S A M P L E

STATE OF <STATE NAME>

<INSERT AGENCY NAME>

REQUEST FOR PROPOSALS (RFP)

RFP NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: If you download this RFP from an agency website located at:\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_, you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or bidder questions/agency answers.

PROJECT TITLE:

PROPOSAL DUE DATE: \_\_\_\_\_\_\_\_\_\_– Time, *Pacific Standard Time or Pacific Daylight Time*, Olympia, Washington, USA.

E-mailed bids will be accepted. Faxed bids will not.

ESTIMATED TIME PERIOD FOR CONTRACT: \_\_\_\_\_\_\_\_– \_\_\_\_\_\_\_\_\_\_\_

The Agency reserves the right to extend the contract for up to two additional one-year periods at the sole discretion of the Agency.

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Consultants
3. Proposal Contents
4. Evaluation and Award
5. Exhibits
   1. Certifications and Assurances
   2. Personal Service Contract with General Terms and Conditions

TABLE OF CONTENTS (*Page #s need to change*)

1. Introduction 3

1.1 Purpose and Background 3

1.2 Objective and Scope of Work 3

1.3 Minimum Qualifications 4

1.4 Funding 4

1.5 Period of Performance 4

1.6 Current or Former State Employees………………………………………………………………….4

1.7 Definitions 4

1.8 ADA 5

2. General Information for Consultants 6

2.1 RFP Coordinator 6

2.2 Estimated Schedule of Procurement Activities 6

2.3 Pre-proposal Conference……………………………………………………………………………...6

2.4 Submission of Proposals 6

2.5 Proprietary Information/Public Disclosure 7

2.6 Revisions to the RFP 7

2.7 Minority & Women-Owned Business Participation 7

2.8 Acceptance Period 8

2.9 Responsiveness 8

2.10 Most Favorable Terms 8

2.11 Contract and General Terms & Conditions 8

2.12 Costs to Propose 8

2.13 No Obligation to Contract 9

2.14 Rejection of Proposals 9

2.15 Commitment of Funds 9

2.16 Electronic Payment……………………………………………………………………………………..9

2.17 Insurance Coverage 9

3. Proposal Contents 11

3.1 Letter of Submittal 11

3.2 Technical Proposal 11

3.3 Management Proposal 12

3.4 Cost Proposal 13

4. Evaluation and Contract Award 15

4.1 Evaluation Procedure 15

4.2 Evaluation Weighting and Scoring 15

4.3 Oral Presentations may be Required 15

4.4 Notification to Proposers 16

4.5 Debriefing of Unsuccessful Proposers 16

4.6 Protest Procedure 16

5. RFP Exhibits . … 18

Exhibit A Certifications and Assurances

Exhibit B Personal Service Contract Format including General Terms and Conditions (GT&Cs)

*NOTE: Include other exhibits as applicable to the RFP.*

1. INTRODUCTION

* 1. PURPOSE AND BACKGROUND

*(NOTE: Provide a clear statement of the project’s purpose, present system or process, and perceived need, as well as any other background about the project, which may be appropriate.)*

The Washington State, <insert agency name>, hereafter called "AGENCY,” is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating on a project to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

AGENCY intends to award *one/multiple* contract(s) to provide the services described in this RFP.

* 1. OBJECTIVES AND SCOPE OF WORK

*(NOTE: Explain what the contract is intended to accomplish.).*

* 1. MINIMUM QUALIFICATIONS

*(NOTE: Include what is required to be able to qualify for a contract.)*

Minimum qualifications include:

* Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
* \_\_\_\_\_\_ years experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. FUNDING (OPTIONAL)

The AGENCY has budgeted an amount not to exceed *SPELL OUT NUMBERS* Dollars ($\_\_\_\_\_\_\_\_) for this project. Proposals in excess of $\_\_\_\_\_\_\_\_\_ will be considered non-responsive and will not be evaluated.

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

* 1. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about \_\_\_\_\_\_\_and to end on\_\_\_\_\_\_\_. 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 for two one-year periods.

* 1. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

* 1. DEFINITIONS

Definitions for the purposes of this RFP include:

Agency – The <Insert AGENCY Name> is the agency of the state of Washington that is issuing this RFP.

Apparent Successful Contractor – The consultant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Consultant – Individual or company interested in the RFP and that may or does submit a proposal in order to attain a contract with the AGENCY.

Contractor – Individual or company whose proposal has been accepted by the AGENCY and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Individual or company that submits a proposal in order to attain a contract with the AGENCY.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the need at a given price.

* 1. ADA

The AGENCY complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR CONSULTANTS

* 1. RFP COORDINATOR

The RFP Coordinator (**fill out the name**) is the sole point of contact in the AGENCY for this procurement. All communication between the Consultant and the AGENCY upon release of this RFP shall be with the RFP Coordinator, as follows:

|  |  |
| --- | --- |
| Name |  |
| E-Mail Address |  |
| Mailing Address |  |
| Physical Address for Delivery |  |
| Phone Number |  |
| Fax Number |  |

Any other communication will be considered unofficial and non-binding on the AGENCY. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

* 1. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

|  |  |
| --- | --- |
| Issue Request for Proposals |  |
| Question & answer period |  |
| Issue last addendum to RFP |  |
| Proposals due |  |
| Evaluate proposals |  |
| Conduct oral interviews with finalists, if required |  |
| Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers |  |
| Hold debriefing conferences (if requested) |  |
| Negotiate contract |  |
| File contract with DES (if required) |  |
| Begin contract work |  |

The AGENCY reserves the right to revise the above schedule.

2.3 PRE-PROPOSAL CONFERENCE (Optional)

A pre-proposal conference is scheduled to be held on ***(Date)*** at ***(Time)*** a.m./p.m., Pacific Standard Time or Pacific Daylight Time in ***(City)***, Washington. The location of the pre-proposal conference is ***(Location Address)***. All prospective Consultants should attend; however, attendance is not mandatory.

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 RFP Coordinator will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Consultant that has received a copy of the RFP or made the RFP Coordinator aware of its interest in this procurement.

2.4 SUBMISSION OF PROPOSALS

*(NOTE: Proposals can be submitted either hard copy or electronically. Use the appropriate sections below.)*

HARD COPY PROPOSALS:

Consultants are required to submit four (4) copies of their proposal.Two copies must have original signatures and two copies can have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the AGENCY no later than <insert time>, Pacific Standard Time or Pacific Daylight Time on *(Day)*, *(Year)*.

The proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Consultants assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

ELECTRONIC PROPOSALS:

The proposal must be received by the RFP Coordinator no later than <insert time>, Pacific Standard Time or Pacific Daylight Time, in Olympia, Washington, on *(Day)*, *(Year)*.

Proposals must be submitted electronically as an attachment to an e-mail to XXXX, the RFP Coordinator, at the e-mail address listed in Section 2.1. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by the AGENCY and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Consultant to the offer. The AGENCY does not assume responsibility for problems with Consultant’s e-mail. If the AGENCY’S email is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission.

Consultants should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late 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 proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

* 1. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the AGENCY.  All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the AGENCY, or his Designee, and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Consultant 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 Consultant 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 proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information," the AGENCY will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure.  If the Consultant fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.  If a Consultant 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 Consultant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours’ notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

* 1. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the RFP Coordinator aware of their interest. Addenda will also be published on <insert web site>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website.

If you downloaded this RFP from the Agency website located at:XXXXX, you are responsible for sending your name, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda.

The AGENCY also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

* 1. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with chapter 39.19 RCW, the state of Washington 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. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. For information on certified firms, consultants may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov>.