



**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES  
OLYMPIA, WASHINGTON**

**SOLICITATION**

**REQUEST FOR PROPOSAL (RFP):** DNR 24-18

**TITLE:** fpOnline (Forest Practices Online) software solution

**PROPOSAL DUE DATE:** 01/16/2024

**SOLICITATION COORDINATOR:** Donelle Mahan

**ESTIMATED TIME-PERIOD FOR CONTRACT:** 03/25/2024 to 04/15/2025

The Agency reserves the right to extend the contract at the sole discretion of the Agency.

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# 1 INTRODUCTION AND SCHEDULE OF ACTIVITIES

## 1.1 PURPOSE

The Washington State Department of Natural Resources, hereafter called “Agency/DNR”, is initiating this Solicitation to solicit proposals from firms interested in developing / configuring and deploying a cloud-based software solution to modernize the creation, submission and review process of all Forest Practices Applications and Notifications (FPA/N). The project enables the online submission of FPAs and associated forms; the acceptance of electronic signatures; the acceptance of electronic payments; and the creation of FPA/N related maps, as well as project management services and an option for a hosted solution.

Work to be performed and/or services delivered in the county(ies) of: Statewide.

## 1.2 SCOPE

The fpOnline project modernizes the creation, submission, and review process of all Forest Practices Applications and Notifications (FPA/N). The project will allow the online submission of FPAs and associated forms; the acceptance of electronic signatures; the acceptance of electronic payments; and the creation of FPA/N related maps. To accomplish this purpose, the project will develop and deploy a cloud-based software solution. Additionally, bidders must provide an offer for a hosted solution and any associated concise information deemed important to provide.

### Desired System Functionality and Project Objectives

The following are some of the elements that the solution must provide in addition to the more detailed mandatory requirements provided in Exhibit E – Functional and Nonfunctional Requirements.

In addition to elicitation, configuration, testing services, and data cleansing, conversion and migration associated with the functional scope outlined in Exhibit F, the successful bidder will provide Project Management Services including:

- A. OCIO: Utilization of a DNR internally designed hybrid methodology and the standard Office of The Chief Information Officer( OCIO) gating process as outlined on the OCIO webpage here: [Gated Funding | OCIO \(wa.gov\)](#).
- B. PROJECT PLANNING: Development and maintenance of project plans such as project management, scope management, resource management, and configuration lifecycle management.
- C. PROGRESS MANAGEMENT: Providing adequate information to assist the DNR Project Manager build and maintain a task level, effort driven, and fully resourced schedule updated weekly.

- a. Demonstrations of completed work products will be shared with DNR staff, including but not limited to: the Project Executive Sponsor and Co-Business Sponsor/Product Owner, DNR Project Manager, and the DNR project team at periodic points in the project.
  - i. Project Executive Sponsor: The Deputy Supervisor for Forest Regulation, Resilience and Aquatics is the executive sponsor of the fpOnline Project. The executive sponsor is a key decision maker with a vested interest in the success of the project. As a project champion, the executive sponsor secures buy-in from DNR executive management, oversees project progress, and may also engage key project stakeholders. Other project personnel advise and make recommendations to the executive sponsor.
  - ii. Co-Business Sponsor/Product Owner - Project champion, delegated authority to approve project resources, promote support of project team and stakeholders. PO – Defining/managing product vision & strategy per customer and stakeholder needs. Product backlog management & partner with stakeholders/vendor team to ensure alignment with vision and goals.
  - iii. Project Manager - Manages and controls project activities.
- D. TRAINING: Providing training materials (written, online, face to face) to internal DNR Training Manager and provide train the trainer education in order to support DNR staff training efforts. (Business and Technical).
- E. ORGANIZATIONAL CHANGE MANAGEMENT (OCM): Awareness of OCM best practices when collaborating with the DNR OCM Team as materials need to be developed for end user consumption.
  - a. DNR will change business processes, not associated with statues/law or rules, to align with out of the box functionality to avoid high amounts of customization. Some business processes are directly associated with state law and/or rules and must follow the specific expectations in law and/or rules.
- F. DATA: Performing systemic data clean-up, conversion, and migration from old applications to new platform.
- G. SECURITY: System security meeting the Washington State’s requirements. Note: The solution must meet National Institute of Standards and Technology (NIST) Special Publications for secure web services, as well as Washington State Office of the Chief Information Officer (OCIO) policy standards and guideline which can be found on the OCIO website: [Policies | WaTech](#)
- H. IMPLEMENTATION: Performing system implementation
- I. OWNERSHIP: Transition product ownership to Washington State Department of Natural Resources.

### 1.3 MINIMUM QUALIFICATIONS

- A. Bidders must be licensed to do business in the State of Washington, or provide a commitment that it will become licensed to do business in Washington State prior to goods delivered or services rendered (if applicable):
- All in-state vendors must be licensed in Washington State; for more information contact Washington [Department of Licensing](#).
  - Out-of-state vendors should seek guidance from the Washington [Department of Licensing](#) for specific requirements.
- B. Bidders must have knowledge and experience in the following areas:
- a. Security Standards – past experience successfully meeting the state requirements found here. [Policies | WaTech](#)
  - b. Invoicing – demonstrated success configuring an invoicing application
  - c. Data Conversion / Migration – demonstrated success converting and migrating data from one application to a second application with an error rate below 5%.
  - d. Licensing Process – demonstrated experience configuring a licensing application including application, approval process, payment process, enforcement of policies and closure.
  - e. Payment Portal – demonstrated success configuring and implementing an online payment portal.

Bidders who do not meet the minimum qualifications and/or the required specifications and qualifications as outlined above, will be rejected as non-responsive and will not receive further consideration. Any bid, quotation and/or proposal rejected as non-responsive will not be evaluated or scored.

### 1.4 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is tentatively scheduled to begin on or about 03/25/2024 and end on 12/31/2025, unless a hosted solution is selected by DNR. Amendments extending the period of performance, if any, shall be at the sole discretion of the Agency.

The Agency reserves the right to extend the contract at the sole discretion of the Agency.

### 1.5 ADDITIONAL PRODUCTS AND/OR SERVICES

DNR reserves the right to order additional products and/or services within the scope of this solicitation. If additional products or services are required, they shall be documented in amendments to the applicable contract document(s).

**1.6 SOLICITATION COORDINATOR**

The Solicitation Coordinator is the sole point of contact in the Agency for this procurement. All communication with the Agency regarding this solicitation shall be with the Solicitation Coordinator, as follows:

| <b>SOLICITATION COORDINATOR</b> |                          |
|---------------------------------|--------------------------|
| NAME:                           | Donelle Mahan            |
| E-MAIL ADDRESS:                 | dnrrefponline@dnr.wa.gov |
| MAILING ADDRESS:                | 1111 Washington St SE    |
| CITY, STATE, ZIP:               | Olympia, WA 98504-7012   |
| PHONE NUMBER:                   | 360-902-1405             |

Any other communication will be considered unofficial and non-binding on the DNR. Vendors are to rely on written statements issued by the Solicitation Coordinator. Communication directed to parties other than the Solicitation Coordinator may result in disqualification of the Vendor.

All oral and written communications will be considered unofficial and non-binding on DNR. Vendors should rely only on written amendments issued by the Solicitation Coordinator. Vendors are encouraged to make any inquiry as early in the process as possible to allow DNR to consider and respond; however, no response is required from the Solicitation Coordinator. If a Vendor does not notify DNR of an issue, exception, addition, or omission, DNR may consider the matter waived by the Vendor for protest purposes. If Vendor inquiries result in changes to the solicitation, written amendments will be issued and posted on WEBS.

**1.7 SCHEDULE OF PROCUREMENT ACTIVITIES**

| <b>SCHEDULE OF PROCUREMENT ACTIVITIES</b>   |            |
|---|------------|
| ISSUE SOLICITATION<br>DATE SOLICITATION IS POSTED IN WEBS                           | 12/1/2023  |
| PRE-PROPOSAL CONFERENCE<br>DATE SCHEDULED FOR PRE-PROPOSAL CONFERENCE IF APPLICABLE | 12/15/2023 |
| PRE-PROPOSAL QUESTIONS DUE FROM VENDORS   | 12/22/2023 |

| <b>SCHEDULE OF PROCUREMENT ACTIVITIES</b>  |                         |
|--|-------------------------|
| DEADLINE FOR VENDORS TO ASK QUESTIONS OF THE SOLICITATION COORDINATOR RELATED TO THIS SOLICITATION                         |                         |
| PRE-PROPOSAL ANSWERS DUE BY DNR<br>DATE THAT DNR WILL POST IN WEBS THE OFFICIAL ANSWERS TO QUESTIONS RECEIVED FROM VENDORS | 12/29/2023              |
| COMPLAINTS DUE<br>DEADLINE FOR SUBMITTING UNRESOLVED ISSUES ABOUT THE PROCESS  | 01/08/2024              |
| PROPOSALS DUE<br>DEADLINE FOR DNR RECEIPT OF PROPOSALS   | 01/16/2024              |
| EVALUATE PROPOSALS<br>PERIOD OF TIME WHEN PROPOSALS WILL BE EVALUATED BY DNR   | 01/17/2024 - 01/25/2024 |
| CONDUCT ORAL PRESENTATIONS WITH FINALISTS<br>DATE ORAL PRESENTATIONS WILL BE CONDUCTED – IF REQUIRED                       | 01/26/2024              |
| ANNOUNCE APPARENT SUCCESSFUL CONTRACTOR<br>AWARD DATE  | 02/09/2024              |
| HOLD DEBRIEFINGS<br>DATE DEBRIEFING CONFERENCES TO BE HELD – IF REQUESTED  | 02/15/2024              |
| NEGOTIATE CONTRACT<br>DATE RANGE DNR EXPECTS CONTRACT NEGOTIATIONS TO BE CONDUCTED   | 02/16/2024 - 03/24/2024 |
| BEGIN CONTRACT WORK<br>DATE DNR EXPECTS THE WORK TO BEGIN  | 03/25/2024              |
| THE AGENCY RESERVES THE RIGHT TO REVISE THE ABOVE SCHEDULE.  |                         |

If the Solicitation results in only one (1) Bidder and that Bidder is found responsive and responsible, the Agency reserves the right to accelerate the procurement schedule above.



## 2 GENERAL INFORMATION

### 2.1 CONTRACTING RESTRICTIONS

Specific restrictions apply to contracting with current or former state employees pursuant to Chapter 42.52 of the Revised Code of Washington. Vendors should familiarize themselves with the requirements prior to submitting a bid, quotation and/or proposal that includes current or former state employees.

### 2.2 DEFINITIONS

Definitions for the purposes of this solicitation include:

**AGENCY** – Any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

**AGENT** – Personnel authorized to act on behalf of the Agency for matters contained within.

**APPARENT SUCCESSFUL BIDDER** – Bidder whose bid, quotation and/or proposal provides the best value in meeting Agency needs and is selected to contract with DNR for the proposed solution, subject to completion of contract negotiations and execution of contract.

**AWARD DATE** – The announcement date of the Apparent Successful Contractor.

**BID, QUOTATION and/or PROPOSAL** – A formal offer, submitted by an individual or entity, in response to a solicitation issued for goods and/or services by the Agency.

**BIDDER** – An individual or entity who submits a bid, quotation and/or proposal in response to a solicitation issued for goods and/or services by the Agency.

**BUSINESS DAYS** – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

**CALENDAR DAY** – Midnight to midnight, any day of the week.

**CONTRACT** – An agreement between DNR and Contractor that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

**CONTRACTOR** – An individual or entity whose bid, quotation and/or proposal has been accepted and is awarded a contract with the Agency, and who is solely responsible to provide a good or perform a service.

**DNR** – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

**GOODS** – Products, materials, supplies, or equipment provided by a Contractor.

**PURCHASE** – The acquisition of goods or services, including the leasing or renting of goods.

**SERVICES** – Labor, work, analysis, or similar activities provided by a Contractor to accomplish a specific scope of work.

**SOLICITATION** – A documented formal process providing an equal and open opportunity to Bidders and culminating in a selection based on predetermined criteria.

**SUBCONTRACTOR** – One not in the employment of the Contractor, who is performing all or part of the business activities related to this solicitation under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

**VENDOR** – Individual, firm, organization, company or other entity offering products and/or services.

**WASHINGTON STATE CERTIFIED MINORITY-OWNED BUSINESS** – Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a minority-owned business (MBE). See, RCW 39.19.120 and WAC 326-20.

**WASHINGTON STATE CERTIFIED SMALL BUSINESS** – An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that certify location, size and WEBS certification. See [RCW 39.26.010](#)

**WASHINGTON STATE CERTIFIED VETERAN-OWNED BUSINESS** – Limited to firms certified by the Washington State Department of Veterans Affairs (WDVA) as a Certified Veteran-Owned Business. See, [RCW 43.60A.010\(7\)](#) & [RCW 43.60A.190](#)

**WASHINGTON STATE CERTIFIED WOMAN-OWNED BUSINESS** – Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a woman-owned business (WBE). See, RCW 39.19.120 and WAC 326-20

**WEBS** – Washington’s Electronic Business Solution System.

**WORKING DAY** – Midnight to midnight, Monday through Friday, excluding Saturday, Sunday and state legal holidays.

### **2.3 PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference is NOT required under this solicitation.

OR

A pre-proposal conference is scheduled to be held on 12/15/2023 at 10:30 a.m. Pacific Standard Time or Pacific Daylight Time via video conference call using MS Teams / Zoom. Invitations will be sent to interested parties via email. All prospective Bidders should attend; however, attendance is not mandatory. Please contact Solicitation Coordinator, Donelle Mahan at [dnrrefponline@dnr.wa.gov](mailto:dnrrefponline@dnr.wa.gov) for the virtual meeting information.

Agency will be bound only to Agency’s written answers to questions. Questions arising at the pre-proposal conference or in subsequent communication with the Solicitation Coordinator will be documented and answered in written form. A copy of the questions and answers will be provided to all Vendors via posting to WEBS on the date indicated in Section 1.7 Schedule of Procurement Activities.

### **2.4 NOITIFICATION TO BIDDERS**

The Agency will notify the Apparent Successful Contractor of their selection in writing upon completion of the evaluation process. Individuals or firms whose bids, quotations and/or proposals were not selected for further negotiation or award will be notified separately in writing. To complete the process, the Apparent Successful Contractor will be identified in WEBS.

### **2.5 COMPLAINT, DEBRIEF AND PROTEST PROCEDURES**

COMPLAINT PROCESS – PRIOR TO BID, QUOTATION and/or PROPOSAL DUE DATE:

The purpose of a complaint process is to settle unresolved issues or concerns that either were not or could not be resolved during the question and answer period.

Any Bidder may submit a complaint regarding this solicitation based upon the following:

- The solicitation unnecessarily restricts competition.
- The evaluation/scoring process is unfair or flawed; or
- The requirements are inadequate or insufficient so that a bid, quotation and/or proposal is difficult to prepare.

If no complaint is filed, a Bidder cannot later file a protest based on one of the above complaint criteria.

Any complaint to the solicitation must be in writing and submitted to the Solicitation Coordinator no less than five (5) business days prior to the date when the bid, quotation and/or proposal is due, and shall clearly articulate the basis for the complaint and include a proposed remedy.

Responses to complaints will be articulated in writing, including any resulting changes to the solicitation, and will be posted on WEBS, and the Agency head will be notified.

The Agency's decision is final; no further administrative appeal is available.

DEBRIEFING OF UNSUCCESSFUL BIDDERS:

Any Bidder who has submitted a bid, quotation and/or proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the Solicitation Coordinator within three (3) business days after the Unsuccessful Bidder notification is e-mailed to the Bidder. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Bidder's bid, quotation and/or proposal;
- Critique of the bid, quotation and/or proposal based on the evaluation; and
- Review of Bidder's final score in comparison with other final scores without identifying the other firms.

Comparisons between bids, quotations and/or proposals or evaluations of the other bids, quotations and/or proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE:

This procedure is available to Bidders who submitted a response to this solicitation and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five (5) business days to file a protest of the acquisition with the Solicitation Coordinator.

