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| **ATTACHMENT D: BIDDER RESPONSE FORM**  This form is broken into nine sections: Section 1. Service Proposal; Section 2. Experience and Qualifications; Section 3. Project Plan and Experience; Section 4. Cost Proposal; Section 5. References; 6. EO 18-03 Response; 7. Washington Small Business; 8. . Certified Washington Veteran-owned Business; Section; and 9 Administrative Response Section. 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. | | | |
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| 1 | **Service Proposal** | **MAXIMUM TOTAL POINTS** | **THIS COLUMN FOR EVALUATION PURPOSES ONLY** |
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| a | **Assigned Staff (MR) (1a)**  Bidder shall identify the key personnel it shall utilize in performing this Contract, and their experience and qualifications, as part of its Response. If awarded a Contract, Bidder shall not make changes to such Key Personnel during the term of the Contract except as requested or approved by DSHS.  ***Bidder must acknowledge and agree to the above condition***. | (MR) NOT SCORED |  |
|  | ANSWER: |  |  |
| b | **Work Description and Deliverables (1c)**  Minimum (MR)  The Bidder is expected to provide a detailed response to the minimum required services and qualifications identified in the following sections:   * Section A.3. Project Scope * Section A.4. Bidder Minimum Qualifications   The response should be in the same order as the Specification of Services.  ***Scores for this section will be based upon, but are not limited to, the completeness of the service description and the degree to which the service description demonstrates the Bidder’s understanding of the technical skills and resources required to successfully accomplish the objectives of the project and assure timely completion of deliverables.*** | **(MR) NOT SCORED** |  |
|  | ANSWER: |  |  |
| c | **Work Description and Deliverables (1d)**  Reports (MR)  Based on the minimum qualifications and the required services identified in Section A, the Bidder shall be responsible for submitting the following reports or reports with equivalent data (deliverables):   * Current Day and Previous Day Activity Detail and Summary Reports * Monthly Bank Statement * Monthly Analysis * Weekly Check Disbursement Accounts Statement * Cleared Check Data * Accounts Reconciliation Services * Stored Value Card management reports for card and staff activity   In response to this section, the Bidder should provide examples of the above identified reports. Additionally, the Bidder may provide examples of other reports that may be deemed appropriate by the Bidder.  ***Scores for this section will be based upon, but are not limited to, the completeness of the reports and the degree to which the reports demonstrate the Bidder’s understanding of the technical skills and resources required to successfully accomplish the objectives of the project and assure timely completion of deliverables.*** | **(MR) NOT SCORED** |  |
|  | ANSWER: |  |  |
| d | **Plans for Providing Services (1f)**  Developing New Services (SR)  Describe the process by which you involve your customers when developing or implementing new practices, procedures or services. Description should include how much involvement DCS would have in the process and consideration given to the impact on DCS customers. | (SR) 10 Points |  |
|  | ANSWER: |  |  |
| e | **Plans for Providing Services (1g)**  Customer Service (SR)  Detail the provisions that will be made for customer service and your firm’s customer service philosophy. Include name of contact(s) for each type of inquiry or problem resolution area, hours of service available for DSHS/DCS staff, customers and TTY. Is a toll free number available for customer service? If so, will DCS have direct access to a person specializing in the area of inquiry? Identify the location of customer service facilities that will service issues of cardholders under this contract.  The Bidder will identify and assign a single primary account representative for banking issues. | (SR) **20** Points |  |
|  | ANSWER: |  |  |
| f | **Plans for Providing Services (1h)**  Reduction in Customer Service (SR)  Describe events that may cause a reduction in customer service and how it will be communicated. Will DCS have input regarding the proposed reduction prior to implementation? If so, describe the process that would be followed. If DCS would not have input, describe compensating actions that the financial institution would take in order to mitigate adverse impacts and risks to DCS. | (SR) 10 Points |  |
|  | ANSWER: |  |  |
| g | **Plans for Providing Services (1i)**  Disaster Recovery Plan (SR)  Describe the Bidders disaster recovery plan that will allow for the continuation of business at the minimum levels as described in this solicitation document. The plan must be available for inspection upon request. | (SR) **20** Points |  |
|  | ANSWER: |  |  |
