item - make sure the proposal includes all mandatory sections.
8	YES	<b>Provide complete answers/descriptions.</b> Read and answer all questions and requirements. Don't assume the WSP or evaluator/ evaluation team will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the State. The proposals are evaluated based solely on the information and materials provided in your response.
9	YES	<b>Check the WEBS for RFP addenda/amendments.</b> Before submitting the bid response, check WEB's website at <a href="http://cts.wa.gov/procurement/procurement.aspx">http://cts.wa.gov/procurement/procurement.aspx</a> to see whether any addenda/amendment(s) were issued for the RFP.
10	YES	<b>Submit Bid response on time.</b> Note all the dates and times listed in the Procurement Schedule and within the document, and be sure to submit all required items on time. Late bid responses are never accepted.
<b>This document is explanatory only and has no consequence on the processes stated in any procurement.</b>		

**OFFER, CERTIFICATIONS, AND ASSURANCES**

- 1 I/we have read and understand all information contained within this entire RFP document.  
I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here/ declare that all answers and statements made in the proposal are true and correct and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s).
- 2 The prices and/or cost data/bid submittal information has been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 3 Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other bidder or to any competitor.
- 4 In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
- 5 The attached proposal is a firm offer for a period of ninety (90) days following receipt, and it may be accepted by WSP without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) day period.
- 6 I/we further offer to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments.
- 7 I/we understand that advance payment for services is prohibited.
- 8 I/we understand that WSP will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of WSP, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
- 9 I/we agree that submission of the attached proposal with an authorized signature constitutes complete understanding and compliance of this Competitive Solicitation contents and all incorporated and attached exhibits, schedules, and amendments including the sample contract and general terms and conditions and certifies that all necessary facilities or personnel are available and established at the time of proposal submittal.
- 10 I/We are not submitting any exceptions to any of the terms, conditions, or contractual requirements. If there are any exceptions to any terms, conditions, or contractual requirements, I/we have described those exceptions in detail on a separately attached Exceptions page to this document and submitted with the proposal.

## OFFER, CERTIFICATIONS, AND ASSURANCES

- 11 If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
- 12 **NO Collusion OR Anti--Competitive Practices.** Bidder certifies that Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Competitive Solicitation. Bidder certifies that Bidder's bid prices have been arrived at independently, without engaging in collusion, bid rigging, or any other illegal activity, and without for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intention to submit a bid, or (c) the methods or factors used to calculate the prices offered. Bidder certifies that Bidder has not been and will not knowingly disclose its bid prices, directly or indirectly, to any other bidder or competitor before award of a Contract, unless otherwise required by law. Bidder certifies that Bidder has made no attempt and shall not make any attempt to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition. Bidder, however, freely may join with other persons or organizations for the purpose of presenting a bid.
- 13 **Wage Theft Prevention.** Bidder certifies as follows (**must check one**):
- NO WAGE VIOLATIONS. Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced Competitive Solicitation date.
- OR**
- VIOLATIONS OF WAGE LAWS. Bidder has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, a provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced Competitive Solicitation date.
- 14 **Worker's Rights (Executive Order 18-03).** Bidder certifies as follows (**must check one**):
- NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. Bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
- OR**
- MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. Bidder requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

## OFFER, CERTIFICATIONS, AND ASSURANCES

15 **Pay Equality.** Bidder certifies as follows (**must check one**):

• **PAY EQUALITY FOR SIMILARLY EMPLOYED WORKERS.** Bidder's similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Bidder may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

OR

• **NO PAY EQUALITY FOR SIMILARLY EMPLOYED WORKERS.** Bidder's similarly employed individuals are NOT compensated as equals.

16 **Insurance.** Bidder certifies as follows (**must check one**):

• **BIDDER HAS REQUIRED INSURANCE.** Bidder has attached a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Contract (note: Bidder must attach the Insurance Certificate).