Protests must be submitted in writing via e-mail and signed by the protesting party or an authorized Agent.

The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the solicitation document, or applicable state or federal laws or regulations.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) Agency's assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by the Agency. All available facts will be considered, and a decision will be issued by the Commissioner of Public Lands or his/her delegate within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Bidder who submitted a bid, quotation and/or proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Solicitation Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the Agency's action; or
- Find only technical or harmless errors in the Agency's acquisition process conduct and determine the Agency to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the Agency options which may include:
  - Correct the errors and re-evaluate all bids, quotations and/or proposals; and/or
  - Reissue the solicitation document; and/or
  - Make other findings and determine other courses of action as appropriate.

If the Agency determines that the protest is without merit, the Agency will enter into a contract with the Apparent Successful Contractor.

The Agency protest decision is final and no appeal process will be required. If a protesting Bidder does not accept the Agency protest response, the Bidder may try to seek relief from Thurston County Superior Court.

## **2.6 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Bids, quotations and/or proposals submitted in response to this solicitation shall become the property of the Agency. All bids, quotations and/or proposals received shall remain confidential until the contract, if any, resulting from this solicitation is signed by the Agency and the Apparent Successful Contractor; thereafter, the bids, quotations and/or proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the bid, quotation and/or proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Bidder is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire bid, quotation and/or proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Bidder has marked as "Proprietary Information," the Agency will notify the Bidder of the request and of the date that the records will be released to the requester unless the Bidder obtains a court order enjoining that disclosure. If the Bidder fails to obtain the court order enjoining disclosure, the Agency will release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the Agency shall maintain the confidentiality of the Bidder information per the court order.

Pursuant to RCW 42.56.120, DNR uses the default fee schedule. However, records may be viewed in person for no fee. All requests for copies of identifiable records should be directed to the public disclosure office: [publicdisclosure@dnr.wa.gov](mailto:publicdisclosure@dnr.wa.gov). Requests for information about this solicitation should be directed to the Solicitation Coordinator.

## **2.7 REVISIONS TO THE SOLICITATION**

The Agency reserves the right to cancel or reissue all or part of this solicitation at any time as allowed by law without obligations or liability.

In the event that it becomes necessary to revise any part of this solicitation, an amendment will be posted in WEBS (Washington's Electronic Business Solutions). Questions & Answers and any other pertinent information shall be provided as an amendment to the solicitation and will be posted in WEBS.

## **2.8 SMALL AND DIVERSE BUSINESS PARTICIPATION**

DNR strongly encourages the participation of minority and women-owned businesses, Veteran owned businesses and small businesses, as prime Contractors or Subcontractors.

If you are a small business that needs assistance responding to this solicitation, help is available. Please visit OMWBE Small Business Assistance at <https://omwbe.wa.gov/small-business-assistance> to see the services offered. The Washington Procurement Technical Assistance Center (PTAC) is also available with no cost, confidential technical assistance for small businesses doing business with state government.

### Minority and Women-Owned Businesses

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a Subcontractor basis. Bidders may go to <https://omwbe.wa.gov/directory-certified-businesses> to obtain information on certified firms.

No preference will be included in the evaluation of bids for the participation of minority and women-owned businesses. See section 4.6 Preference – Small & Veteran Businesses for information on preference points for small and veteran owned businesses.

## **2.9 AMERICANS WITH DISABILITIES ACT (ADA)**

The Agency complies with the Americans with Disabilities Act (ADA). Vendors may contact the Solicitation Coordinator listed above for additional assistance.

## **2.10 ACCEPTANCE PERIOD**

Bids, quotations and/or proposals must provide 90 calendar days for acceptance by Agency from the due date for receipt of bids, quotations and/or proposals.

## **2.11 MOST FAVORABLE TERMS**

The Agency reserves the right to make an award without further discussion of the bid, quotation and/or proposal submitted. Therefore, the bid, quotation and/or proposal should be submitted initially on the most favorable terms that the Bidder can propose. There will be no best and final offer procedure. The Agency does reserve the right to contact a Bidder for clarification of its bid, quotation and/or proposal.

The Apparent Successful Contractor should be prepared to accept this solicitation for incorporation into a contract resulting from this solicitation. Contract negotiations may incorporate some or all of the Bidders bid, quotation and/or proposal. It is understood that the bid, quotation and/or proposal will become a part of the official procurement file on this matter without obligation to the Agency.

## **2.12 CONTRACT AND GENERAL TERMS & CONDITIONS**

The awarded Apparent Successful Bidder is entering into the Washington state Department of Natural Resources generic Services Contract including but not limited to the terms and conditions outlined within the solicitation, bid, quotation and/or proposal, all appendices, all exhibits, associated Statements of Work, Purchase Orders, and all amendments awarded.

Agency Contractors hereby have access to Sample Services Contract and WA State Department of Natural Resources General Terms and Conditions

[https://www.dnr.wa.gov/publications/em\\_obe\\_contracting\\_template.pdf](https://www.dnr.wa.gov/publications/em_obe_contracting_template.pdf)

All exceptions to the contract terms and conditions must be submitted as an attachment to EXHIBIT A – Bidder’s Certification and Assurances Form.

The Agency will review requested exceptions and accept or reject the same at its sole discretion.

## **2.13 COST TO PROPOSE**

The Agency will not be liable for any costs incurred by the Bidder in preparation of a bid, quotation and/or proposal submitted in response to this solicitation, in conduct of a presentation, or any other activities related to responding to this solicitation.

## **2.14 NO OBLIGATION TO CONTRACT**

This solicitation does not obligate the State of Washington or the Agency to contract for services specified herein.



## **2.15 REJECTION OF BIDS, QUOTATIONS and/or PROPOSALS**

The Agency reserves the right at its sole discretion to reject all bids, quotations and/or proposals received without penalty and not to issue a contract as a result of this solicitation.

## **2.16 COMMITMENT OF FUNDS**

The Commissioner of Public Lands or his/her delegate is the only individual who may legally commit the Agency to the expenditures of funds for a contract resulting from this solicitation. No cost chargeable to the proposed contract may be incurred before notice and acceptance of award.

## **2.17 DOING BUSINESS WITH THE STATE**

The Agency requires all awarded bidders to be registered with the Washington Office of Financial Management (OFM). Additional information can be found on The Department of Enterprise Services Website <https://des.wa.gov/sell/how-work-state>

## **2.18 INSURANCE COVERAGE**

Before using any of said rights granted herein and its own expense, Contractor shall purchase and maintain, or require its Agent(s)/Subcontractor(s) to purchase and maintain, the insurance described within [Sample Services Contract and WA State Department of Natural Resources General Terms and Conditions](#) for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

Upon notification of being chosen as the Apparent Successful Contractor, the Contractor shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified before using any of said rights granted herein. The description section of the certificate shall contain the contract number and the name of the DNR Project Manager. Contractor shall also provide renewal certificates as appropriate during the term of this Agreement.

Contractor shall include all Subcontractors and Agents as insured under all required insurance policies or shall provide separate certificates of insurance for each Subcontractor or Agent. Failure of Contractor to have its Subcontractors and Agents comply with the insurance requirements contained herein does not limit Contractor's liability or responsibility.

### 3 CONTENTS AND SUBMITTAL INSTRUCTIONS

Bidders are required to read and understand all information contained within this entire bid package including all exhibits. By responding to the solicitation, Bidder agrees to read and understand all documents.

#### 3.1 ELECTRONIC SUBMISSION OF BIDS, QUOTATIONS and/or PROPOSALS

The bid, quotation and/or proposal must be received by the Solicitation Coordinator by the due date indicated within Section 1.7 Schedule of Procurement Activities of this solicitation, or any amendments.

Bids, quotations and/or proposals must be **submitted electronically** as an attachment to e-mail to the Solicitation Coordinator, at the e-mail address listed in Section 1.6 Solicitation Coordinator.

The submitted bid, quotation and/or proposal shall follow the below naming convention:

24-18\_RFP\_Bidder fpOnline software solution

Attachments to e-mail shall be in Microsoft Word format or PDF. Maximum file size for an e-mail attachment is 30MB. Zipped files cannot be received by the Agency and cannot be used for submission of bids, quotations and/or proposals.

