



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2021HCA16

PROJECT TITLE: Healthy Youth Survey

PROPOSAL DUE DATE: November 24, 2021 by 2:00 p.m. Pacific Time

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

ESTIMATED TIME PERIOD FOR CONTRACT: July 1, 2022 to June 30, 2024.

The Health Care Authority reserves the right to extend the contract for up to two (2) additional two (2)-year periods.

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

1. INTRODUCTION.....	4
1.1. DEFINITIONS.....	4
1.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	5
1.3. PURPOSE AND BACKGROUND	5
1.4. OBJECTIVES AND SCOPE OF WORK	6
1.5. MINIMUM QUALIFICATIONS – COMPONENT A	6
1.6. MINIMUM QUALIFICATIONS – COMPONENT B	7
1.7. FUNDING - COMPONENT A	7
1.8. FUNDING- COMPONENT B	8
1.9. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT	8
1.10. PERIOD OF PERFORMANCE	8
1.11. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES	9
1.12. ADA	9
2. GENERAL INFORMATION FOR BIDDERS	10
2.1. RFP COORDINATOR	10
2.2. PRE-PROPOSAL CONFERENCE (OPTIONAL).....	10
2.3. LETTER OF INTENT TO PROPOSE (MANDATORY)	10
2.4. SUBMISSION OF PROPOSALS.....	11
2.5. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE	11
2.6. REVISIONS TO THE RFP	12
2.7. DIVERSE BUSINESS INCLUSION PLAN	12
2.8. ACCEPTANCE PERIOD.....	12
2.9. COMPLAINT PROCESS	12
2.10. RESPONSIVENESS	13
2.11. MOST FAVORABLE TERMS	13
2.12. CONTRACT AND GENERAL TERMS & CONDITIONS.....	13
2.13. COSTS TO PROPOSE	14
2.14. RECEIPT OF INSUFFICIENT NUMBER OF PROPOSALS.....	14
2.15. NO OBLIGATION TO CONTRACT.....	14
2.16. REJECTION OF PROPOSALS.....	14
2.17. COMMITMENT OF FUNDS	14
2.18. ELECTRONIC PAYMENT	14

3. PROPOSAL CONTENTS.....	15
3.1. LETTER OF SUBMITTAL (M)	16
3.2. SUBCONTRACTORS (M) COMPONENT A AND B (M)	16
3.3. SECURITY REQUIREMENTS (M) COMPONENT A AND B (M).....	17
3.4. ADDITIONAL BIDDER INFORMATION COMPONENT A AND B (M).....	17
3.5. COVID-19 VACCINATION CERTIFICATION (M).....	18
3.6. TECHNICAL PROPOSAL COMPONENT A (MS).....	18
3.7. TECHNICAL PROPOSAL COMPONENT B (MS).....	19
3.8. ORGANIZATIONAL CAPABILITIES COMPONENT A (MS).....	20
3.9. ORGANIZATIONAL CAPABILITIES COMPONENT B (MS)	23
3.10. COST PROPOSAL Component A (MS)	27
3.11. COST PROPOSAL Component B (MS)	27
3.12. EXECUTIVE ORDER 18-03 (MS).....	27
4. EVALUATION AND CONTRACT AWARD.....	29
4.1. EVALUATION PROCEDURE.....	29
4.2. EVALUATION WEIGHTING AND SCORING.....	29
4.3. SCORED METHODOLOGY: TECHNICAL AND ORGANIZATIONAL CAPABILITIES PROPOSAL	32
4.4. SCORING METHODOLOGY: COST PROPOSAL.....	32
4.5. PRODUCT DEMONSTRATIONS MAY BE REQUIRED	33
4.6. SUBSTANTIALLY EQUIVALENT SCORES.....	33
4.7. NOTIFICATION TO BIDDERS.....	34
4.8. DEBRIEFING OF UNSUCCESSFUL BIDDERS	34
4.9. PROTEST PROCEDURE.....	34

RFP Exhibits

- Exhibit A: Certifications and Assurances
- Exhibit B: Diverse Business Inclusion Plan
- Exhibit C: Executive Order 18-03
- Exhibit D: Draft Contract Component A (Posted separately)
- Exhibit E: Draft Contract Component B (Posted separately)
- Exhibit F: Website and Data Visualization Examples (Posted separately)
- Exhibit G: HYS Quality Control Protocol (Posted separately)
- Exhibit H: Cost Proposal for Component A (Posted separately)
- Exhibit I: Cost Proposal for Component B (Posted separately)
- Exhibit J: Proclamation 21-14 - COVID-19 Vaccination Certification

1. INTRODUCTION

1.1. DEFINITIONS

Definitions for the purposes of this RFP include:

Apparent Successful Bidder (ASB) – The Bidder selected as the entity to perform the anticipated services under this RFP, subject to completion of contract negotiations and execution of a written contract.

Authorized Representative – A person to whom signature authority has been delegated in writing acting within the limits of his/her authority.

Bidder – Individual or company interested in the RFP that submits a proposal in order to attain a contract with the Health Care Authority.

Bias Analysis – Statistical tests to check if HYS participants represent the students attending public schools in WA.

Change Request – A written form used to modify, delete, or add to the Deliverables or services, in whole or in part, made in accordance with the contract. In an abundance of caution and not by way of limitation, the definition of Change Request does not apply to any changes to correct deficiencies and changes to the services as part of the Operations and Maintenance Services identified in the contract.

Contractor – The Bidder who is awarded and enters into a Contract for the Healthy Youth Survey.

Fact Sheets – A succinct results summary about a specific HYS topic.

Frequency Report – A summary of survey question responses.

Health Care Authority (HCA) – An executive agency of the state of Washington that is issuing this RFP.

Healthy Youth Survey (HYS) Administration Cycle – Full planning, implementation, data collection, analysis and reporting cycle of the HYS. Occurs on a biannual basis.

Key Staff – Individuals employed by the Bidder who occupy the position of project manager, staff who conduct survey recruitment, data collection, cleaning, analysis, and dissemination, website updates and/or website building and maintenance, Contract representative, or contact person or equivalent for the Bidder.

Mandatory (M) – The Bidder must comply with this requirement and the Response will be evaluated on a pass/fail basis.

Mandatory Scored (MS) – The Bidder must comply with the requirement and the Response will be scored.

Office of Chief Information Officer (OCIO) – An executive agency of the state of Washington.

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

QxQ – A tool that allows generation of a results table for any question in the survey. This tool also allows cross-tabulation of two variables to review their interaction with each other.

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 bidder community to suggest various approaches to meet the need at a given price.

Subcontractor – One not in the employment of Bidder, who is performing all or part of the business activities under this RFP under a separate contract with Bidder. The term “Subcontractor” means Subcontractor(s) of any tier.

1.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	October 7, 2021
Letter of Intent to Propose Due	October 22, 2021- 2:00PM Pacific Time
Pre-Proposal Conference	November 4, 2021 - 11:00AM Pacific Time
Questions Due	November 5, 2021 – 2:00 PM Pacific Time
Answers Posted*	November 10, 2021
Proposals Due	November 24, 2021 - 2:00PM Pacific Time
Evaluate Proposals*	November 30 – December 8, 2021
Conduct Product Demonstrations with Finalists, if required	December 13-15, 2021
Announce “Apparent Successful Bidder” and send notification via e-mail to unsuccessful Bidders*	December 20, 2021
Debrief Request Deadline	December 23, 2021
Begin Contract Negotiations	January 2, 2022
Implementation Start Date	March 1, 2022
Contract Go-Live	July 1, 2022

**Dates are anticipated and subject to change without an official amendment.*

HCA reserves the right in its sole discretion to revise the above schedule at any time.

1.3. PURPOSE AND BACKGROUND

The Washington State Health Care Authority (HCA) is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating on a project to prepare for and administer the Washington State Healthy Youth Survey (HYS) and create and disseminate electronic HYS results. HCA receives funds to conduct the HYS from the Washington Dedicated Marijuana Account as described in RCW 69.50.530.

The HYS is a collaborative effort among several state agencies including HCA; the Washington Office of Superintendent of Public Instruction (OSPI); the Washington State Department of Health (DOH); and the Washington State Liquor and Cannabis Board (LCB). Representatives of these agencies serve as members of the Healthy Youth Survey Planning Committee (HYSPC), which guides every aspect of survey development, implementation, and reporting. The HYS measures health-risk behaviors that contribute to morbidity, mortality, and social problems of youth. The survey results serve as important needs assessment data and offer insight into the effectiveness of statewide prevention and health promotion initiatives.

All public schools in Washington State with students in grades 6-12 are eligible to participate in the HYS. Additionally, some schools may be randomly selected to be part of statewide or countywide samples. Student participation is voluntary and anonymous. Recruitment and registration information will be sent to all

eligible schools on a bi-annual basis, beginning in spring 2023. HYS 2023 results dissemination will begin January 2024 and include both public-facing results on AskHYS.net and localized results for specified users.

A typical HYS administration cycle occurs on a bi-annual basis. The 2018 HYS was administered to approximately 230,000 students in approximately 1,200 public schools among the 39 counties in Washington State. The HYS was not administered in 2020 due to the COVID-19 pandemic. Starting in 2021, HYS was administered as an electronic “e-survey” by default unless schools request to administer a paper-and-pencil survey. The HYSPC anticipates a similar scope of participation for the 2023 HYS as compared to the 2018 administration rates.

1.4. OBJECTIVES AND SCOPE OF WORK

Under direction of HCA and the HYSPC partner agencies, the contractor(s) will prepare for and administer the 2023 Washington State Healthy Youth Survey (HYS) and update and modernize the current HYS system. This includes school registration, question revision, paper and e-survey administration, data processing, reporting, on-going technical support and consultation, AskHYS.net website rebuilding, access, maintenance, and updates, data conversion and migration, and online data visualization. HCA currently holds a contract for the HYS, which is set to expire on June 30, 2022. Should a new vendor be selected for this contract(s) as a result of this procurement, implementation would begin on or around March 1, 2022 to ensure data, content, and knowledge transfer prior to the regular administration cycle beginning on July 1, 2022.

There are two (2) components of this RFP:

- **Component A** includes school registration, question revision, paper and e-survey administration, data processing, reporting, on-going technical support and consultation, and minor website updates.
- **Component B** includes data conversion and migration, online data visualization, AskHYS.net website rebuilding, updates, maintenance, and access.

HCA’s intent is to award one or more contracts, as necessary, to provide the services described in this RFP. HCA reserves the right to the following contract options: (1) enter into separate contracts for Component A and Component B; (2) enter into one contract for both Component A and Component B; (3) enter into one contract for Component A; or (4) enter into one contract for Component B only. Please indicate clearly throughout your proposal to which Component(s) you are responding. Bidders will be scored on their ability to clearly respond and outline their responses. Refer to Exhibit D: Draft Contract for Component A and Exhibit E: Draft Contract for Component B for expanded details of the Scope of Work for this RFP.

HCA’s preference is for contract option (2) to enter into one contract for Component A and Component B.

1.5. MINIMUM QUALIFICATIONS – COMPONENT A

The following are the minimum qualifications for Bidders of Component A. Bidder’s proposal must detail how they meet the following minimum qualifications and respond in the format that identifies subsection numbers:

- 1.5.1. Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within 30 Calendar Days of being selected as the ASB.
- 1.5.2. Staffing necessary to implement every phase of a large survey, from sampling, pretesting, and reaching out to respondents to survey distribution, data collection, and response analysis.
- 1.5.3. Five (5) years’ experience creating custom-designed web or electronic surveys.
- 1.5.4. Five (5) years’ experience implementing mixed-mode surveys (paper, web, or other media).

- 1.5.5 Five (5) years' experience designing survey instruments that contain sensitive questions (for example, questions related to substance use and sexual violence) with the goal of minimizing socially desirable, or untruthful, responses.
- 1.5.6 Five (5) years' experience administering, compiling and analyzing data, and reporting results of 5,000 participants-or-more paper-based and electronic-based surveys.
- 1.5.7 Experience writing technical manuals and data reports.
- 1.5.8 Staffing necessary to support the analysis of large data sets and ensure all functions can be accomplished in the absence of key staff.

1.6. MINIMUM QUALIFICATIONS – COMPONENT B

The following are minimum qualifications for Bidders of Component B. Bidder's proposal must detail how they meet the following minimum qualifications and respond in the format that identifies subsection numbers:

- 1.6.1. Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within 30 Calendar Days of being selected as the ASB.
- 1.6.2. Five (5) years' experience with data management and reporting. Data management includes but is not limited to data cleaning, data transformation, and data validation.
- 1.6.3. Five (5) years' experience with dissemination and online visualization of electronic and paper data.
- 1.6.4. Experience hosting and maintaining public data in an online format.
- 1.6.5. Experience website building and maintenance.
- 1.6.6. Staffing necessary to assess the use of HYS data.
- 1.6.7. Staffing necessary to evaluate experience of website end users.
- 1.6.8. Staffing necessary to support the presentation of large data sets and ensure all functions can be accomplished in the absence of key staff.

1.7. FUNDING - COMPONENT A

HCA has a current maximum not to exceed budget amount for Component A at three hundred sixty thousand dollars (\$360,000) or less for this project per two-year HYS administration cycle. For the 2023 HYS administration cycle, up to one hundred eighty thousand dollars (\$180,000) or less will be allotted per State Fiscal Year. For the 2023 HYS administration cycle, and additional not to exceed budget amount at ten thousand dollars (\$10,000) will be allotted for the implementation and startup phase. A 10% contingency on all Deliverables will be included as part of the total not-to-exceed amount and will be set aside for HCA's discretion. The cost proposal must account for any and all costs in relation to the proposed scope of work in this RFP.

Additional funding to support implementation and startup will not be relevant if current incumbent is named ASB.

Cost Proposals for Component A that exceed \$360,000 will be considered non-responsive and will not be reviewed.

Funding will be primarily provided by the Dedicated Marijuana Account (DMA) and other sources as available, which may include state and/or federal funds.

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

1.8. FUNDING- COMPONENT B

HCA has a current maximum not to exceed budgeted amount for Component B at one hundred thousand dollars (\$100,000) or less for this project per HYS administration cycle. For the 2023 HYS administration cycle, fifty thousand dollars (\$50,000) or less will be allotted per State Fiscal Year. For the 2023 HYS administration cycle, an additional not to exceed budget amount at ten thousand (\$10,000) will be allotted for the implementation and startup phase. A 10% contingency on all Deliverables will be included as part of the total not-to-exceed amount and will be set aside for HCA's discretion. The cost proposal must account for any and all costs in relation to the proposed scope of work in this RFP.

Additional funding to support implementation and startup will not be relevant if current incumbent is named ASB.

Cost Proposals for Component B that exceed \$100,000 will be considered non-responsive and will not be reviewed.

Funding will be primarily provided by the Dedicated Marijuana Account (DMA) and other sources as available, which may include state and/or federal funds.

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

1.9. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

If the resulting contract(s) is supported by federal funds, such contract(s) may require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract(s), the Apparent Successful Bidder's organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If the organization does not already have one, it may receive a DUNS® number free of charge by contacting Dun and Bradstreet at www.dnb.com.

The Apparent Successful Bidder may be required to complete a Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form which must be returned with the signed contract(s). If applicable, the contract(s) will not be executed until this form has been properly completed, executed, and received by the agency.

1.10. PERIOD OF PERFORMANCE

Should a new vendor(s) be selected for this contract(s) as a result of this procurement, implementation would begin on or around March 1, 2022 to ensure data, content, and knowledge transfer prior to the regular administration cycle beginning on July 1, 2022.

The initial period of performance of this contract(s) will be March 1, 2022 and to end on June 30, 2024. Amendments extending the period of performance, if any, will be at the sole discretion of HCA based on contractor(s) performance and availability of funds.

HCA reserves the right to extend the contract(s) for two (2) additional 2-year option periods.

1.11. 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. Bidders should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

1.12. ADA

HCA complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive written information in another format (e.g., large print, audio, accessible electronic formats, and other formats).

2. GENERAL INFORMATION FOR BIDDERS

2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in HCA for this procurement. All communication between the Bidder and HCA upon release of this RFP must be with the RFP Coordinator, as follows:

Name	Danielle Mortenson
E-Mail Address	HCAProcurements@hca.wa.gov

Any other communication will be considered unofficial and non-binding on HCA. Bidders 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 Bidder.

2.2. PRE-PROPOSAL CONFERENCE (OPTIONAL)

A pre-proposal virtual conference is scheduled to be held on November 4, 2021 at 11:00AM PST via online platform. All prospective Bidders should attend; however, attendance is not mandatory. Bidders who submit a Letter of Intent by the date described in Section 1.2, Estimated Schedule of Procurement Activities, will be provided log-in information by the RFP Coordinator.

HCA will be bound only to HCA-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 posted on WEBS as an RFP amendment.

2.3. LETTER OF INTENT TO PROPOSE (MANDATORY)

To be eligible to submit a Proposal, a Bidder must submit a Letter of Intent to Propose. The Letter of Intent to Propose must be emailed to the RFP Coordinator, listed in Section 2.1, and must be received by the RFP Coordinator no later than the date and time stated in the Estimated Schedule of Procurement Activities, Section 1.2. The subject line of the email must include the following: 2021HCA16 – Letter of Intent to Propose – [Your entity's name].

The Letter of Intent to Propose may be attached to the email as a separate document, in Word or PDF, or the information may be contained in the body of the email.

Please limit the Letter of Intent to 2 pages. Information in the Letter of Intent to Propose should be placed in the following order:

- 2.3.1. Bidder's Organization Name;
- 2.3.2. Bidder's authorized representative for this RFP (who must be named the authorized representative identified in the Bidder's Proposal);
- 2.3.3. Title of authorized representative;
- 2.3.4. Address, telephone number, and email address;
- 2.3.5. Statement of intent to propose
- 2.3.6. Which Component the Bidder is proposing – Component A, Component B, or Components A & B; and
- 2.3.7. A statement of how the Bidder meets ALL of the minimum requirements specified in Sections 1.5 for Component A and/or Section 1.6 for Component B of this RFP, as applicable.

HCA may use the Letters of Intent to Propose as a pre-screening to determine whether Minimum Qualifications are met.

2.4. SUBMISSION OF PROPOSALS

The proposal must be received by the RFP Coordinator no later than the Proposal Due deadline in Section 1.2, *Estimated Schedule of Procurement Activities*.

Proposals must be submitted electronically as attachments to an e-mail to the RFP Coordinator at the e-mail address listed in Section 2.1. Attachments to e-mail should be in Microsoft Word format, Excel, or PDF. Zipped files cannot be received by HCA and cannot be used for submission of proposals.

The Bidder must submit responses for Component(s) A & B as separate attachments. Cost Proposal submissions must be submitted as separate excel attachments.

The cover Letter of Submittal, the Certifications and Assurances form, Executive Order 18-03 Worker's Right and Proclamation 21-14 COVID-19 Vaccination Certification must have a scanned signature of the individual within the organization authorized to bind the Bidder to the offer. HCA does not assume responsibility for problems with Bidder's e-mail. If HCA e-mail is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission.

Bidders 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 HCA e-mail is found to be at fault. All proposals and any accompanying documentation become the property of HCA and will not be returned.

2.5. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Proposals submitted in response to this RFP will become the property of HCA. All proposals received will remain confidential until the ASB is announced; thereafter, the proposals will be deemed public records as defined in chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of a 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 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,” HCA 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, HCA 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, HCA will maintain the confidentiality of the Bidder’s information per the court order.

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

The submission of any public records request to HCA pertaining in any way to this RFP will not affect the procurement schedule, as outlined in Section 1.2, unless HCA, in its sole discretion, determines that altering the schedule would be in HCA’s best interests.

2.6. REVISIONS TO THE RFP

If HCA determines in its sole discretion that it is necessary to revise any part of this RFP, then HCA will provide addenda on Washington’s Electronic Bid System (WEBS), at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information will be provided as an addendum to the RFP and will be placed on the website.

HCA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract(s).

2.7. DIVERSE BUSINESS INCLUSION PLAN

Bidders will be required to submit a Diverse Business Inclusion Plan, Exhibit B, with their proposal. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a Subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of minority-and women-owned business enterprise, Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental regulations included or referenced in the contract documents will apply.

2.8. ACCEPTANCE PERIOD

Proposals must provide one hundred eighty (180) Calendar Days for acceptance by HCA from the due date for receipt of proposals.

2.9. COMPLAINT PROCESS

The complaint process allows Bidders to focus on the solicitation requirements and evaluation process and raise issues early enough in the process to allow HCA to correct a problem before proposals are submitted. The complaint period starts on the date of the RFP posting and concludes on the Complaints Due date specified in section 2.2, Estimated Schedule of Procurement Activities.

2.9.1. Bidders may submit a complaint to HCA based on any of the following:

- i. The RFP unnecessarily restricts competition;
- ii. The RFP evaluation or scoring process is unfair or unclear; or
- iii. The RFP requirements are inadequate or insufficient to prepare a response.

2.9.2. A complaint may be submitted to HCA up to five Business Days before the bid response deadline. The complaint must:

- i. Be in writing;
- ii. Be sent to the RFP Coordinator or designee;
- iii. Clearly articulate the basis for the complaint; and
- iv. Include a proposed remedy.

2.9.3. HCA will address any complaint as follows:

- i. The RFP Coordinator, or designee will respond to the complaint in writing.
- ii. The response to the complaint and any changes to the RFP will be posted on WEBS.
- iii. The Director of HCA will be notified of all complaints and will be provided a copy of HCA's response.

Complaints may not be raised again during a protest and HCA's action or inaction in response to a complaint will be final. There is no appeal process.

2.10. RESPONSIVENESS

The RFP Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFP. A Bidder's failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

HCA also reserves the right at its sole discretion to waive minor administrative irregularities.

2.11. MOST FAVORABLE TERMS

HCA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. HCA reserves the right to contact a Bidder for clarification of its proposal.

HCA also reserves the right to use a Best and Final Offer (BAFO) before awarding any contract(s) to further assist in determining the ASB(s).

The ASB should be prepared to accept this RFP for incorporation into a contract(s) resulting from this RFP. The contract(s) resulting from this RFP will incorporate some, or all, of the Bidder's proposal. The proposal will become a part of the official procurement file on this matter without obligation to HCA.

2.12. CONTRACT AND GENERAL TERMS & CONDITIONS

The ASB(s) will be expected to enter into a contract which is substantially the same as the draft contract(s) and its general terms and conditions included as Exhibit D and/or Exhibit E. If the same Bidder is announced as ASB for both Components A and B, a combination of both Draft Contracts will be used to create final contract. HCA will not accept any draft contracts prepared by any Bidder. The Bidder must be

prepared to agree to all terms of the attached Draft Contract(s), Exhibit D and/or Exhibit E, as presented or the Proposal may be rejected. Bidders must include a copy of the Draft Contract(s) with their proposals that includes redline edits documenting the changes they propose be made if selected as an ASB. If the Bidder fails to identify an objection to any particular term or condition, the term or condition will be deemed agreed to by the Bidder. HCA will review requested exceptions and accept or reject the same at its sole discretion.

If, after the announcement of the ASB(s), and after a reasonable period of time, the ASB(s) and HCA cannot reach agreement on acceptable terms for the Contract(s), the HCA may cancel the selection and Award the Contract(s) to the next most qualified Bidder.

2.13. COSTS TO PROPOSE

HCA will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

2.14. RECEIPT OF INSUFFICIENT NUMBER OF PROPOSALS

If HCA receives only one responsive proposal for each component as a result of this RFP, HCA reserves the right to either: 1) directly negotiate and contract(s) with the Bidder; or 2) not award any contract(s) at all. HCA may continue to have the Bidder complete the entire RFP. HCA is under no obligation to tell the Bidder if it is the only Bidder.

2.15. NO OBLIGATION TO CONTRACT

This RFP does not obligate HCA to enter into any contract(s) for services specified herein.

2.16. REJECTION OF PROPOSALS

HCA reserves the right, at its sole discretion, to reject any and all proposals received without penalty and not to issue any contract(s) as a result of this RFP.

2.17. COMMITMENT OF FUNDS

The Director of HCA or his/her delegate is the only individual who may legally commit HCA to the expenditures of funds for a contract(s) resulting from this RFP. No cost chargeable to the proposed contract(s) may be incurred before receipt of a fully executed contract(s).

2.18. ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The ASB(s) will be provided a form to complete with the contract(s) to authorize such payment method.

3. PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

For Component A:

- A. Letter of Submittal (see Section 3.1), including signed Certifications and Assurances (Exhibit A)
- B. Subcontractors (see Section 3.2)
- C. Security Requirements (see Section 3.3)
- D. Additional Bidder Information Component A and B (see Section 3.4)
- E. Technical Proposal (see Section 3.6)
- F. Organizational Capabilities (see Section 3.8)
- G. Cost Proposal (see Section 3.10, Exhibit H)
- H. Diverse Business Inclusion Plan (see Exhibit B)
- I. Executive Order 18-03 (see Exhibit C)
- J. Draft Sample Contract(s) (see Exhibit D)
- K. Proclamation 21-14 (Exhibit J)

For Component B:

- A. Letter of Submittal (see Section 3.1), including signed Certifications and Assurances (Exhibit A)
- B. Subcontractors (see Section 3.2)
- C. Security Requirements (see Section 3.3)
- D. Additional Bidder Information Component A and B (see Section 3.4)
- E. Technical Proposal (see Section 3.7)
- F. Organizational Capabilities (see Section 3.9)
- G. Cost Proposal (see Section 3.11, Exhibit I)
- H. Diverse Business Inclusion Plan (see Exhibit B)
- I. Executive Order 18-03 (see Exhibit C)
- J. Draft Sample Contract(s) (see Exhibit E)
- K. Proclamation 21-14 (Exhibit J)

Proposals must provide information in the same order and with the same section numbers and heading titles as presented in this document.

Items marked “Mandatory” or “M” must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked “Scored” or “MS” are those that are awarded points as part of the evaluation conducted by the evaluation team.

- a) **Mandatory Requirements (M)**: The Proposal must always indicate explicitly whether or not the Bidder’s proposed services meet the requirement. A statement, “(Bidder Name) has read, understands, and fully complies with this requirement” is acceptable, along with any additional information requested.
- b) **Mandatory Scored Requirements (MS)**: The Proposal must always indicate explicitly whether or not the Bidder’s proposed goods and services meet the requirement and describe how the Bidder’s proposed goods and services will accomplish each requirement.

3.1. LETTER OF SUBMITTAL (M)

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Bidder and any proposed subcontractors:

- 3.1.1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- 3.1.2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
- 3.1.3. Legal status of the Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- 3.1.4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within 30 Calendar Days of being selected as the Apparent Successful Bidder.
- 3.1.5. Location of the facility from which the Bidder would operate.
- 3.1.6. Confirmation of the Component(s) the Bidder is submitting a Bid: Component A and/or Component B.
- 3.1.7. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by HCA that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract(s).
- 3.1.8. Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified and the particular exemption from disclosure upon which the Bidder is making the claim must be listed. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary" printed on the lower right-hand corner of the page. In your Letter of Submittal, please list which pages and sections that have been marked "Proprietary" and the particular exemption from disclosure upon which the Bidder is making the claim.

3.2. SUBCONTRACTORS (M) COMPONENT A AND B (M)

In order to achieve the best combination of experience and skill, Bidders may contract with other firms to provide improved solutions that are in the best interest of the State and the Bidder. In all instances of Bidder relationships with other parties, one Bidder must serve as the Prime Contractor and bear the responsibility for successful performance of this engagement. If any such relationships are proposed, the Bidder's proposal must:

Please limit responses to three (3) pages and minimum 10 font size.

- 3.2.1. Identify and describe any relationship with another party.

- 3.2.2. Describe in detail Bidder's management of subcontractor relationships to ensure high quality performance of all subcontractor functions.
- 3.2.3. Agree that any and all such relationships, including "advisors", must be subcontractors to the Bidder and that the Bidder must be the Prime Contractor.
- 3.2.4. Agree that, as the Prime Contractor, Bidder accepts full responsibility for successful performance of the entire Scope of Work requested in this RFP and will indemnify the State for the acts and omissions of its subcontractors.
- 3.2.5. Agree that HCA has the same rights to remove subcontractor or other parties as it does Bidder staff.

3.3. SECURITY REQUIREMENTS (M) COMPONENT A AND B (M)

Bidder's proposal must detail how they can meet the following expectations:

Please limit responses to three (3) pages and minimum 10 font size.

- 3.3.0. The Bidder must meet the security requirements for handling category 3 data in accordance with the [Washington State Institutional Review Board \(WSIRB\) Institutional](#)
- 3.3.1. The System shall conform to NIST (National Institute of Standards and Technology) Special Publication 800-53.
- 3.3.2. If the environment is hosted, it must be SOC 2 Type 2 compliant.
- 3.3.3. The proposed solution must meet WCAG 2.0 compliance guidelines.
- 3.3.4. Bidder must provide a Disaster Recovery Plan (e.g., approach, plan, execution).
- 3.3.5. If requested by HCA, the Bidder must participate with HCA in the state process for conducting a security review or security design review.
- 3.3.6. The Bidder's proposed solution must comply with the following Washington State laws and Federal Regulations:
 - a. Public Records Act, RCW 42.56
<https://app.leg.wa.gov/RCW/default.aspx?cite=42.56>
 - b. Preservation and Destruction of Public Records, RCW 40.14
<https://app.leg.wa.gov/RCW/default.aspx?cite=40.14>
 - c. Imaging Systems, Standards For Accuracy And Durability, WAC 434-663
<https://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=434-663&full=true#434-663-600>
 - d. Initial approval of replacement systems.
https://www.govregs.com/regulations/title42_chapterIV_part433_subpartC_section433.117

3.4. ADDITIONAL BIDDER INFORMATION COMPONENT A AND B (M)

Please limit responses to four (4) pages.

- 3.4.1. **Bidder Other Relevant Experience** – Indicate other relevant experience Bidder has had during the last five (5) years that indicates the Bidder's qualifications and ability to perform the services being solicited under this RFP.
 - a. Document two (2) customers (current or past) of similar size to HCA that have required the same service. Information should be provided in the following format:
 - Project title or name;
 - Project duration - start and end dates;

- Customer company/organization name;
- Customer contact name, phone and email;
- Overview of statement of work or project goals;
- Overview of project deliverables;
- Main technical skills utilized for project; and
- Project summary including outcomes achieved.

3.4.2.Related Information

- a. If the Bidder or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number, and project description and/or other information available to identify the contract.
- b. If the Bidder's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.
- c. If the Bidder has had a contract terminated for default in the last five years:
 - Submit full details of the terms for default including the other party's name, address, and phone number.
 - Present the Bidder's position on the matter.

HCA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

Termination for default is defined as notice to stop performance 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.

3.4.3.OMWBE Certification (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

For information: <http://www.omwbe.wa.gov>.

3.5. COVID-19 VACCINATION CERTIFICATION (M)

Bidder must review Exhibit J, COVID-19 Vaccination Certification and respond as to whether the Bidder complies with Proclamation 21-14.1 – COVID-19 Vaccination Requirement. Bidder must sign and return Exhibit J with its Proposal.

Note: Compliance with the Proclamation is mandatory. Bidders who are not able to perform in compliance with the Vaccination Proclamation will have their proposals considered as non-responsive and will not be evaluated.

3.6. TECHNICAL PROPOSAL COMPONENT A (MS)

Please limit responses to 10 pages and a minimum 10 font size.
Maximum available points: 360

The Technical Proposal Component A must contain a comprehensive description of services including the following elements:

- 3.6.1. **Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in Component A of this RFP, including Exhibit D Draft Contract Component A: Statement of Work. Include a description of the approach and/or methodology to complete these proposed tasks, services, and activities. 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 Component A of the project. Include any required involvement of HYSPC and HCA contract manager. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. (Maximum available points: 60)
- 3.6.2. **Deliverables Schedule** – Tailor a project schedule indicating when the elements of the work will be completed. Fully describe deliverables to be submitted under the proposed contract(s). Deliverables must be ADA compliant and meet Section 508 accessibility requirements, and support the requirements set forth in Section 1.4, Objectives and Scope of Work, and Exhibit D Draft Contract: Statement of Work. Deliverables schedule must ensure that any deliverables requested are met. (Maximum available points: 60)
- 3.6.3. **Outcomes and Performance Measurement** – Describe how the Bidder will monitor, measure, and report status of deliverables to HYSPC and HCA contract manager. (Maximum available points: 60)
- 3.6.4. **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 risks to the HCA contract manager. (Maximum available points: 60)
- 3.6.5. **Asset Rights** – The Bidder must indicate they understand and comply that HCA owns any and all assets created and/or maintained under this project. (Maximum available points: 60)
- 3.6.6. **Operations and Maintenance (O&M) Services** - The ASB shall perform O&M upon from the initial implementation date. This includes activities necessary to update, operate, and maintain the proposed system so that it continues to meet all requirements defined in this RFP. Any additional support will require a contract amendment. (Maximum available points: 60)

Deliverables:

- Upgrades
- Continuous Quality Improvement Tasks
- Change Request(s)
- Security Updates
- O&M Schedule

* Bidder may include any other recommended deliverables as part of their proposed solution

3.7. TECHNICAL PROPOSAL COMPONENT B (MS)

Please limit responses to 10 pages and a minimum 10 font size.
Maximum available points: 360

The Technical Proposal Component B must contain a comprehensive description of services including the following elements :

- 3.7.1. **Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in Component B of this RFP, including

Exhibit E Draft Contract Component B: Statement of Work. Include a description of the approach and/or methodology to complete these proposed tasks, services, and activities. 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 Component B of the project. Include any required involvement of HYSPC and HCA contract manager. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. (Maximum available points: 60)

3.7.2. **Deliverables Schedule** – Tailor a project schedule indicating when the elements of the work will be completed. Fully describe deliverables to be submitted under the proposed contract(s). Deliverables must be ADA compliant and meet Section 508 accessibility requirements, and support the requirements set forth in Section 1.4, Objectives and Scope of Work, and Exhibit E Draft Contract: Statement of Work. Deliverable's schedule must ensure that any deliverables requested are met. (Maximum available points: 60)

3.7.3. **Outcomes and Performance Measurement** – Describe how the Bidder will monitor, measure, and report status of deliverables to HYSPC and HCA contract manager. (Maximum available points: 60)

3.7.4. **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 risks to the HCA contract manager. (Maximum available points: 60)

3.7.5. **Asset Rights** – The Bidder must indicate understanding that HCA owns any and all assets created and/or maintained under this project. (Maximum available points: 60)

3.7.5. **Operations and Maintenance (O&M) Services** - The ASB shall perform O&M upon the initial implementation date. This includes activities necessary to update, operate, and maintain the proposed system so that it continues to meet all requirements defined in this RFP. Any additional support will require a contract amendment. (Maximum available points: 60)

Deliverables

- Website Maintenance and/or Upgrades
- Change Request(s)
- Continuous Quality Improvement Tasks
- O&M Schedule
- Security Updates

* Bidder may include any other recommended deliverables as part of their proposed solution

3.8. ORGANIZATIONAL CAPABILITIES COMPONENT A (MS)

The Organizational Capabilities Component A must contain a comprehensive description of services including the following elements:

Please limit responses to 20 pages, not including resumes, and a minimum 10 font size.

Maximum available points: 300

Please provide a narrative description in response to each of the specifications below demonstrating five years' experience administering, analyzing data, and reporting results of large (5,000 participants or more) paper and electronic- based surveys.

Provide two (2) separate narrative descriptions in response to each of the specifications below demonstrating five years' experience in each area of expertise required for Component A.

3.8.1. Bidder Description (Maximum available points: 75)

Provide a brief description of Bidder's firm, including primary business location(s), size, areas of specialization and expertise, customer base and any other pertinent information that would aid an evaluator in formulating a determination about the stability and strength of the Bidder, as well as the value and commitment of the Bidder as a resource to the HCA.

3.8.2. Bidder Experience (Maximum available points: 75)

Describe your organization's ability and plan for providing the services described in Exhibit E – Draft Contract: Statement of Work.

- i. For each component, please describe your ability and experience in providing the same or similar services to other organizations. Describe the breadth and depth of your experience in large dataset management. Describe your experience in data collection, cleaning, and analysis of large survey datasets. Describe your experience in creating and disseminating user-friendly data reports for various audiences (e.g., researchers, practitioners, school administrators, laypeople). (Provide examples.) See Exhibit G: HYS Quality Control Protocol. (Maximum available points: 40)
- ii. Providing similar contracted services. Provide references for at least two (2) successfully completed projects, a minimum of one (1) for a state government entity, within the last five (5) years. (Maximum available points: 35) Include the following information for each:
 - a. Project title or name;
 - b. Project duration - start and end dates;
 - c. Customer company/organization name;
 - d. Customer contact name, phone and email*
 - e. Overview of statement of work or project goals;
 - f. Overview of project deliverables;
 - g. Main technical skills utilized for project; and
 - h. Project summary including outcomes achieved.

3.8.3. Bidder Resources (Maximum available points: 75)

Bidder Resources to support proposed solution.

- i. Identify the total number of employees or staff resources (e.g., subcontractor(s)) available to provide services relative to this RFP. In addition, provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential Contract and relationships of proposed staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include the name and contact information for the person within the firm who will have prime responsibility and final authority for the work. (Maximum available points: 25)
- ii. Provide a description of the proposed project team, identifying team members, describing each team member's responsibilities, the amount of time each will be assigned to providing the services, and how the team will be managed during the course of service delivery. Any staff replaced during the period of performance of any resulting contract must be replaced with staff with equivalent or superior qualifications. Describe how you select staff for hire. Describe how you ensure that you can provide all functions of the contract in the absence of key staff. For example, if you have a staff member leave unexpectedly, describe who

would assume his/her duties and how quickly that would happen. (Maximum available points: 25)

- iii. Provide résumés for the proposed key staff members that include information on the individual's education, degrees, and professional certifications, significant accomplishments and any pertinent information that demonstrates how the team collectively meet the minimum qualifications as well as the desired qualifications. (Maximum available points: 25)

Recommended staff positions include:

a. Project Manager

Duties: The Project Manager performs day-to-day management of activities pertaining to the non-functional technical deliverables of the project. This individual is responsible for performing the following tasks:

- Identifying the issues and risks and recommending possible issue and risk mitigation strategies.
- Facilitating HCA and Contractor discussions/meetings.
- Ensuring that performance is within scope, consistent with requirements, and delivered on time and within budget.
- Identifying the critical paths, tasks, dates, testing, and acceptance criteria.
- Forming the strategy and roadmap for operating systems platform and architecture.
- Influencing the business and development teams on future architecture.
- Working with other IT and business teams for technology impacts across the enterprise and formulates strategy.
- Providing solutions to improve efficiency (e.g., reducing costs while maintaining or improving performance levels).
- Mentoring architects, developers, and analysts of all levels in industry best practices, procedures, and concepts.
- Monitoring issues and providing resolutions for up-to-date status reports.
- Demonstrating excellent writing and oral communications.
- Specify whether or not the Project Manager is Agile/Scrum certified and whether or not they possess a Project Management Professional certification from PMI.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Health Systems Management, Engineering, Business, or a related scientific or technical discipline.

General Experience: At least five (5) years' experience in project management.

Specialized Experience: At least five (5) years' experience in managing IT related projects. Experience in a leadership role for at least three (3) successful projects that were delivered on time and within budget, including a project similar in size and scope to this project.

b. Technical Lead

Duties: The Technical Lead is responsible for requirements, architecture, design, development, test, and provide production support for the System. This individual will work closely with project management, quality assurance, HCA staff, and the contractor's Business Lead to successfully deliver on System implementation for HCA requirements.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Survey Research, Business, or a related scientific or technical discipline.

General Experience: The proposed candidate must have at least five (5) years' experience working with survey systems design and delivery, quality assurance, health systems support and infrastructure.

Specialized Experience: Proposed candidate must have at least five (2) years' experience with hosted solutions.

c. Business Lead

Duties: The Business Lead develops business requirements and business processes re-engineering methodologies. This individual solves application and process related problems by creating detail process and system design specifications; and works with other areas across the business units to support a total solution approach. Responsible for performing the following tasks:

- Communicating business requirements for reports and applications development.
- Facilitating collaboration within and across business units and across IT functions.
- Resolving problems and improving business unit technical environments.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Business, or a related scientific or technical discipline.

General Experience: At least five (5) years' experience in business process analysis.

** By providing a contact name in response to this section, Bidder is granting permission for the RFP Coordinator to contact this person to validate the information provided.*

3.8.4. Bidder Project Management Approach (Maximum available points: 75)

- i. Specify the project management methodology/approach you would take to manage this project and, implementation of the solution (e.g., Agile/Scrum, Waterfall, or modified Waterfall). (Maximum available points: 25)
 1. Note that the HCA has a preference for Agile/Scrum session methodology to facilitate early, often and, consistent tracking and, delivery of prioritized functions through Sprints and, to ensure quality.
- ii. Provide a sample Project Schedule from a previous project that was similar to the project defined in this procurement. (Maximum available points: 25)
- iii. 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 risks to the HCA Contract Manager. (Maximum available points: 25)

3.9. ORGANIZATIONAL CAPABILITIES COMPONENT B (MS)

The Organizational Capabilities Component B must contain a comprehensive description of services including the following elements:

Please limit responses to 20 pages, not including resumes, and a minimum 10 font size.

Maximum available points: 300

Please provide a narrative description in response to each of the specifications below demonstrating five years' experience building and maintaining websites which utilize online data visualization. See Exhibit F: Website and Data Visualization Examples.

Provide two (2) separate narrative descriptions in response to each of the specifications below demonstrating five years' experience in each area of expertise required for Component B.

3.9.1. Bidder Description (Maximum available points: 75)

Provide a brief description of Bidder's firm, including primary business location(s), size, areas of specialization and expertise, customer base and any other pertinent information that would aid an evaluator in formulating a determination about the stability and strength of the Bidder, as well as the value and commitment of the Bidder as a resource to the HCA.

3.9.2. Bidder Experience (Maximum available points: 75)

Describe your organization's ability and plan for providing the services described in Exhibit E - