

**ATTACHMENT D: BIDDER RESPONSE FORM**  
**INSTRUCTIONS & TABLE OF CONTENTS**

**ATTACHMENT D: INSTRUCTIONS**

This excel document is broken up into multiple "sheets" as illustrated by the table of contents below. Bidders must respond to all questions in each sheet within the expandable column labeled "Detailed Response," or "ANSWER:". Bidders should use these fields to explain exactly how the Bidder's solution meets the particular requirement. Questions that are left blank may cause your bid to be disqualified, in the case of a mandatory priority, or you may receive zero points for that question, depending on the discretion of the evaluator. If a question requires Bidder to submit additional documents, please attach them to this document or your bid and label them clearly as part of your response to this Attachment D.

**Requirement Priority Definitions and Instructions**

Requirements with a priority of "Mandatory" are requirements that must be met in order to achieve project success. Also referred to as "must have", these requirements represent core functionality that must be present. Where a Bidder is unable to meet a mandatory requirement, DOC may find the bid non-responsive.

Requirements with a priority of "Desirable" are requirements that add significant value. Also referred to as "should have", these requirements represent features and functions that are highly valued by users and facilitate productivity and efficiency.

Requirements with a priority of "Optional" are requirements that add convenience. Also referred to as "nice to have" and represent features and functions that facilitate usability.

Table of Contents	Instructions & TOC
	Sheet 1: Administrative Response (NOT SCORED)
	Sheet 2: Executive Order 18-03, Cost, Service Level Agreements
	Sheet 3: Bidder Qualifications

Feature Included  
Feature Partially Included  
Feature In Development/Developable  
Feature Not Included  
Feature Provided by Third Party

**SHEET 1. BIDDER INFORMATION (ADMINISTRATIVE RESPONSE)**

	Bidder's response to the questions in this Section 1, combined with the information provided in Bidder's Submittal Letter and Certifications and Assurances, comprise Bidder's Administrative Response to this Solicitation. While the Administrative Response is not given a number score, information provided as part of Bidder's Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder's qualifications, responsibility, and experience.	MAXIMUM TOTAL POINTS
a	Please indicate whether you employ or contract with any current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual's employment history with the State of Washington; 3. a description of the Individual's involvement with the response to this Solicitation; and 4. the Individual's proposed role in providing the services under this any Contract that may be awarded.	NOT SCORED
	ANSWER:	
b	Please list the names and contact information for three individuals you agree may serve as Bidder references and may freely provide information to DOC regarding the reference's experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DOC and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference.	NOT SCORED
	ANSWER:	
c	Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation.	NOT SCORED
	ANSWER:	
d	Please indicate whether you are requesting that DOC consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which text you request to change is found, and state the specific changes you are requesting. DOC shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language that are not identified in response to this question.	NOT SCORED
	ANSWER:	
e	If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder's Response containing such information and place the word "Proprietary" in the lower right hand corner of each of these identified pages.	NOT SCORED
	ANSWER:	
f	Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party's name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder's performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder's position on the matter. "Termination for Cause" refers to any notice to Bidder to stop performance due to Bidder's asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation	NOT SCORED
	ANSWER:	
g	Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.	NOT SCORED
	ANSWER:	
h	Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder's explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed.	NOT SCORED
	ANSWER:	
i	Please describe your proposed plans for the use of Subcontractors in performing this contract, listing each Subcontractor, its proposed role and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each subcontractor self-identifies or is certified as a small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DOC.	NOT SCORED
	ANSWER:	
j	Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please so indicate.	NOT SCORED
	ANSWER:	

k	Please indicate the legal status of the Bidder (sole proprietorship, partnership, corporation, etc.), the year the entity was organized to do business as the entity now substantially exists, and the year the entity was registered or qualified to do business in Washington State. Please include the name, address, principal place of business, telephone number, fax number, and email address of Bidder's legal entity with which the Department of Corrections may enter into any possible Contract.	NOT SCORED
	ANSWER:	
l	Please provide Bidder's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must acknowledge that it will obtain one by becoming licensed in Washington within thirty (30) calendar days of being selected as the apparent successful Bidder.	NOT SCORED
	ANSWER:	
J	Please describe all software implementation efforts Bidder may have been involved in that were not successful or resulted in litigation, formal mediation, or other judicial or quasi judicial process. Please explain the circumstances, lessons learned, and how you have adapted to avoid this situation in the future.	NOT SCORED
	ANSWER:	

**SHEET 2. EXECUTIVE ORDERS, COST, SERVICE LEVEL AGREEMENT(S)**

1	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS
A	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p>Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful bidder, a term will be added to your contract certifying this response and requiring notification to DOC if you later require your employees to agree to these clauses or waivers during the term of the contract.</p>	30
	ANSWER:	
	<b>BIDDER EO 13-01 VETERAN OWNED OR SMALL BUSINESS PREFERENCE POINTS.</b>	
B	<p>DOC seeks to encourage Certified Veteran owned Businesses and Small Businesses to bid on DOC contracts. If you may certify that your company is a certified Veteran-owned business (Veteran-owned business means a business certified by the Washington state department of veteran affairs under RCW 43.60A.190), a Microbusiness (as defined in RCW 39.26.010 (16)), Minibusiness (as defined in RCW 39.26.010 (17)), or Small Business (as defined in RCW 39.26.010 (22)(a)) you will be granted the 30 points available under this question.</p> <p>Please Note: Points for this question will be awarded to bidders who respond affirmatively that they are either a Certified Veteran owned business or a Small Business, Microbusiness or Minibusiness as defined by Chapter RCW 39.26.010. Certifying to multiple point qualifying statuses under this question will still only result in 30 points being received by the bidder. No bidder may receive more than 30 points for an affirmative answer to this question.</p>	30
	ANSWER:	
2	BIDDER'S PROPOSED PRICING (QUOTATION OR COST RESPONSE)	MAXIMUM TOTAL POINTS
A	<p><b>Bidders Proposed Hourly Rate</b></p> <p>All pricing must be provided in United States Dollars (USD). Bidders Shall be reimbursed for any necessary travel costs required for on site visits as reflected in the Statement of Work in conformance with the rates as currently provided by the Washington State Office of Financial Management. <a href="https://ofm.wa.gov/accounting/administrative-accounting-resources/travel">https://ofm.wa.gov/accounting/administrative-accounting-resources/travel</a></p> <p>Bidders must provide a single hourly rate for all consulting services provided under this contract.</p> <p>The Bidder who offers the lowest hourly rate for the Consultation services required shall receive the maximum number of available Cost Proposal points. Bidders offering higher costs will receive proportionately fewer Cost Proposal points based on the lowest cost as follows:</p> <p>low bid / higher bid = % of available points awarded * available points = total cost points</p>	400
	ANSWER:	
	Hourly Rate for Consultation Services:	

### SHEET 3. BIDDER QUALIFICATIONS

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