All forms and documents submitted must have a signature of the individual within the organization authorized to bind the Bidder to the offer. The Agency does not assume responsibility for problems with Bidder's e-mail. If the Agency's e-mail is not working, appropriate allowances will be made.

Bidders should allow sufficient time to ensure timely receipt of the bid, quotation and/or proposal by the Solicitation Coordinator. Late bids, quotations and/or proposals will not be accepted and will be automatically disqualified from further consideration, unless the Agency's e-mail is found to be at fault. All bids, quotations and/or proposals and any accompanying documentation become the property of the Agency and will not be returned.

#### 3.2 BIDDER CHECKLIST

Submit the following applicable documents to the Solicitation Coordinator by the due date indicated within the Section 1.7 Schedule of Procurement Activities of this solicitation, or any amendments to the schedule. Failure to comply may result in rejection of the bid, quotation and/or proposal as non-responsive. The Agency reserves the right at its sole discretion to waive minor administrative irregularities.

| <b>BIDDER CHECKLIST</b>                                   |                          |
|---|--------------------------|
| EXHIBIT A – BIDDER’S CERTIFICATIONS AND ASSURANCES FORM   | <input type="checkbox"/> |
| EXHIBIT A – ITEM 8 – EXCEPTIONS TO TERMS AND CONDITIONS   | <input type="checkbox"/> |
| EXHIBIT B – MANAGEMENT PROPOSAL FORM                      | <input type="checkbox"/> |
| EXHIBIT C – SUB CONTRACTOR INCLUSION PLAN (IF APPLICABLE) | <input type="checkbox"/> |
| SECTION 3.6 – COST PROPOSAL                               | <input type="checkbox"/> |
| SECTION 3.3 TECHNICAL PROPOSAL                            | <input type="checkbox"/> |
| STAFF MEMBER AND/OR SUBCONTRACTOR RESUMES                 | <input type="checkbox"/> |

**3.3 TECHNICAL PROPOSAL (SCORED)**

The Technical Proposal must contain a comprehensive list of services including the following elements:

- A. Project Approach/Methodology** – 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.
- B. Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this solicitation. This section of the technical proposal must 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 Agency staff. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. Project Schedule** – Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement** – Describe the impacts/outcomes the Bidders propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to the Agency.
- E. Risks** – The Bidder must identify 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 the risks to the Agency contract manager.
- F. Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2 Scope.

### **3.4 MANAGEMENT PROPOSAL**

Exhibit B – Management Proposal Form, must be completed and returned to the Solicitation Coordinator in order for DNR to evaluate the Bidders management proposal.

### **3.5 FUNDING**

The Agency has budgeted an amount not to exceed Three Million Nine Hundred Sixty-three Thousand Eight Hundred Twenty Dollars (\$3,963,820) for the software platform and vendor licensing, configuration and implementation costs.. Bids, Quotations and/or proposals in excess of \$3,963,820 will be considered non-responsive and will not be evaluated.

Purchase of goods and/or services resulting from this Solicitation are funded by state dollars. Terms and conditions for funding source are included in [Sample Services Contract and WA State Department of Natural Resources General Terms and Conditions](#).

Any contract awarded as a result of this solicitation is contingent upon the availability of funding.

### **3.6 COST PROPOSAL**

The Bidder shall attach a fully detailed cost proposal to be considered responsive to this solicitation.

The cost proposal shall include fully weighted costs for goods delivered or services rendered as identified:

Bidder is to identify all costs including expenses to be charged for performing the tasks necessary to accomplish the objectives of the contract.

The cost proposal must reflect all costs associated with meeting the requirements and services listed in the solicitation document and being offered by the Bidder as part of the Bidder's response. Bidders are required to collect and pay Washington State sales tax, if applicable. Prices quoted shall remain fixed for the duration of the contract executed as a result of this Solicitation.

### **IDENTIFICATION OF COSTS (SCORED)**

All costs shall be in U.S. dollars including expenses to be charged to accomplish the tasks and to produce the deliverables under this contract. Bidders are required to collect and pay Washington state sales and use taxes, as applicable.

Costs for Subcontractors are to be broken out separately.

**COMPUTATION OF COSTS**

The score for the cost proposal will be computed by dividing the lowest cost bid, quotation and/or proposal received by the Bidders total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section.

**PROMPT PAYMENT**

Bidders are encouraged to offer a discount for prompt payment of invoices. Please indicate your discount proposal on the submitted cost proposal as outlined in Section 3.6. If awarded by the state, period of entitlement begins only after:

- Receipt of a properly completed invoice.
- Receipt of all supplies, equipment or services ordered.
- Satisfactory completion of all contractual requirements.

#### **4 EVALUATION AND AWARD**

The evaluation process is designed to award this procurement not necessarily to the Bidder of least cost, but rather to the Bidder whose bid, quotation and/or proposal best meets the requirements of this solicitation. However, Bidders are encouraged to submit bids, quotations and/or proposals that are consistent with state government efforts to conserve state resources.

The Agency will award the contract to the lowest responsive and responsible Bidder that meets the specifications as determined by the Agency. The Agency will post awarded bids and bid award documents for each competitive procurement for public review.

The Agency may reject the bid, quotation and/or proposal of any firm who has failed to perform satisfactorily on a previous contract with the state.

Responsive bids, quotations and/or proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any amendments issued. The evaluation of bids, quotations and/or proposals shall be accomplished by an evaluation team, to be designated by the Agency, which will determine the ranking of the bids, quotations and/or proposals.

The Agency reserves the right to select and enter into contract(s) with the Bidder whose bid, quotation and/or proposal is deemed to be in the best interest of the Agency and the State of Washington.

If this procurement is estimated to be less than \$150,000. The Agency intends to award the contract to the lowest responsive and responsible bid from a small business (as defined in RCW 39.26.010(22)(a) or veteran-owned business, (as defined in RCW 43.60A.190) unless none of these businesses are responsible and responsive to this solicitation. The Agency will verify small and veteran owned business status through WEBS certification and if applicable bidder must provide certification documentation to the Washington Department of Veterans' Affairs WDVA and be certified by WDVA and listed as such on WDVA's website

It is the intent of the Agency to enter into one contract for the services described within.

##### **4.1 RESPONSIVENESS (PASS / FAIL)**

All bids, quotations and/or proposals will be reviewed by the Solicitation Coordinator to determine compliance with administrative requirements and instructions specified in this solicitation. The Bidder is specifically notified that failure to comply with any part of the solicitation may result in rejection of the bid, quotation and/or proposal as non-responsive.

The Agency reserves the right at its sole discretion to waive minor administrative irregularities.

## 4.2 RESPONSIBLE BIDDER CRITERIA

All requested information as outlined within must be submitted in order for DNR to determine the lowest responsive and responsible Bidder.

In determining whether the Bidder is a responsible Bidder, the Agency must consider the following elements ([RCW 39.26.160\(2\)](#)):

- A. The ability, capacity, and skill of the Bidder to perform the contract or provide the service required;
- B. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- C. Whether the Bidder can perform the contract within the time specified;
- D. The quality of performance of previous contracts or services;
- E. The previous and existing compliance by the Bidder with laws relating to the contract or services;
- F. Whether, within the three-year period immediately preceding the date of the bid solicitation, the Bidder has been determined by a final and binding citation and notice of assessment issued by the 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 chapter [49.46](#), 49.48, or [49.52](#) RCW; and
- G. Such other information as may be secured having a bearing on the decision to award the contract.

In determining the lowest responsive and responsible Bidder, an Agency may consider best value criteria, including but not limited to ([RCW 39.26.160\(3\)](#)):

- A. Whether the bid, quotation and/or proposal satisfies the needs of the state as specified in the solicitation documents;
- B. Whether the bid, quotation and/or proposal encourages diverse Contractor participation;
- C. Whether the bid, quotation and/or proposal provides competitive pricing, economies, and efficiencies;
- D. Whether the bid, quotation and/or proposal considers human health and environmental impacts;
- E. Whether the bid, quotation and/or proposal appropriately weighs cost and noncost considerations; and
- F. Life-cycle cost.

