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| **ATTACHMENT D: BIDDER RESPONSE FORM**This form is broken into Eight sections: Section 0. Bidder Classification; Section 1. Administrative Response; Section 2. Washington Executive Order (EO) 18-03 Response; Section 3. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; Section 5. Management Response - All Bidders will answer the first two questions in Section 5, then answer one of two sets of questions, depending on whether Bidder is a publisher of course content or a reseller of published course content. Bidders must respond to all questions in the expandable space provided below each question. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D. The Course Listing Spreadsheet is provided in Appendix D-1. **ALTERATION OF THIS FORM, OTHER THAN ENTRY OF REQUESTED INFORMATION, WILL RESULT IN BIDDER DISQUALIFICATION**. |
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| a. | **PRELIMINARY QUESTION – Bidder Classification** |  |
|  | Is Bidder submitting this proposal as (**CHECK ONE**):[ ]  a publisher of course content selling directly to DSHS? [ ]  a reseller of course content created and published by others? | NOT SCORED |
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| 1 | **BIDDER INFORMATION (ADMINISTRATIVE RESPONSE – All Bidders Must Answer All Questions)**Bidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, the information provided as part of Bidder’s Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder’s qualifications and experience.  | **MAXIMUM TOTAL POINTS** |
|  |  |  |
| A | Please indicate whether you employ or Contract with current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual’s employment history with the State of Washington; 3. a description of the Individual’s involvement with the response to this Solicitation; and 4. the Individual’s proposed role in providing the services under this any Contract that may be awarded.  | NOT SCORED |
|  | ANSWER:  |  |
| B | Please list the names and contact information of three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference’s experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference. | NOT SCORED |
|  | ANSWER: |  |
| C | Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. | NOT SCORED |
|  | ANSWER:  |  |
| D | Please indicate whether you are requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which the text you request to change is found, and state the specific changes you are requesting. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language not identified in response to this question.  | NOT SCORED |
|  | ANSWER:  |  |
| E | If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder’s Response containing such information and place the word “Proprietary” in the lower right hand corner of each of these identified pages.  | NOT SCORED |
|  | ANSWER:  |  |
| F | Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation. | NOT SCORED |
|  | ANSWER: |  |
| G | Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.  | NOT SCORED |
|  | ANSWER: |  |
| H | Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder’s explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed. | NOT SCORED |
|  | ANSWER: |  |
| I | Please describe your proposed plans for the use of Subcontractors in performing this Contract, listing each Subcontractor, its proposed role, and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each Subcontractor self-identifies or is certified as a Washington small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DSHS. | NOT SCORED |
|  | ANSWER:  |  |
| J | Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please indicate so. | NOT SCORED |
|  | ANSWER:  |  |
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| **2** | **BIDDER EO 18-03 CERTIFICATION** | MAXIMUM TOTAL POINTS |
|  |  |  |
| EO | Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?**Please Note:** Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful Bidder, a term will be added to your Contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the Contract. | 140 |
|  | ANSWER:  |  |
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| **3** | **BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS** | MAXIMUM TOTAL POINTS |
|  |  |  |
| SB | Are you a Washington Small Business as defined under **RCW 39.26.010**? According to **Chapter 39.26.010 RCW**, to qualify as a Washington Small Business, Bidder must meet three requirements: * 1. *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.
	2. *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.
	3. *WEBS Certification*. Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution ([WEBS](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)).
 | 280 |
|  | ANSWER:  |  |
|  |  |  |
| **4** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS** | MAXIMUM TOTAL POINTS |
|  |  |  |
| VO | Are you a Certified Washington Veteran-Owned Business as defined under **RCW 43.60A.190**?According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet four requirements: 1. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
2. *A veteran is 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;*
3. *A person who is in receipt of disability compensation or pension from the*

 *Department of Veteran’s Affairs; or*1. *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.*
2. *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.*
3. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (*[*WEBS*](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)*).*
4. *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*](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search)*).*
 | 280 |
|  | ANSWER:  |  |

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| **5** | **BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)** **(Note: All Bidders must answer Questions labeled A-ALL through B-ALL.)** **PUBLISHERS ONLY must also answer Questions in Section 5-PUB (questions PUB-C through PUB-H).** **RESELLERS ONLY must also answer Questions in Section 5-RES (questions RES-C through RES-H).** | MAXIMUM TOTAL POINTS |
|  |  |  |
| ALL-A | **To be answered by \*all\* Bidders:** Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.  | 50 |
|  | ANSWER:  |  |
| ALL-B | **To be answered by \*all\* Bidders:** Please give an estimate of the number of similar contracts you have made with other organizations and identify the organizations (or the type of organizations) with which you have entered into similar contracts.  Please list the types of training content you provided and state the format (SCORM/xAPI/AICC/Etc) in which the courses were delivered.  | 100 |
|  | ANSWER: |  |

