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| **ATTACHMENT D: BIDDER RESPONSE FORM**  This form is broken into two sections: Section 1. Administrative Responses (unscored); Section 2. Written Responses (Scored).  Bidders must respond to all questions in the expandable space provided. 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. | | |
| **Bidder Name:** | | |
| **1** | **ADMINISTRATIVE RESPONSE** (Required; Pass/Fail)  Bidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, information provided as part of Bidder’s Administrative Response may cause the Response to be disqualified and may be considered in evaluating Bidder’s qualifications and experience. | |
|  | **Please check all boxes that apply:**  Bidder would like this response to be considered for a Contract with  ALTSA/RCS  DDA | |
| A | Please indicate whether Bidder employs or contracts with any current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual’s employment history with the State of Washington; 3. a description of the Individual’s involvement with the response to this Solicitation; and 4. the Individual’s proposed role in providing the services under this any Contract that may be awarded. | |
|  | ANSWER: | |
| B | Please list the names and contact information for at least three individuals you agree may serve as professional references and may freely provide information to DSHS regarding the reference’s experience and impressions of Bidder, and, if applicable, Bidder’s staff identified in a later question as Proposed Residential Evaluator(s).  (Each Proposed Residential Evaluator must submit at least three references. In providing the names and contact information of the references, Bidder represents that it shall hold both DSHS, as well as the organizations and individuals providing references, harmless from and against any and all liability stemming from the information the reference provides). | |
|  | 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. | |
|  | ANSWER: | |
| D | Please indicate whether Bidder is 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 Bidder request to change is found, and state the specific changes Bidder is requesting, and the reasons for the request. 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 that are not identified in response to this question. | |
|  | ANSWER: | |
| E | By law, unless a narrow exception applies, Bidder responses are generally treated as Public Documents once a solicitation has been completed or withdrawn. While DSHS does not anticipate that an exception to Washington’s Public Records laws will apply to any material that is being requested in this solicitation, if you consider any information that is submitted as part of Bidder’s Response to be proprietary or confidential, please identify it with specificity in the “ANSWER” space below and state the reasons for claiming the exception. Also, in the bottom right corner of any pages of Bidder’s Response that Bidder believe contains proprietary or confidential information, please type the word “CONFIDENTIAL” or “PROPRIETARY.” | |
|  | ANSWER: | |
| F | Please indicate whether Bidder has 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. | |
|  | ANSWER: | |
| G | Please identify any currently active contracts and any contracts that have expired within the past ten years, that Bidder has entered into with the State of Washington by stating the name of the contracting State Agency, the start and end dates of the contract, the nature of the contract and the name of the primary agency contact for each.  NOTE: Although uncommon, certain types of contracts between Bidder and state agencies (including DSHS) may pose a conflict of interest and disqualify Bidder’s response from further consideration. If Bidder is awarded a contract pursuant to this solicitation, Bidder will be prohibited from entering into conflicting contracts with state agencies during the term of the contract. | |
|  | ANSWER: | |
| H | Please identify any currently active contracts and any contracts that have expired within the past ten years, that any of Bidder’s Proposed Residential Evaluators has entered into with the State of Washington by stating the name of the Proposed Residential Evaluators who have entered into such contracts, the name of the contracting State Agency, the start and end dates of the contract, the nature of the contract, and the name of the primary agency contact for each.  NOTE: Although uncommon, certain types of contracts between a Proposed Residential Evaluator and state agencies (including DSHS) may pose a conflict of interest and disqualify a Proposed Residential Evaluator from further consideration. If Bidder is awarded a contract pursuant to this solicitation, Bidder’s Residential Evaluators will be prohibited from entering into conflicting contracts with state agencies during the term of the contract, or their term of employment with Bidder. | |
|  | ANSWER: | |
| I | 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. | |
|  | ANSWER: | |
| J | By selecting the “Acknowledged” box below, Bidder acknowledges its understanding that Proposed Residential Evaluator(s) will be subject to a Washington State background check prior to beginning their duties under any contract that is awarded pursuant to this RFQQ, and every two years thereafter. Failure to pass a Washington State background check at any time will result in the disqualification of the Proposed Residential Evaluator. If all Bidder’s Proposed Residential Evaluators are so disqualified, any contracted that may have been awarded as a result of this Solicitation may be terminated. | |
|  | ANSWER:  Acknowledged. | |