OR

• **BIDDER WILL OBTAIN REQUIRED INSURANCE.** Bidder does not have a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Contract but, if designated as the Apparent Successful Bidder, Bidder will provide such a Certificate of Insurance, without exception of any kind, to WSP within twenty-four (24) hours of such designation or notification by WSP or be deemed a nonresponsive bid.

OR

• **BIDDER DOES NOT HAVE REQUIRED INSURANCE.** As detailed on the attached explanation (Bidder to provide), Bidder does not have a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Contract and, if designated as the Apparent Successful Bidder would not be able to provide such a Certificate of Insurance to WSP within twenty-four (24) hours of such designation.

## OFFER, CERTIFICATIONS, AND ASSURANCES

**17 Washington Small Businesses.** Bidder certifies as follows (**must check one**):

• WASHINGTON SMALL BUSINESS. Bidder is a Washington Small Business as defined in RCW 39.26.010 (i.e., Bidder is owned and operated independently from all other businesses and has either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on its federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years) and Bidder has certified its small business status in WEBS.

**OR**

• NOT WASHINGTON SMALL BUSINESS. Bidder is not a Washington Small Business as defined in RCW 39.26.010.

**18 Veteran Owned Business.** Bidder certifies as follows (**must check one**):

• VETERAN-OWNED BUSINESS. Bidder is a certified Veteran-Owned business under RCW 43.60A.190 and is identified as such on WEBS (which is confirmed by the Washington Department of Veterans' Affairs)

**OR**

• NOT VETERAN-OWNED BUSINESS. Bidder is not a certified Veteran-Owned business under RCW 43.60A.190.

**19 Criminal Offense.** Bidder certifies as follows (**must check one**):

• NO CRIMINAL OFFENSE. Bidder has not, within the five (5) year period preceding the date of this Competitive Solicitation, been convicted or had a civil judgment rendered against Bidder for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Bidder further certifies that it is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph. Refer to the Negative Findings section of the RFP.

**OR**

• CRIMINAL OFFENSE. As detailed on the attached explanation (Bidder to provide), within the five (5) year period preceding the date of this Competitive Solicitation, Bidder has been convicted or had a civil judgment rendered against Bidder for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property or other conviction. Refer to the Negative Findings section of the RFP.

**OFFER, CERTIFICATIONS, AND ASSURANCES****20 Termination for Default or Cause.** Bidder certifies as follows **(must check one)**: • NO TERMINATION FOR DEFAULT OR CAUSE. Bidder has not, within the three (3) year period preceding the date of this Competitive Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.**OR** • TERMINATION FOR DEFAULT OR CAUSE. As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Bidder has had one (1) or more federal, state, or local governmental contracts terminated for cause or default.**21 Debarment.** Bidder certifies as follows **(must check one)**: • NO DEBARMENT. Bidder and/or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity.**OR** • DEBARRED. As detailed on the attached explanation (Bidder to provide), Bidder and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity.**22 Taxes.** Bidder certifies as follows **(must check one)**: • TAXES PAID. Except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.**OR** • DELINQUENT TAXES. As detailed on the attached explanation (Bidder to provide), Bidder has not paid or arranged for payment of all taxes due to the State of Washington and/or has not timely filed all required returns and reports as applicable.**23 References.**

Bidder certifies that the references provided to WSP have worked with Bidder and that such individuals and firms have full permission, without any additional requirement or release, to provide such references and information to WSP. Bidder hereby authorizes WSP (or its agent) to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Contract, if awarded. Bidder hereby authorizes such individuals and firms to provide such references and release to WSP information pertaining to the same.



**OFFER, CERTIFICATIONS, AND ASSURANCES**

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am duly authorized to make these certifications on behalf of the Bidder listed herein.

Legal Company Name	Typed or Printed Employee Name	
DBA	Title	
E-mail Address	Bidder's Signature	Date

**PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT**

This section will be evaluated and scored blind. In order to promote fairness and equality during the evaluation process, the Proposal Questionnaire Technical section of the RFP will be evaluated with all Bidder's unique information excluded including any document attached as a separate attachment as allowed in the RFP.