| h | **Plans for Providing Services (1j)**  Additional Service Request (SR)  Describe how additional service requests would be handled and priced.  ***Scores for this section will be based upon, but are not limited to, the degree to which the Bidder:***   * ***Provides information on how they will respond to and/or present additional service requests.*** * ***Describes the implementation process of any additional services*** * ***Describes how the price schedule would be negotiated*** | (SR) 10 Points |  |
|  | ANSWER: |  |  |
| i | **Creative Solutions (SR) (1k)**  Bidders are encouraged to be creative and innovative in responding to this RFP. Please discuss alternate approaches to the requested services where feasible, or additional services offered which may not be specifically requested. If you believe that your institution has other services that DCS may be interested in, please describe them here. | (SR) **5** Points |  |
|  | ANSWER: | **75** Max |  |

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| **2** | **Experience and Qualifications** | MAXIMUM TOTAL POINTS |  |
| a | **Bidder Performance and Support (2a)**  Ongoing Service and Support (SR)  The Bidder will be expected to describe how they will guarantee the service and support outlined in the following sections:   * Section A.3. Project Scope * Section A.4. Bidder Minimum Qualifications   Additionally, the Bidder must describe how planned maintenance and notification of such maintenance will be conducted.  ***Bidder must describe how they would approach the requirements in this section. A detailed description is required.*** | (SR) **25** Points |  |
|  | ANSWER: |  |  |
| b | **Bidder Performance and Support (2b)**  Technical and Application Support (SR)  The Bidder will be expected to provide technical support for all supplied software and its operation for the life of our contract. This includes any custom developed application software, any third party software or any Bidder proprietary software.  The Bidder must describe how ongoing technical and service assistance would be handled.  The Bidder must describe how initial and ongoing DCS staff training would be provided in relation to financial transmission technology and other banking systems and processes.  The Bidder must propose a support structure, including a description of its maintenance organization, issue-tracking process, levels of support and problem escalation process.  ***Bidder must describe how they would approach the requirements in this section. A detailed description is required.*** | (SR) **25** Points |  |
|  | ANSWER: |  |  |
| c | **Experience and Qualifications Proposal (2e)**  Continuity of Personnel (SR)  Describe the Bidder’s policies, plans, and intentions regarding maintaining continuity of personnel assignments throughout the performance of any contract resulting from this procurement. Address how availability of any of the proposed staff for this project could be impacted from existing contracts to which they are currently assigned or from other potential contracts for which they are proposed. Where such cases exist, identify the priority the Agency would have in cases of conflict. Discuss the Bidder’s plans to avoid and minimize the impact of staff changes. Identify planned back-up staff assignments.  The contract resulting from this procurement will require that any change in key staff (as identified in Bidder’s response to this procurement) will be subject to prior Agency acceptance. The contract will also provide that the Agency may request that Bidder remove selected staff on one (1) days’ notice and provide replacement staff without impacting the schedule.  ***Scores for this section will be based upon, but not limited to, the Bidder’s demonstrated commitment to continuity of project staff and the Bidder’s ability to maintain staff quality should a change in staff be unavoidable.*** | (SR) 10 Points |  |
|  | ANSWER: |  |  |
| d | **Experience and Qualifications Proposal (2h)**  Tracking, Issue Resolution, and Change Management (SR)  The successful Bidder, in partnership with the Agency, will be responsible for using an issue resolution process for recording and tracking any problems, issues, and changes.  Describe your proposed process for managing issues, problems, and changes. Consider the entire System Development Life Cycle (SDLC). Explain by whom and how issues, problems, and changes should be resolved.  Describe your approach to problem resolution. Are problems resolved on a same-day basis? If not, describe the process for keeping DCS informed of progress being made towards resolution. As an example, describe how your organization intends to keep DCS informed and the type of communication (i.e. e-mail, phone, in person, etc.) regarding in-process activities, such as;   * Forgery investigation and resolution, * Deposit and disbursement adjustments, * Technical questions regarding system capabilities, * System downtime, * Suggestions regarding system modification or enhancements and * Billing questions.   ***Scores for this section will be based upon, but are not limited to, the degree to which the proposed process provides and describes specific techniques to identify, communicate, and manage issues, problems, and changes.*** | (SR) **25** Points |  |
|  | ANSWER: |  |  |
| e | **Experience and Qualifications Proposal (2i)**  Contract Performance  The response for each of the following two items must either indicate that no such contract terminations occurred in the five (5) years prior to due date of this procurement or, if such terminations have occurred, provide full details regarding such termination. Details must include a summary of the problem; the other party’s name, address, and telephone number; the Bidder’s or subcontractor’s position on the matter; and the ultimate disposition of the matter.  By providing the information required the Bidder authorizes the Agency to contact the listed entities regarding contract performance.  The Agency will evaluate the facts and may, at its sole discretion, reject the Bidder’s response if the facts discovered indicate that completion of a contract resulting from this procurement may be jeopardized by selection of the Bidder.   1. Termination for Default (MR)   Termination for default is defined as notice to stop performance due to the Bidder’s or subcontractor’s nonperformance or poor performance and the issue was either (a) not litigated due to (1) inaction on the part of the Bidder or subcontractor or (2) settlement or (b) litigated and such litigation determined the Bidder or subcontractor to be in default.  2. Early Terminations (MR)  Describe all contracts of the Bidder or subcontractor which, in the last five (5) years, were terminated prior to the expiration dates, wherever such agreements were subject to settlement agreements and describe the reasons for such early termination. | (MR) NOT SCORED |  |
|  | ANSWER: |  |  |
| f | **Experience and Qualifications Proposal (2j)**  Subcontractor Information Required (MR)  In order to achieve the best combination of experience and skill, “strategic relationships” or subcontractor arrangements may be proposed. Any and all such relationships, including “advisors,” must be in the context of a subcontractor to the Bidder. The Bidder must be the prime Contractor and must agree to be liable for the performance of any proposed subcontractor.  If any such relationships are proposed, describe the subcontractor relationship with the Bidder, including previous experience with the subcontractor. Discuss the nature of the subcontractor organization and the management and reporting relationships between the Bidder and the subcontractor.  State the total percentage of performance hours to be subcontracted and the nature of the work to be performed. If no subcontracting is intended, so declare.  If any subcontractor will participate with the Bidder to an extent equal to or greater than five percent (5%) of the performance hours, provide the identifying information for the subcontractor. The information to be provided is detailed in this solicitation document Section entitled Identifying Information. | (MR) NOT SCORED |  |
|  | ANSWER: | **85** Max |  |

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| **3** | **Project Plan and Experience** | MAXIMUM TOTAL POINTS |  |
| a | **Termination of Assigned Staff (MR) (1b)**  Agency may, with one (1) working day written notice, request immediate replacement of a member of Bidder staff assigned to this project.  ***Bidder must acknowledge and agree to the above condition***. | (MR) NOT SCORED |  |
|  | ANSWER: |  |  |
| b | **Plans for Providing Services (1e)**  Project Plan (SR)  Describe the proposed approach and methodology to accomplish the objectives and deliverables specified in this solicitation document. The description should include sufficient detail to allow the evaluation team to determine the feasibility in relation to Agency requirements and needs.  Also provide a detailed implementation plan, including transition from current provider, for the smooth implementation of the required services. The plan shall detail the entire course of the implementation and it shall include a list of proposed members of the implementation team. The plan shall also include a testing schedule, necessary conversion and any other components deemed necessary. | (SR) **40** Points |  |
|  | ANSWER: |  |  |
| c | **Experience and Qualifications Proposal (2c)**  Executive Summary (SR)  The executive summary should describe the Bidder’s response at a high level in terms of project approach, perspective, staffing, skill levels, and overall Work Description. It should demonstrate that the Bidder understands the scope and objectives of the project.  The Bidder should describe the risks associated with this project, critical success factors and actions Agency should consider throughout the project. Explain why the proposed solution will support the successful completion of this project for the Agency, and why the Agency should select your proposed solution. This summary should give the reader a strong general overview of the management and technical responses of the Bidder.  ***Scores for this section will be based upon, but not limited to, the degree to which the executive summary demonstrates that the Bidder understands Agency’s needs and is consistent with the goals and objectives of the project, the degree to which project risks and critical success factors are identified and addressed, the overall strength of the summary in terms of completeness and depth, the Bidder’s ability/willingness to partner and ensure skills transfer, the Bidder’s flexibility and creativity, and the Bidder’s ability to prove a case for action.*** | (SR) 10 Points |  |
|  | ANSWER: |  |  |
| d | **Experience and Qualifications Proposal (2d)**  Project Organization  Staffing, qualifications and skills (SR)  This section discusses project organization and the knowledge, skills, abilities, and experience of the proposed team members and identifies specific requirements for certain individuals.   * Provide a description of the proposed project staffing/organization and how the team will be managed during the course of the project, including any subcontractors. * State the name, the title or position, and telephone number of the individual who would have primary responsibility for the project resulting from this solicitation. Disclose who within the firm will have prime responsibility and final authority for the work under the proposed contract. Name other individuals providing service on the project. * Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Provide resumes' for the named staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. Agency will expect the ASB to staff the project with the individuals described in the response. Any changes to such staffing will be subject to Agency approval. The Bidder must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the Agency. * Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management.   ***Scores for this section will be based upon, but not limited to, the soundness of the proposed team members roles and responsibilities, the overall viability of the proposed approach, and the degree to which the proposed staffing approach optimizes the ability to implement projects quickly, ensures the transfer of knowledge to any assigned Agency staff, and reflects a willingness/ability to partner with the Agency.*** | (SR) **15** Points |  |
|  | ANSWER: |  |  |
| e | **Experience and Qualifications Proposal (2f)**  Experience of the Bidder (SR)  Bidders and their key team members must have conducted a minimum of three (3) non-Washington State DSHS successful projects. For this requirement, “conducted” means that the referenced projects have completed implementation. Projects where the services have not, or are in the process of being put in place will not satisfy this requirement. The Bidder and their key team members must have had primary responsibility for the various phases of the projects including analysis, process design, construction, pilot phases, and implementation.  At least one of the projects must have been of similar scope and complexity or larger. Based upon an average collection and disbursement base of $57 million per month, describe in general terms where DCS is in comparison to other customers.  Present an in-depth discussion and graphic representation of the Bidder’s specific experience in the performance of completed projects to manage, plan, design, develop, and implement successful system development efforts that meet the criteria of this solicitation document. Clearly describe the scope and scale of those projects. Describe why your experience positions your firm as the best candidate for this project. The desired format for an experience matrix is below.  Identify projects by Bidder or subcontractor and describe the nature and extent of the involvement with secure digital identification card projects. Bidder and subcontractor experience must be listed separately.  Complete the following table for the minimum three projects.   |  | | --- | | Project Name: | | Start and End Date: | | Customer and Type of Business: | | Project Description, Role of Firm, and End Result: | | Proposed Team Members Who Were Involved in the Project: | | List Subcontractors and Describe Their Involvement with the Project: | | Project Name: | | Start and End Date: | | Customer and Type of Business: | | Project Description, Role of Firm, and End Result: | | Proposed Team Members Who Were Involved in the Project: | | List Subcontractors and Describe Their Involvement with the Project: | | Project Name: | | Start and End Date: | | Customer and Type of Business: | | Project Description, Role of Firm, and End Result: | | Proposed Team Members Who Were Involved in the Project: | | List Subcontractors and Describe Their Involvement with the Project: |   ***Scores for this section will be based upon, but not limited to, the degree to which the Bidder and proposed subcontractors demonstrate direct experience with all aspects of projects of similar scope and complexity and broad expertise with technology. Importance is given to the specific project role the Bidder/subcontractor has performed, as well as the scope and complexity of the projects in which the Bidder/subcontractor has participated. Both depth and breadth of experience is important.*** | (SR) **15** Points |  |
|  | ANSWER: | **80** Max |  |

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| **4** | **Cost Proposal** | MAXIMUM TOTAL POINTS |  |