| K | Does Bidder or any of Bidder’s proposed Residential Evaluator(s) have a financial interest in, or other relationship with, any provider of residential, employment or other direct support services for individuals with intellectual or developmental disabilities contracted or licensed by ALTSA/RCS or DDA? | |
|  | ANSWER Yes or No: | |
| L | Please identify the DSHS Region(s) and/or Specific Counties where Bidder is willing to serve.   * **Region 1** includes the following WA Counties: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, Yakima * **Region 2** includes the following WA Counties: Island, King, San Juan, Skagit, Snohomish, Whatcom * **Region 3** includes the following WA Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum   **NOTE: By specifying a Region or County(ies) where Bidder is offering to provide its services, Bidder is certifying that its Proposed Residential Evaluator(s) is/are able to travel for evaluations within those Regions and/or Counties.** | |
|  | ANSWER: **Check all that apply:**  Region 1  Region 2  Region 3 **OR**  All Regions  AND/OR list below the specific County or Counties where Bidder is offering its services:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| M | Please state the maximum number of hours per month (total, not per Proposed Residential Evaluator) Bidder will be able to serve as Residential Evaluator, should Bidder be awarded a contract through this solicitation. | |
|  | ANSWER: | |
| **2** | **BIDDER CERTIFICATION – EO 18-03** | MAXIMUM TOTAL POINTS |

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| 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. | **5** | |
|  | ANSWER: |  | |
| **3** | **BIDDER CERTIFICATION – WASHINGTON SMALL BUSINESS** | | MAXIMUM TOTAL POINTS |
| EO | 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 (3) 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)). | | **5** |
|  | ANSWER: |  | |
| **4** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS** | | MAXIMUM TOTAL POINTS |
| EO | 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 (4) requirements:   1. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:* 2. *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;* 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)*).* | | **5** |
|  | ANSWER: |  | |
| **(Continued on following page)**  **SECTION 4 BIDDER WRITTEN RESPONSE** | | | |
| **Bidder Name:** | | | |
| **4** | **BIDDER WRITTEN MATERIALS RESPONSE SCORE**  Attachment B Bidder Submission Letter (Required): 300 Possible Points  Attachment D, Section 4 of Bidder Written Response (Required): 700 Possible Points  **(Maximum Written Materials Points: 1,000 Total Possible Points)** | | |
| A | (NOT SCORED)  Provide the names of Bidder’s Proposed Residential Evaluator(s) in the space below. For each name provided, please state whether the individual has:   * A master’s degree in any of the following fields (state the degree that was earned):   + Social Services,   + Human Services,   + Behavioral Sciences,   + Criminal Law/Justice,   + Public Administration, or   + Specify an allied field in which the Proposed Residential Evaluator has earned a master’s degree;   **OR**   * A bachelor’s degree **and** two years of social service experience in any of the following fields (state the degree that was earned and the experience being claimed):   + Social Services,   + Human Services,   + Behavioral Sciences,   + Criminal Law/Justice,   + Public Administration, or   + Specify an allied field in which the Proposed Residential Evaluator has earned a bachelor’s degree;   **OR**   * Has **five years** of Social Services work experience, which includes a combination of the following professional experience (state the professional experience being claimed):   + working in the community with individuals with intellectual and/or developmental disabilities;   + evaluating and/or auditing community settings serving individuals with developmental disabilities and interviewing clients in those settings; and/or   + conducting assessments, planning and monitoring services for individuals with intellectual or developmental disabilities.   **NOTE: The resume of any Proposed Residential Evaluator that does not meet one of the three criteria listed above will be awarded 0 points, and that score will be included when calculating the average score of all resumes. Submission of a non-qualifying resume will, therefore, reduce the Bidder’s Written Response score.** | | |
|  | ANSWER: | | |
| B | (HIGHEST INDIVIDUAL and AVERAGE SCORE POSSIBLE: 700 POINTS).  For each name provided in the Answer above, attach a copy of the Proposed Residential Evaluator’s resume. The provided resumes must set forth the Proposed Residential Evaluator’s detailed chronological education and work history.  Each resume will be awarded points based on the Proposed Residential Evaluator’s education and work history, as well as the Proposed Residential Evaluator’s demonstrated level of skill in the following areas:   1. Working with individuals with intellectual and developmental disabilities; 2. Understanding and enforcing regulatory, statutory, and program standards (as set forth in WACs, RCWs, and DSHS/ program policies); 3. Accurately assessing risk for, and safety of, vulnerable adults or children; 4. Producing accurate and professional written reports and other communications; and 5. Learning and effectively using various software applications, including Microsoft Office.   **NOTE:**  **It is to the Bidder’s benefit to ensure each Proposed Residential Evaluator’s detailed work history demonstrates the development and utilization of the five skills listed above. The final score for this section will be the average score of all submitted Proposed Residential Evaluator resumes submitted by the Bidder.** | | |
|  | ANSWER: *None required. Please attach required resumes, and ensure they are clearly marked as being responsive to Question 4.B in Attachment D.* | | |