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| 5-PUB | **To be answered ONLY by Bidders who are PUBLISHERS of course content and are selling directly to DSHS** |
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| PUB-C | Do you attest that DSHS’s use of courses you are proposing will not violate copyright law and that you are willing to provide evidence supporting that contention if called upon to do so? | 100 |
|  | ANSWER: |  |
| PUB-D | How would you describe the quality control measures used to make sure that courses follow sound instructional design practices? | 90 |
|  | ANSWER: |  |
| PUB-E | How would you describe the quality control measures used to make sure that course content is accurate, valid, and remains up to date? | 110 |
|  | ANSWER:  |  |
| PUB-F | How would you describe the quality control measures used to make sure that course content is accessible (compliant with WaTech Office of Chief Information Officer (OCIO) Policy USER-01 Digital Accessibility Policy, which can be found at [Digital Accessibility Policy | WaTech](https://watech.wa.gov/policies/digital-accessibility-policy) and the WaTech OCIO Standard USER-01-01-S, which can be found at [Digital Accessibility Standard | WaTech](https://watech.wa.gov/policies/digital-accessibility-standard))? | 90 |
|  | ANSWER: |  |
| PUB-G | How would you describe the quality control measures used to make sure that course content is inclusive, relevant, and relatable to individuals from various cultural or socioeconomic backgrounds? | 90 |
|  | ANSWER: |  |
| PUB-H | Do you maintain source material and references (supporting documentation) that support the information and instructions disseminated in the courses you produce? Would you be willing and able to share the supporting documentation’s citations with DSHS personnel upon request? | 110 |
|   | ANSWER:  |  |
|  |  |  |
| 5-RES | **To be answered ONLY by Bidders who are RESELLERS of course content published by others** |  |
|  |  |  |
| RES-C | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and attest that, to the best of your knowledge, DSHS’s use of courses offered by that publisher will not violate copyright law and that the publisher is willing to provide evidence supporting that contention if called upon to do so?.**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 100 |
|  | ANSWER (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 Quality Control Methods for instructional design:Publisher 2 Name:Publisher 2 Quality Control Methods for instructional design: |  |
| RES-D | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and describe the quality control measures the publisher uses to make sure that courses follow sound instructional design practices.**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 90 |
|  | ANSWER (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 Quality Control Methods for instructional design:Publisher 2 Name:Publisher 2 Quality Control Methods for instructional design: |  |
| RES-E | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and describe the quality control measures that the publisher uses to make sure that course content is accurate, valid, and remains up to date.**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 110 |
|  | ANSWER (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 Quality Control Methods for course content:Publisher 2 Name:Publisher 2 Quality Control Methods for course content:(Add more publishers and information if required) |  |
| RES-F | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and describe the quality control measures used by that publisher to make sure that course content is accessible (compliant with WaTech Office of Chief Information Officer (OCIO) Policy USER-01 Digital Accessibility Policy, which can be found at [Digital Accessibility Policy | WaTech](https://watech.wa.gov/policies/digital-accessibility-policy) and the WaTech OCIO Standard USER-01-01-S, which can be found at [Digital Accessibility Standard | WaTech](https://watech.wa.gov/policies/digital-accessibility-standard)).**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 90 |
|  | ANSWER (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 Quality Control Methods ensuring accessibility per OCIO requirements:Publisher 2 Name:Publisher 2 Quality Control Methods ensuring accessibility per OCIO requirements):(Add more publishers and information if required) |  |
| RES-G | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and describe the quality control measures used to make sure that course content is inclusive, relevant, and relatable to individuals from various cultural or socioeconomic backgrounds.**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 90 |
|  | ANSWER (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 Quality Control Methods for cultural and socioeconomic relevancy:Publisher 2 Name:Publisher 2 Quality Control Methods for cultural and socioeconomic relevancy:(Add more publishers and information if required) |  |
| RES-I | For each publisher of course content whose product you are proposing to sell, please state the name of the publisher and state whether the publisher maintains source material, references (supporting documentation) that support the information and instructions disseminated in the courses it produces. Also state whether, if asked to do so, the publisher would be willing and able to share the supporting documentation’s citations with DSHS personnel upon request.**(Scores assigned to responses regarding each proposed publisher will be added and averaged to obtain a final score.)** | 110 |
|   | ANSWER: (add responsive Publisher information for each publisher you are proposing):Publisher 1 Name:Publisher 1 – Does this publisher maintain source and reference material?:Publisher 1 – Will this publisher be willing and able to provide the source and reference material if asked to do so?Publisher 2 Name:Publisher 2 – Does this publisher maintain source and reference material?:Publisher 2 – Will this publisher be willing and able to provide the source and reference material if asked to do so?(Add more publishers and information if required) |  |

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| **6** | **BIDDER’S PROPOSED COURSE LIST (TECHNICAL RESPONSE) –** **To Be Input in Attached Spreadsheet, Appendix D-1** | **MAXIMUM SCORE****1600 Points** |
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|  | **ALL BIDDERS:** Please populate the attached Excel spreadsheet with the requested data about the courses you are proposing. Bidders will submit data as individually priced courses using the attached spreadsheet (Appendix D-1).**NOTE: Bidders who cannot submit their proposed courses using the attached Excel Spreadsheet must contact the Solicitation Coordinator at** **donna.beatty@dshs.wa.gov** **at least 10 days prior to the Bid Submission deadline to make arrangements to submit their proposed courses in another format.** |  |