The Agency's determination that a Bidder is not qualified may result in rejection of the submitted bid, quotation and/or proposal.

#### 4.3 BIDDER'S CERTIFICATION AND ASSURANCES FORM (PASS/FAIL)

All Bidders must submit Exhibit A – Bidder's Certifications and Assurances Form, signed by an individual authorized to bind the Bidder contractually. DNR will evaluate the information and may, at its sole discretion, reject the Bidder's Response if the information indicates that completion of a Contract resulting from this RFQQ may be jeopardized by selection of the Bidder.

#### 4.4 WAGE LAW COMPLIANCE (PASS/FAIL)

Prior to awarding a contract, agencies are required to determine that a Bidder is a 'Responsible Bidder.' See [RCW 39.26.160\(2\)\(f\) and \(4\)](#). Pursuant to legislative enactment in 2017, the Responsible Bidder Criteria include a Contractor Certification that the Contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting [SSB5301](#)). All Bidders must submit Exhibit A – Bidder's Certification and Assurances Form, signed by an individual authorized to bind the Bidder contractually. A Bidder's failure to comply with the required Wage Law

#### 4.5 PREFERENCE – EXECUTIVE ORDER 18-03 – WORKER'S RIGHTS (SCORED)

##### FIRMS WITHOUT MANDATORY INDIVIDUAL ARBITRATION FOR EMPLOYEES

Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations (dated June 12, 2018),

- A. **A preference of 5 percent** will be given to any Bidder who certifies, pursuant to the certification attached as Exhibit A – Bidder's Certification and Assurances Form that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

#### 4.6 PREFERENCE – SMALL & DIVERSE BUSINESSES (SCORED)

Department of Natural Resources, in accordance with Washington law, encourages small and diverse businesses to compete for and participate in state procurements as contractors and as subcontractors to awarded bidders. See, e.g., [RCW 43.60A.200](#) (WDVA Certified Veteran-Owned Businesses); and [RCW 39.26.005](#) (Washington Small Businesses).

##### Washington State Certified Veteran-Owned Businesses

In accordance with Chapter 43.60A.200 RCW, the State encourages participation in all of its contracts by firms certified by the Washington State Department of Veterans' Affairs (DVA). For questions regarding the above go to <http://www.dva.wa.gov/>.

- A. **A preference of 10 percent** will be given to any Bidder who provides evidence as set forth in Exhibit A – Bidder's Certifications and Assurances Form that the that Bidder qualifies



as a Washington Department of Veterans’ Affairs Certified Veteran-Owned Business.  
**Note:** This preference does not apply if federal funds are being used. See section 3.5 Funding for funding source information

Washington State Certified Small Businesses

In accordance with the intent of Chapter 39.26.005 RCW, the State encourages the purchases of goods and services from Washington small businesses. Small business, mini-business, and micro-business are defined in RCW Chapter 39.26.010 (22), (17), and (16) respectively. Go to <http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.010>. All qualified state small business types are encouraged to register and identify themselves in the Washington Electronic Business Solution (WEBS). <https://des.wa.gov/sell/how-work-state/register-bid-opportunities>

- A. **A preference of 10 percent** will be given to any Bidder who provides evidence as set forth in Exhibit A – Bidder’s Certifications and Assurances Form that the that Bidder qualifies as a Washington State Small Business. **Note:** This preference does not apply if federal funds are being used. See section 3.5 Funding for funding source information

**4.7 ORAL PRESENTATIONS MAY BE REQUIRED (SCORED)**

The Agency, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. Should oral presentations become necessary, the Agency will contact the top-scoring firm(s) from the written evaluation to schedule a time and location to hold the oral presentation on the date as outlined on the Schedule of Activities and any amendments. Commitments made by the Bidders at the oral presentation, if any, will be considered binding.

- The score from the written evaluation and the oral presentation combined together will determine the Apparent Successful Contractor.

**4.8 EVALUATION WEIGHTING AND SCORING**

| CRITERIA  | MAXIMUM POINTS |
|---|----------------|
| <b>RESPONSIVENESS</b>                                       |                |
| SECTION 1.3 – MINIMUM QUALIFICATIONS                        | PASS/FAIL      |
| SECTION 4.1 - RESPONSIVENESS                                | PASS/FAIL      |
| SECTION 4.3– CERTIFICATIONS AND ASSURANCES FORM (EXHIBIT A) | PASS/FAIL      |
| SECTION 4.4 – WAGE COMPLIANCE LAW (EXHIBIT A)               | PASS/FAIL      |
| <b>TEHCNICAL PROPOSAL</b>                                   |                |
| SECTION 3.3 – PROJECT APPROACH/METHODOLOGY                  | 5              |
| SECTION 3.3 – WORK PLAN                                     | 30             |
| SECTION 3.3 – PROJECT SCHEDULE                              | 5              |

|   |            |
|---|------------|
| SECTION 3.3 – OUTCOMES AND PERFORMANCE MEASUREMENTS                                   | 10         |
| SECTION 3.3 – RISKS   | 10         |
| <b>MANAGEMENT PROPOSAL</b>  |            |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION A1 - TEAM STRUCTURE AND INTERNAL CONTROLS | 5          |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION A2 - STAFF QUALIFICATIONS AND EXPERIENCE  | 10         |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION B - EXPERIENCE                            | 5          |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION C1 – TERMINATION FOR DEFAULT              | PASS/FAIL  |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION C2 - FORMER/CURRENT STATE EMPLOYEE        | PASS/FAIL  |
| EXHIBIT B MANAGEMENT PROPOSAL FORM, SECTION D - REFERENCES                            | 10         |
| <b>COST PROPOSAL</b>  |            |
| SECTION 3.6 – TOTAL COST  | 10         |
| <b>SUB-TOTAL</b>  | <b>100</b> |
| <b>PREFERENCES</b>  |            |
| SECTION 4.2 – EXECUTIVE ORDER 18-03 WORKER’S RIGHTS (EXHIBIT A)                       | 5          |
| SECTION 4.6 – WASHINGTON STATE CERTIFIED VETERAN-OWNED BUSINESS ( EXHIBIT A)          | 10         |
| SECTION 4.7 – WASHINGTON STATE CERTIFIED SMALL BUSINESS( EXHIBIT A)                   | 10         |
| <b>TOTAL POSSIBLE w/PREFERENCES</b>   | <b>125</b> |
| <b>ORAL PRESENTATIONS – if applicable</b>   |            |
| SECTION 4.7 – ORAL PRESENTATIONS  | 25         |
| <b>TOTAL POSSIBLE POINTS w/ORAL PRESENTATIONS</b>                                     | <b>150</b> |

**5. SOLICITATION EXHIBITS**

EXHIBIT A – Bidder Certifications and Assurances Form

EXHIBIT B – Management Proposal Form

EXHIBIT C – Diverse Business Inclusion Plan – Subcontractors

EXHIBIT D – Sample Services Contract and WA State Department of Natural Resources General Terms and Conditions

EXHIBIT E – Functional and Non-Functional Requirements

**EXHIBIT A – BIDDER’S CERTIFICATION AND ASSURANCES FORM**

**BIDDER INFORMATION**

|   |  |        |  |      |  |
|---|--|--------|--|------|--|
| Business Name:  |  |        |  |      |  |
| Name of Authorized Representative:  |  |        |  |      |  |
| Address:  |  |        |  |      |  |
| City:   |  | State: |  | Zip: |  |
| Cell Phone:   |  |        |  |      |  |
| Office Phone:   |  |        |  |      |  |
| E-mail:   |  |        |  |      |  |
| TIN (Tax Identification Number):<br><a href="#">Internal Revenue Service</a>        |  |        |  |      |  |
| WA UBI (Unified Business Identifier):<br><a href="#">WA Department of Licensing</a> |  |        |  |      |  |

ALL IN-STATE VENDORS MUST BE LICENSED TO DO BUSINESS IN WASHINGTON STATE.  
 OUT-OF-STATE VENDORS SHOULD SEEK GUIDANCE FROM [WA DEPARTMENT OF LICENSING](#) FOR SPECIFIC UBI REQUIREMENTS.

**EXECUTIVE STAFF**

| List information for each principal officer (President, Vice-President, Treasurer, Chairperson of the Board of Directors, etc.). |       |         |              |
|--|-------|---------|--------------|
| NAME   | TITLE | ADDRESS | PHONE NUMBER |
|  |       |         |              |
|  |       |         |              |
|  |       |         |              |
|  |       |         |              |

Bidder makes the following certifications and assurances as a required element of the bid, quotation and/or proposal, to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. **UNDERSTANDING.** Bidder certifies that Bidder has read, thoroughly examined, and fully understands all of the provisions in the Competitive Solicitation (including all exhibits) and the terms and conditions of the Contract and any amendments or clarifications to the Competitive Solicitation and agrees to abide by the same.
2. **ACCURACY.** Bidder declares that all answers and statements made in the bid, quotation and/or proposal are true and correct.
3. **NO COLLUSION OR ANTI-COMPETITIVE PRACTICES.** The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single bid, quotation and/or proposal.
4. **FIRM OFFER.** The attached bid, quotation and/or proposal is a firm offer for a period of 90 calendar days following receipt, and it may be accepted by the Agency without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90-day period.
5. **CONFLICT OF INTEREST.** In preparing this bid, quotation and/or proposal, Bidder has not been assisted by any current or former employee of the State of Washington whose duties relate (or did relate) to this bid, quotation and/or 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.)
6. **NO REIMBURSEMENT.** Bidder understands that the Agency will not issue reimbursement for any costs incurred in the preparation of this bid, quotation and/or proposal. All bids, quotations and/or proposals become the property of the Agency, and the Bidder claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid, quotation and/or proposal.
7. **DISCLOSURE.** Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the bidder prior to award, directly or indirectly to any other Bidder or to any competitor.
8. **PERFORMANCE.** Bidder agrees that submission of bid documents, quotation and/or proposal constitutes acceptance of the solicitation contents, including all attached or linked terms and conditions. If there are any exceptions to these terms and conditions, the Bidder has described those exceptions in detail on a page attached to Bidder's submission documents.

9. **HARASSMENT.** Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: [https://www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy.pdf](https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf)
10. **RESTRICTING COMPETITION.** No attempt has been made or will be made by the Bidder to persuade any other person or firm to submit or not to submit a bid, quotation and/or proposal for the purpose of restricting competition.
11. **REFERENCES.** Bidder grants the Agency the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the goods delivered or services rendered contemplated in this procurement.
12. **LICENSED IN WASHINGTON STATE.** Bidder will become licensed to do business in the State of Washington (if applicable) prior to providing delivered goods or rendered services to DNR.
13. **PREVIOUS STATE EMPLOYEES.** 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, list their name(s) on a separately attached page. WAC 415.02.325 RCW 41.50.139
14. **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.
15. **CRIMINAL OFFENSE.** Bidder certifies as follows (must check one):
- NO CRIMINAL OFFENSE. Bidder and its officers, directors, and managers have not, within the three (3) year period preceding the date of this Competitive Solicitation, been convicted or had a civil judgment rendered against Bidder or such officers, directors, and managers 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 Bidder and its officers, directors, and managers are not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph.

OR

- CRIMINAL OFFENSE.** As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Bidder or its officers, directors, or managers have been convicted or had a civil judgment rendered against Bidder or such officers, directors, or managers 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.
16. **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.
17. **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.
18. **FINANCIALLY SOLVENT.** Bidder certifies as follows (must check one):
- FINANCIALLY SOLVENT.** Bidder is financially stable and solvent, has adequate cash reserves to meet all financial obligations, has not commenced bankruptcy proceedings voluntarily or otherwise, and is not subject to any judgments, liens, or encumbrances of any kind affecting title to any Goods or Services that are the subject of this Competitive Solicitation.  
OR
  - NOT FINANCIALLY SOLVENT.** As detailed on the attached explanation (Bidder to provide), Bidder is not financially stable and solvent – i.e., Bidder does not have adequate cash reserves to meet all financial obligations, has commenced bankruptcy

proceedings voluntarily or otherwise, or is subject to a judgment, lien, or encumbrance that affects title to the Goods or Services that are the subject of this Competitive Solicitation.

19. **LAWFUL REGISTRATION.** Bidder, if conducting business other than as a sole proprietorship certifies as follows (must check one):

**NOTE:** This certification applies only to bidders that are organized as separate legal entities (e.g., a corporation, partnership, Limited Liability Company). If bidder is a sole proprietor, this certification should not be answered.

- CURRENT LAWFUL REGISTRATION.** Bidder is in good standing in the State of Washington and the jurisdiction where Bidder is organized, including having timely filed all required annual reports.

OR

- DELINQUENT REGISTRATION.** As detailed on the attached explanation (Bidder to provide), Bidder currently is not in good standing in the State of Washington and/or the jurisdiction where Bidder is organized.

20. **REGISTRATION WITH WASHINGTON SECRETARY OF STATE.** Bidder, is conducting business other than as a sole proprietorship, certifies as follows (must check one):

**NOTE:** This certification applies only to bidders that are organized as separate legal entities (e.g., a corporation, partnership, Limited Liability Company). If bidder is a sole proprietor, this certification should not be answered.

- BIDDER IS REGISTERED WITH WASHINGTON SECRETARY OF STATE.** Bidder is registered with the Washington Secretary of State, is in good standing, and has the following Unified Business Identifier (UBI) number: \_\_\_\_\_.

OR

- BIDDER WILL REGISTER WITH WASHINGTON SECRETARY OF STATE.** Bidder is not registered with the Washington Secretary of State but, if designated as the Apparent Successful Bidder, Bidder will register with the Washington Secretary of State and obtain a UBI number within twenty-four (24) hours of such designation or notification by the Agency or be deemed a nonresponsive bid.

OR

- BIDDER IS NOT REGISTERED WITH WASHINGTON SECRETARY OF STATE.** Bidder is not registered with the Washington Secretary of State and Bidder declines to register with the Washington Secretary of State.



21. **REGISTRATION WITH WASHINGTON STATE DEPARTMENT OF REVENUE.**

Bidder certifies as follows (must check one):

- BIDDER IS REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE. Bidder is registered with the Washington State Department of Revenue, has a business license to do business in Washington, and has the following Unified Business Identifier (UBI) number: \_\_\_\_\_.  
OR

- BIDDER WILL REGISTER WITH WASHINGTON STATE DEPARTMENT OF REVENUE. Bidder is not registered with the Washington State Department of Revenue but, if designated as the Apparent Successful Bidder, Bidder will register with the Washington State Department of Revenue and obtain a business license within twenty-four (24) hours of such designation or notification by the Agency or be deemed a nonresponsive bid.

OR

- BIDDER IS NOT REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE. Bidder is not registered with the Washington State Department of Revenue and Bidder declines to register with the Washington State Department of Revenue.

22. **WAGE THEFT PREVENTION.** Bidder certifies as follows (must check one):

- No Wage Violations. This firm 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 procurement solicitation date.

OR

- Violations of Wage Laws. This firm 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](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

23. **WORKERS' 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.

24. **WASHINGTON STATE SUBCONTRACTORS.** Bidder certifies as follows (must check one):

- No Subcontractors. If awarded a Contract, Bidder will not use subcontractors to provide the goods and/or services subject to this Competitive Solicitation.

OR

- Yes Subcontractors. If awarded a Contract, Bidder will use subcontractors to provide the goods and/or services subject to this Competitive Solicitation. Bidder must complete in its entirety EXHIBIT C – Sub Contractor inclusion plans per DES POL-DES-090-06

In such event, Bidder certifies that, as to the Agency, Bidder shall retain responsibility for its subcontractors, including, without limitation, liability for any subcontractor's acts or omissions. Note: Bidder must provide the precise legal name (including state of organization), business address, and federal tax identification number (TIN) for each subcontractor. Note: Do not provide any SSN.

25. **WASHINGTON STATE CERTIFIED SMALL BUSINESS.** Bidder certifies as follows (must check one):

- Washington Small Business. Bidder is a Washington Small Business as defined in RCW 39.26.010. To qualify as a Washington Small Business, Bidder must meet three (3) requirements:
  - Location. Bidder's principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm's headquarters where business decisions are made and the location for the firm's books and records as well as the firm's senior management personnel.
  - Size. Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on Bidder's federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.
  - WEBS Certification. Bidder must have certified its Washington Small Business status in Washington's Electronic Business Solution (WEBS).

OR

- Not Washington Small Business. Bidder is not a Washington Small Business as defined in RCW 39.26.010.

26. **WASHINGTON STATE CERTIFIED VETERAN-OWNED BUSINESS.** Bidder certifies as follows (must check one):

- Certified Veteran-Owned Business. Bidder is a Certified Veteran-Owned Business under RCW 43.60A.190. To qualify as a Certified Veteran-Owned Business, Bidder must meet four (4) requirements:
  - 51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:
    - a. A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;
    - b. A person who is in receipt of disability compensation or pension from the department of veterans affairs; or
    - c. An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.
  - Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.
  - WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (WEBS).
  - WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs WDVA and be certified by WDVA and listed as such on WDVA’s website (WDVA – Veteran-Owned Businesses).

OR

- Not a Certified Veteran-Owned Business. Bidder is not a Certified Veteran-Owned Business under RCW 43.60A.190.

27. **MINORITY AND WOMEN OWNED PARTICIPATION** (must check one)

- Minority Owned Business
- Women-Owned Business
- None of The Above

I hereby certify, under penalty of perjury under the laws of the State of Washington, that I am authorized to make these certifications and assurances on behalf of the firm listed herein.

---

PRINT FULL LEGAL ENTITY NAME OF FIRM SUBMITTING BID, QUOTATION AND/OR PROPOSAL

---

SIGNATURE OF AUTHORIZED PERSON

DATE SIGNED

---

PRINTED NAME OF PERSON MAKING CERTIFICATION FOR FIRM

---

TITLE OF PERSON SIGNING CERTIFICATE

---

PRINT COUNTY AND STATE WHERE SIGNED

RETURN FORM TO: SOLICITATION COORDINATOR WITH YOUR BID, QUOTATION AND/OR PROPOSAL AS INDICATED WITHIN.

**EXHIBIT B – MANAGEMENT PROPOSAL FORM**

Items marked “mandatory” must be included as part of the bid, quotation and/or proposal to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

This management proposal form is used to describe the bidder and/or the bidder’s team qualifications, knowledge, skills and abilities to complete the scope of work and deliverables as outlined within.

|  |  |                                  |
|--|--|----------------------------------|
| <b>A. PROJECT MANAGEMENT (SCORED)</b>  |  |                                  |
| <b>A1. PROJECT TEAM STRUCTURE/INTERNAL CONTROLS</b>  |  |                                  |
| All Bidders are <b><u>REQUIRED</u></b> to provide a description of the proposed project team structure and internal controls to be used during the course of this project, including any Subcontractors. Include who within the business will have prime responsibility and final authority for the work.  |  |                                  |
|  |  |                                  |
| <b>A2. STAFF QUALIFICATIONS/EXPERIENCE</b>   |  |                                  |
| All Bidders are <b><u>REQUIRED</u></b> to identify staff, including Subcontractors, who will be assigned to the potential contract. Indicate responsibilities and qualifications of each staff member and include the amount of time each will be assigned to the project. Resumes must be required as indicated in Section 3.2 Bidder Checklist. Any staff substitution <b><u>MUST</u></b> have the prior approval of the Agency. |  |                                  |
| <b>STAFF NAME</b>  | <b>RESPONSIBILITIES &amp; QUALIFICATIONS</b> | <b>ESTIMATED TIME ON PROJECT</b> |
|  |  |                                  |
|  |  |                                  |
|  |  |                                  |
| <b>A3. SCHEDULE</b>  |  |                                  |
| All Bidders are <b><u>REQUIRED</u></b> to describe the firm’s ability to meet deadlines, especially on a short timeframe, and give examples of how past tight deadlines have been successfully met.  |  |                                  |

| <b>B. EXPERIENCE (SCORED)</b>   |  |
|---|--|
| <b>B1. KNOWLEDGE, SKILLS AND ABILITIES - REQUIRED (PASS / FAIL)</b>   |  |
| All Bidders are <b>REQUIRED</b> to check each box verifying that their experience meets the minimum qualifications outlined in Section 1.3 as well as any other <b>required knowledge, skill or ability identified</b> below. |  |
| CHECK FOR VERIFICATION  | REQUIRED KNOWLEDGE, SKILLS AND ABILITIES   |
| <input type="checkbox"/>  | Security Standards-successfully met state security standards in implementation   |
| <input type="checkbox"/>  | Invoicing - demonstrated success configuring an invoicing application  |
| <input type="checkbox"/>  | Data Conversion / Migration - demonstrated success converting and migrating data from one application to a second application with an error rate below 5%.                     |
| <input type="checkbox"/>  | Licensing Process - demonstrated experience configuring a licensing application including application, approval process, payment process, enforcement of policies and closure. |
| <input type="checkbox"/>  | Payment Portal demonstrated success configuring and implementing an online payment portal.   |
| <b>B2. KNOWLEDGE, SKILLS AND ABILITIES - PREFERRED (SCORED)</b>   |  |
| All Bidders are <b>REQUIRED</b> to check each box verifying that their experience meets the preferred knowledge, skill or ability identified.   |  |
| CHECK FOR VERIFICATION  | PREFERRED KNOWLEDGE, SKILLS AND ABILITIES  |
| <input type="checkbox"/>  | Organizational Change Management processes (awareness)   |
| <input type="checkbox"/>  | Washington State financial processes   |
| <input type="checkbox"/>  | Familiar with Office of Chief Information Office processes   |
| <input type="checkbox"/>  |  |
| <b>B3. EXPERIENCE OF THE BIDDER</b>   |  |
| Indicate the recent experience the Bidder and any Subcontractors have in the following areas associated with:   |  |
| <b>1. Licensing</b>   |  |
| <b>2. Payment Portals</b>   |  |

|  |  |
|--|--|
| <b>3. Data conversion / migration</b>  |  |
| <b>4. Invoicing</b>  |  |
| <b>C. RELATED INFORMATION (MANDATORY)</b>  |  |
| <b>C1. TERMINATION FOR DEFAULT (PASS/FAIL)</b>   |  |
| <p><b>HAS THE BIDDER OR SUBCONTRACTOR HAD A CONTRACT TERMINATED FOR DEFAULT IN THE LAST FIVE (5) YEARS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Termination for default is defined as notice to stop work 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 Bidder or b) litigated and such litigation determined that the Bidder was in default.</b></p>   |  |
| <p><b>If the Bidder answered yes above, describe the incident. Submit full details of the terms of default including the other party's name, address and phone number. Present the Bidder's position on the matter. The Agency will evaluate the facts and may, at its sole discretion, reject the bid, quotation and/or proposal on the grounds of past experience.</b></p>   |  |
|  |  |
| <b>C2. CURRENT/FORMER STATE EMPLOYEE (PASS / FAIL)</b>   |  |
| <p><b>Identify any current or former state employees employed by the state in the past 24 months, currently employed by or on the governing board of the firm or any Subcontractor as of the date of the date of bid, quotation and/or proposal submittal. Include their position and responsibilities within the Bidders or Subcontractors organization. If following a review of this information, it is determined by the Agency that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.</b></p> |  |
| CURRENT/FORMER STATE EMPLOYEE NAME:  |  |
| AGENCY WHERE CURRENTLY/FORMERLY EMPLOYED:  |  |
| POSITION HELD:   |  |
| SEPARATION DATE:   |  |
| POSITION WITHIN BIDDERS FIRM:  |  |
| RESPONSIBILITY WITHIN BIDDERS FIRM:  |  |
| <b>D. REFERENCES (SCORED)</b>  |  |
| <b>Demonstrating reliability, customer service, conflict resolution.</b>   |  |

**Provide at least five references. By submitting a bid, quotation and/or proposal, the Bidder grants permission to the Agency to contact these references and others, who from the Agency's perspective, may have pertinent information. Current Agency staff CAN be used as references.**

|                                    |  |        |  |      |
|------------------------------------|--|--------|--|------|
| BUSINESS REFERENCE NAME:           |  |        |  |      |
| NAME OF AUTHORIZED CONTACT:        |  |        |  |      |
| ADDRESS:                           |  |        |  |      |
| CITY:                              |  | STATE: |  | ZIP: |
| CELL PHONE:                        |  |        |  |      |
| OFFICE PHONE:                      |  |        |  |      |
| E-MAIL:                            |  |        |  |      |
| TIME FRAME OF SERVICES PROVIDED:   |  |        |  |      |
| DESCRIPTION OF SERVICES PERFORMED: |  |        |  |      |

|                                    |  |        |  |      |
|------------------------------------|--|--------|--|------|
| BUSINESS REFERENCE NAME:           |  |        |  |      |
| NAME OF AUTHORIZED CONTACT:        |  |        |  |      |
| ADDRESS:                           |  |        |  |      |
| CITY:                              |  | STATE: |  | ZIP: |
| CELL PHONE:                        |  |        |  |      |
| OFFICE PHONE:                      |  |        |  |      |
| E-MAIL:                            |  |        |  |      |
| TIME FRAME OF SERVICES PROVIDED:   |  |        |  |      |
| DESCRIPTION OF SERVICES PERFORMED: |  |        |  |      |

|                                    |  |        |  |      |
|------------------------------------|--|--------|--|------|
| BUSINESS REFERENCE NAME:           |  |        |  |      |
| NAME OF AUTHORIZED CONTACT:        |  |        |  |      |
| ADDRESS:                           |  |        |  |      |
| CITY:                              |  | STATE: |  | ZIP: |
| CELL PHONE:                        |  |        |  |      |
| OFFICE PHONE:                      |  |        |  |      |
| E-MAIL:                            |  |        |  |      |
| TIME FRAME OF SERVICES PROVIDED:   |  |        |  |      |
| DESCRIPTION OF SERVICES PERFORMED: |  |        |  |      |



|                                    |  |  |        |  |      |  |  |
|------------------------------------|--|--|--------|--|------|--|--|
| BUSINESS REFERENCE NAME:           |  |  |        |  |      |  |  |
| NAME OF AUTHORIZED CONTACT:        |  |  |        |  |      |  |  |
| ADDRESS:                           |  |  |        |  |      |  |  |
| CITY:                              |  |  | STATE: |  | ZIP: |  |  |
| CELL PHONE:                        |  |  |        |  |      |  |  |
| OFFICE PHONE:                      |  |  |        |  |      |  |  |
| E-MAIL:                            |  |  |        |  |      |  |  |
| TIME FRAME OF SERVICES PROVIDED:   |  |  |        |  |      |  |  |
| DESCRIPTION OF SERVICES PERFORMED: |  |  |        |  |      |  |  |
| E.                                 |  |  |        |  |      |  |  |
| BUSINESS REFERENCE NAME:           |  |  |        |  |      |  |  |
| NAME OF AUTHORIZED CONTACT:        |  |  |        |  |      |  |  |
| ADDRESS:                           |  |  |        |  |      |  |  |
| CITY:                              |  |  | STATE: |  | ZIP: |  |  |
| CELL PHONE:                        |  |  |        |  |      |  |  |
| OFFICE PHONE:                      |  |  |        |  |      |  |  |
| E-MAIL:                            |  |  |        |  |      |  |  |
| TIME FRAME OF SERVICES PROVIDED:   |  |  |        |  |      |  |  |
| DESCRIPTION OF SERVICES PERFORMED: |  |  |        |  |      |  |  |

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_  
DATE SIGNED

**RETURN FORM TO: SOLICITATION COORDINATOR WITH YOUR BID, QUOTATION AND/OR PROPOSAL AS INDICATED WITHIN IN AN MS WORD DOCUMENT ONLY, ANY OTHER FORMAT WILL BE REJECTED.**

## EXHIBIT C – DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS

### INFORMATION & INSTRUCTIONS FOR COMPLETING EXHIBIT C DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS

1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete Exhibit C – Diverse Business Inclusion Plan – Subcontractors in the form set forth herein. Awarded bidders who do not submit a Diverse Business Inclusion Plan will be precluded from utilizing subcontractors to perform the Contract.

**Note:** Exhibit C – Diverse Business Inclusion Plan – Subcontractors is **NOT** required if bidder, if awarded, does **NOT** intend to use subcontractors for this contract.

2. As part of the Diverse Business Inclusion Plan – Subcontractors, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded a contract pursuant to this Competitive Solicitation. This list should identify any subcontractors who are small/diverse businesses as defined above.

**Note:** The businesses included in the Diverse Business Inclusion Plan – Subcontractors are listed as examples of the businesses that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the bidder’s Diverse Business Inclusion Plan – Subcontractor will be incorporated into the terms and conditions of the resulting Contract and bidder will report performance and progress to the Agency as set forth in the Contract and in annual contract management meetings.

3. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/diverse business participation.
4. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
5. The small/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the Diverse Business Inclusion Plan – Subcontractors has a zero small/diverse business participation amount. The Agency, however, encourages bidders to be proactive in engaging small/diverse business participation. No preference will be included in the evaluation of bids based on the Diverse Business Inclusion Plan – Subcontractors. No minimum level of small/diverse business participation is required as a condition for receiving a Contract award.
6. The Agency will review the Diverse Business Inclusion Plan – Subcontractors for a genuine effort and the maximum opportunity to contribute toward the Agency’s aspirational goals. Awarded bidders who utilize subcontractors will meet with the Agency annually regarding their small/diverse business aspirational inclusion goals and outreach efforts set forth in their Diverse Business Inclusion Plan – Subcontractors.

|  |                             |  |
|--|-----------------------------|--|
| <p><b>1. BIDDER’S ANTICIPATED DIVERSE BUSINESS PARTICIPATION (GOALS)</b></p> <p>List bidder’s anticipated small/diverse business category participation goals for subcontractor participation, if bidder is awarded a Contract. Bidders may list any goal amount. These goals are aspirational goals for bidder’s use of small/diverse business subcontractors, if awarded a Contract pursuant to this Competitive Solicitation.</p>   |                             |  |
| <p><b>SMALL/DIVERSE BUSINESS CATEGORY</b></p>  | <p><b>AGENCY GOALS*</b></p> | <p><b>ANTICIPATED PERCENT OF CONTRACT AMOUNT (GOALS)</b></p> |
| Minority-Owned Business  | 5%                          |  |
| Woman-Owned Business   | 5%                          |  |
| Veteran-Owned Business   | 1%                          |  |
| Washington Small Business  | 10%                         |  |
| <p><b>2. BIDDER’S DIVERSE BUSINESS SUBCONTRACTING LIST</b></p> <p>Provide the firm information of the relevant small/diverse business subcontractors that bidder anticipates utilizing, if awarded a contract pursuant to this Competitive Solicitation. Please identify the names of the firms as they are listed in Washington’s Electronic Business Solution (WEBS) and provide the firm’s applicable certification numbers (for Minority, Woman, and Veteran-Owned firms).</p> |                             |  |
| <p><b>STATE CERTIFICATION CATEGORY</b></p>   | <p><b>LIST OF FIRMS</b></p> |  |
| Minority-Owned Businesses  |                             |  |
| Woman-Owned Businesses   |                             |  |
| Veteran-Owned Businesses   |                             |  |
| Washington Small Businesses  |                             |  |
| <p><b>3. DESCRIBE BIDDER’S PLAN TO MEET OR EXCEED BIDDER’S VOLUNTARY <i>DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS GOALS, INCLUDING OUTREACH.</i> IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL DOCUMENTS.</b></p>   |                             |  |
|  |                             |  |



**EXHIBIT D – SAMPLE SERVICES CONTRACT AND WA STATE  
DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND  
CONDITIONS**

Washington State Department of Natural Resources General Terms and Conditions can be found  
[https://www.dnr.wa.gov/publications/em\\_obe\\_contracting\\_template.pdf](https://www.dnr.wa.gov/publications/em_obe_contracting_template.pdf)

**EXHIBIT E – FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS**

**Functional Requirements / Business Requirements and Non-Functional / Technical Requirements can be found in Exhibit E included as separate Excel file.**