| a | **Cost Proposal**  Bidders must provide a Cost Proposal that identifies their rates, expenses, or other costs to provide the service. All Cost Proposal costs must remain fixed for the Apparent Successful Bidder awarded a contract during the awarded contract’s period of performance. Bidders must pay Washington State sales tax, if applicable.  Identification of Costs (SR)  In this section of the proposal, the Bidder is to identify all costs. The Agency will evaluate costs using a true cost comparison of all fees. Appendix 1 has been prepared to facilitate that comparison. Please complete Appendix 1, including all fees to be assessed in this contract. Other fees may not be added at a later date.  Provide a price for each service noted in Section A, 3 a & b in accordance with the volumes detailed in Appendix 1 “Fee Schedule”. Fees should be entered in the column titled "Price." Specify if the figure is a total amount, each or per unit. Multiply the price by the quantity to equal the total amount. The total amount should be listed in the "Total" column. For example if the account maintenance fee is five dollars (record in the "Price" column) and DCS has five accounts (record in the "Quantity" column), the resulting total amount of $25 would be recorded in the "Total" column.  Detail any additional costs for "Other" services, if any.  \*Additional points possible for answers to the following questions. (SR)   * Discuss any creative pricing or payment options, which you can provide.   ***Note: All charges must be detailed here. Any charges not listed on this section of the Contractor's proposal will not be allowed during the course of the contract unless the scope of the contract is expanded to include additional services not requested herein.*** | (SR) **70** Points  (SR) 10 Points |  |
|  | ANSWER: | **80** Max |  |

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| **5** | **Reference Checks (All Requirements are Pass/Fail)** |  |  |
| a | **Reference Checks (MR)**  DSHS reserves the right to obtain information concerning the proposal pertinent to this procurement from any and all sources, and to consider such information in evaluating the responses and selecting the Apparent Successful Bidder.  References for Proposed Project Manager and Proposed “Key” Team Member (MR)  The Bidder must provide three (3) references for the Project Manager. The reference must be independent of the Bidder’s firm (e.g., non-Bidder-owned or managed). Reference information is to be provided by using the Project Manager/Key Team Member Reference Form attached as an exhibit to this solicitation document.  ***Scores for this section will be based upon the reference checks. References for projects where work performed was different than this procurement may not score as well as references where work performed is similar to this procurement.*** | (MR) Pass/Fail |  |
|  | ANSWER: |  |  |
| b | **Reference Checks (MR)**  DSHS reserves the right to obtain information concerning the proposal pertinent to this procurement from any and all sources, and to consider such information in evaluating the responses and selecting the Apparent Successful Bidder.  Bidder Customer References (MR/SR)  The Bidder must provide three (3) non-Bidder-owned customer and not subject to this solicitation, references for their firm.  Bidder Customer reference information is to be provided by using the Bidder Reference Form attached as an exhibit to this solicitation document. Noncompliance with the reference requirement can be grounds for disqualification of the Bidder’s response. Noncompliance with the reference requirement will definitely adversely affect the scoring of Bidder’s response. The completed reference forms will not be shown to the Bidder at any time and become the property of the Agency.  The Agency may, at its option, contact other Bidder customers for references, by telephone or other means, and evaluate the Bidder based upon these references.  The Agency considers references to be extremely important. The references and other related referrals may be contacted during the evaluation of the Bidder’s response.  ***Scores for this section will be based upon the reference checks. References for projects where work performed was different than this procurement may not score as well as references where work performed is similar to this procurement.*** | (MR) Pass/Fail |  |
|  | ANSWER: |  |  |
| 6. | 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. | 5 | [May not exceed 5% of Total Evaluation Points] |
|  | Answer: |  |  |
| 7. | BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS |  | [May not exceed 10% of Total Evaluation Points] |
|  | 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)). | 10 |  |
|  | Answer: |  |  |
| 8. | BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS |  | MAXIMUM TOTAL POINTS |
|  | 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)*).* | 10 | [May not exceed 10% of Total Evaluation Points] |
|  | Answer: |  |  |
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| 9. | Administrative Response. Bidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, 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. |  |  |
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| 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: |  |  |