**In the Bidder's response to this section, Bidders must omit or redact all identifying information that would disclose their:**

- Company
- Company Name
- Logo
- Email Addresses
- All Business Identifiers
- Employee identification including name and photographs (Use of Roles and Positions is allowed.)

**1 Project Approach and Methodology (MANDATORY/SCORED)**

Include a complete description of the Bidder's proposed approach and methodology for the project. This section should convey Bidder's understanding of the proposed project, how the services will be performed, the technology proposed to support the process, and project management methods to be employed in the process. Bidder may include additional elements and strategies as needed.

The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

Use space below OR add a new tab to the existing spreadsheet or attach to the bid proposal.

If in a separate attachment, label the attachment Project Approach.

**PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT**

**2 Work Plan (MANDATORY/SCORED)**

Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal shall contain sufficient detail to convey to members of the evaluation team the Bidder's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of WSP staff.

Use space below OR add a new tab to the existing spreadsheet or attach to the bid proposal.

If in a separate attachment, label the attachment Work Plan.

**3 Outcomes and Performance Measurement (MANDATORY/SCORED)**

Describe the impacts/outcomes the bidder's propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to the state agency.

Use space below OR add a new tab to the existing spreadsheet or attach to the bid proposal.

If in a separate attachment, label the attachment Outcomes and Performance Measurement.

**PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT**

**4 Internal Controls & Risks & Quality Assurance (MANDATORY/SCORED)**

Bidder shall identify internal controls and the type of management controls to be used during the course of the project and potential risks that are considered significant to the success of the project. Include how the Bidder would propose to effectively monitor and manage these risks, including reporting of risks to the WSP contract manager.

Give a description of the quality assurance employed to ensure the integrity of the process and the quality control methods to ensure the services meet expected standards.

Use space below OR add a new tab to the existing spreadsheet or attach to the bid proposal.  
If in a separate attachment, label the attachment Internal Controls & Risk & Quality Assurance.

**5 Project Deliverables (MANDATORY/SCORED)**

Fully describe deliverables to be submitted under the proposed contract NOT detailed elsewhere in the bid response including the reporting processes used to provide project status throughout the project that at a minimum includes the five (5) areas listed in the Excerpt ESHB 2322 proviso 18 a- e.

**Excerpt ESHB 2322 Proviso 18 (a)**

Current and past employment data on the composition of the state patrol workforce generally and of its protective service workers;

**a**

PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT

<b>b</b>	<b>Excerpt ESHB 2322 Proviso 18 (b)</b> Research into the reasons for underrepresentation of minorities and women in the state patrol workforce;
<b>c</b>	<b>Excerpt ESHB 2322 Proviso 18 (c)</b> Research on best practices for recruiting across the state and from communities historically underrepresented in the Washington state patrol workforce;
<b>d</b>	<b>Excerpt ESHB 2322 Proviso 18 (d)</b> Case studies of law enforcement and other agencies that have successfully diversified their workforce;
<b>e</b>	<b>Excerpt ESHB 2322 Proviso 18 (e)</b> A strategic plan with recommendations that will address disparities in the Washington state patrol employment ranks in both commissioned and noncommissioned personnel, with a focus on executive, command, and supervisory employees.

**PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT**

**6 Project Schedule (MANDATORY/SCORED)**

Include a project schedule indicating when the elements of the work will be completed and when deliverables, if any, will be provided NOT detailed elsewhere in the bid response. Provide a conceptual project schedule for completing the services.

Add a new tab to the existing spreadsheet or attach to the bid proposal.  
If in a separate attachment, label the attachment Project Schedule

**7 Prior experience conducting organizational assessments and/or DEI plans of law enforcement agencies. (MANDATORY/SCORED)**

Add a new tab to the existing spreadsheet or attach to the bid proposal.  
If in a separate attachment, label the attachment Prior Law Enfor. DEI plans

PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT

MANAGEMENT PROPOSAL

1 Project Management (MANDATORY/SCORED)

**Project Team Structure**

Provide a brief description of its entity (including business locations, size, areas of specialization and expertise, customer base and any other pertinent information that would aid an evaluator in formulating a determination about the stability and strength of the entity).

Provide an organizational chart of your firm indicating lines of authority for personnel by role involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart shall also show lines of authority to the next senior level of management.

Provide a description of the proposed project team structure to be used during the course of the project, including any subcontractors. Include who within the firm will have prime responsibility and final authority for the work by their role. List key personnel by their role, that will handle the project. The personnel roles listed must be committed to this project for the expected term of the agreement.

Reminder: No photos or names of individuals should be in the Organizational Chart and Team Structure. Roles and positioned based only.

Use space below OR add a new tab to the existing spreadsheet or attach to the bid proposal.  
If in a separate attachment, label the attachment Project Team Structure.

**PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT**

**2 Staff Qualifications and Experience (MANDATORY/SCORED)**

**Staff Qualifications/Experience**

• Indicate the responsibilities and qualifications of the staff Identified in the project team structure above including subcontractors, who will be assigned to the potential contract. May include a bio or resume outlining the experience of the key personnel that will be involved with all business identifiers omitted or redacted.

NOTE: Use roles and positions only.

• Include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.

• The Bidder shall commit staff identified in its proposal will actually perform the assigned work.

• Any staff substitution shall have the prior approval of WSP.

Add a new tab to the existing spreadsheet or attach to the bid proposal.  
If in a separate attachment, label the attachment Resume.

**3 Experience of the Bidder (MANDATORY/SCORED)**

**a** Indicate relevant experience that indicates the qualifications of the Bidder, and any subcontractors, for the performance of the potential contract.

[Empty box for bidder experience]

Indicate the experience the Bidder and any subcontractors have in the following areas:  
Refer to Objective Section 1.4 of the RFP for more details.

- b**
- Assessing the DEI needs of the WSP
  - Developing agency-wide DEI Strategic Plans
  - Developing usable, comprehensive DEI- specific Training Plans.



PROPOSAL QUESTIONNAIRE: TECHNICAL & MANAGEMENT

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Appendix C Part 2

PROPOSAL QUESTIONNAIRE: COST

1 Cost Proposal (MANDATORY/SCORED)

Please identify the fees to provide the services requested to detail the deliverable and associated costs. The maximum fee for this contract must not exceed **\$150,000.00** to be considered responsive to this RFP.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Bidder is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other applicable fees necessary to accomplish the tasks that would be charged under this contract.

Proposed costs shall include any applicable Washington State Sales tax associated with the contract work that the WSP will be required to pay. Bidders are required to collect and pay Washington State taxes as applicable.

NOTE - This is a deliverable-based Contract and the estimated hours below are only informational purposes only.

Break out costs for subcontractors separately. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises (OMWBE).

**Legislation enacted in 2020 (ESHB 2322) proviso  
 Deliverables must address the five areas listed in the excerpt (18 a – e)  
 The Proviso is provided in the RFP document.**

Bidders - add columns and lines as needed - change and add Deliverables as needed						
DELIVERABLE & COST PROPOSAL COMPENSATION TABLE AND DETAILS						
DELIVERABLE	COMMENTS	ESTIMATED HOURS	ESTIMATED COMPLETION DATE	COST	TAXES	TOTAL COST WITH TAXES
Project Management						\$0.00
Implementation Plan						\$0.00
Work Plan						\$0.00
						\$0.00

**Legislation enacted in 2020 (ESHB 2322) proviso  
 Deliverables must address the five areas listed in the excerpt (18 a – e)  
 The Proviso is provided in the RFP document.**

<b>Bidders - add columns and lines as needed - change and add Deliverables as needed</b>						
<b>DELIVERABLE &amp; COST PROPOSAL COMPENSATION TABLE AND DETAILS</b>						
<b>DELIVERABLE</b>	<b>COMMENTS</b>	<b>ESTIMATED HOURS</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>COST</b>	<b>TAXES</b>	<b>TOTAL COST WITH TAXES</b>
Scope Baseline & Solution Specification Phase						\$0.00
						\$0.00
Project Monitoring & Control						\$0.00
Knowledge Transfer Session						\$0.00
Technical Operations Training						\$0.00
						\$0.00
Project Closeout						\$0.00
						\$0.00
Weekly Status Report						\$0.00
Reports						\$0.00
Project Closeout Report						\$0.00
<b>TOTAL AMOUNT NOT TO EXCEED \$150,000.00</b>						<b>0</b>

**BIDDER'S PROFILE & INFORMATION**

**Contact Information**

Provide the below information, which will be used for contract administration: the legal status (e.g., corporation, sole proprietor, etc.) and the year the entity was organized to do business as the entity now substantially exists, Washington State Uniform Business Identification (UBI) number, the company home office address, and web site URL (if any), and organizational chart of the legal entity with whom WSP may execute any Contract arising from this RFP, including the names and titles of Bidder's principal officers.

**Company/Business Legal Name** \_\_\_\_\_

**DBA** \_\_\_\_\_

**Company Unified Business Identifier (UBI)  
Registration # issued by Department of Revenue** \_\_\_\_\_

**Federal Tax Identification number**

Note: If your TIN is a Social Security number,  
only provide the last four digits.

**WA State State Wide Vendor number** SWV- \_\_\_\_\_

**Legal Status** \_\_\_\_\_

**Year Company Established** \_\_\_\_\_

**Company Internet URL Address (if available)** \_\_\_\_\_

**Company Contact Name** \_\_\_\_\_

**Company Contact Email** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Company Mailing Address  
(if different)** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Billing Contact Name** \_\_\_\_\_

**Billing Contact Email** \_\_\_\_\_

**(If different) Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**BIDDER'S PROFILE & INFORMATION**

**CERTIFICATIONS**

**Mark applicable boxes below:**

Is your firm certified as a minority or woman owned business with the Washington State Office of Minority & Women's Business Enterprises (OMWBE)?

Yes

No

MWBE Certification No.  
or type Self Certified \_\_\_\_\_

Is your firm a self-certified Washington State small business?

Note: See definitions of 'microbusiness,' 'minibusiness,' and 'small business,' set forth in RCW 39.26.010.

Yes

No

**If yes, what is your business size:**

(Small, Mini, or Micro) \_\_\_\_\_

Is your firm certified as Veteran Owned with the Washington State Department of Veteran Affairs?

Yes

No

WSDVA Certification No.  
or type Self Certified \_\_\_\_\_

**Subcontractors (expand as necessary)**

Name & Address	Email	Phone #	Federal Tax Id # (TIN)

**BIDDER'S PROFILE & INFORMATION**

Contract Management Contact			
Authorized Representative		Contract Administrator	
Name		Name	
Email		Email	
Phone #		Phone #	

**Related Information (Mandatory/not scored)**

If the Bidder or any subcontractor contracted with the state of Washington during the past twenty-four (24) months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.

If the Bidder's staff or subcontractor's staff was an employee of the state of Washington during the past twenty-four (24) months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.

If the Bidder has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Bidder's position on the matter. WSP will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five (5) years, so indicate.

**Appendix E**

**BUSINESS REFERENCE FORM (MANDATORY/MAY BE SCORED)**

Provide a minimum of three (3) commercial or government references for which bidder has delivered services similar in scope as described in the RFP. The Bidder must grant permission to WSP to contact references. Do not include current WSP staff as references.

<b>Reference 1</b>	
Company Name	
Company Address	
Contact Person's Name	
Contact Person's Title	
Email Address	
Telephone	
Time period you provided services	
Brief description of the services	

<b>Reference 2</b>	
Company Name	
Company Address	
Contact Person's Name	
Contact Person's Title	
Email Address	
Telephone	
Time period you provided services	
Brief description of the services	

<b>Reference 3</b>	
Company Name	
Company Address	
Contact Person's Name	
Contact Person's Title	
Email Address	
Telephone	
Time period you provided services	
Brief description of the services	

**MINIMUM & HIGHLY DESIRED QUALIFICATIONS (MANDATORY/NOT SCORED)**

Explain how the Bidder meets or exceeds the mandatory minimum requirements:

- a A minimum of three (3) years of experience advising organizations on the development and implementation of workforce diversity and equity-centered strategies and practices to bring about institutional change.
- b A minimum of five (5) year of experience facilitating with large and small groups e.g., complex learning processes in multi-cultural environment in law enforcement organizations.
- c Experience in providing guidance, leadership, and consultation on workforce diversity, equity, inclusion, and cultural competency to organizations with complex and diverse needs.
- d Experience creating and implementing assessment tools for organizations to evaluate their culture of workforce diversity, equity, and inclusion.
- e Experience working with organizations that have labor union represented and non-represented employees.
- f Skilled in organizational development and change management principles.



**MINIMUM & HIGHLY DESIRED QUALIFICATIONS (MANDATORY/NOT SCORED)**

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**g** Demonstrate experience successfully leading change initiatives.

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**Explain how the Bidder meets or exceeds the desired qualifications:**

**a** Experience conducting organizational assessments of law enforcement agencies of similar size and scale of operations and be familiar with law enforcement agencies in order to better understand the laws that govern law enforcement and how some laws may be restrictive barriers to a diverse workforce.

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**b** Experience working with public agencies, large and complex organizations, and groups that represent varied leadership roles.

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**c** Flexibility to adjust to different learning styles and adapt to emerging needs.

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**MINIMUM & HIGHLY DESIRED QUALIFICATIONS (MANDATORY/NOT SCORED)**

d Ability to observe interpersonal dynamics and make connections with different voices at the table.

e Ability to develop concrete practices, guidelines, tools, etc.

f Experience providing individualized coaching at various levels of leadership.

g Ability to gather group input, synthesize complex ideas, as well as compare and contrast different perspectives.

h Strong communication skills, with ability to develop and edit both written and visual/graphic documents.

i Connections or the ability to connect with other diversity, equity, and inclusion experts and thought leaders locally and/or nationally.

**EXCEPTIONS TO THE MODEL DRAFT CONTRACT**

**Instructions:** Issues, concerns, exceptions or objections to any of the terms or conditions contained in Model Draft Contract must be documented by bidders in the Exceptions to the Draft Contract Issues List provided below. The Exceptions to the Draft Model Contract list frames discussions between the WSP and bidders regarding the terms and conditions contained in the Draft Model Contract.

No Substantial Changes. Bidders are reminded that this is a competitive RFP for a public Contract and that WSP cannot accept a Proposal or enter into a Contract that substantially changes the material terms and specifications published in this RFP. If the Bidder does not notify WSP of any exceptions to the Model Draft Contract at the time the proposal is submitted, the Bidder will be deemed to have accepted the terms of the Model Draft Contract.

In completing the Exceptions to the Draft Model Contract list, bidders must describe, in business terms, a concern, exception or objection and then propose a compromise that is reasonable in light of the commitment being sought by WSP. The Exceptions to the Draft Model Contract list must provide the reason or rationale supporting the issue.

Bidder's Standard Contract will not be reviewed. Do not provide a copy of a bidder's or a third party's standard contract or proposed language in the proposal.

The Exceptions to Model Draft Contract may be used initially to determine the responsiveness of the Proposal depending on the nature of the exceptions and whether they impact the ability of the proposal to meet project requirements. The number and nature of the items on the Bidders Exceptions to Model Draft Contract may factor into WSP's determination of the likelihood of completing a Contract with the Bidder. Proposed exceptions to contract terms and conditions that violate Washington state law or Washington procurement rules and standards will not be accepted and may result in disqualification of a proposal.

Item#	Reference Model Draft Contract Section #	Issue and Rationale	Bidder Proposed Solution/Language
1			
2			
3			
4			

Item#	Reference Model Draft Contract Section #	Issue and Rationale	Bidder Proposed Solution/Language
5			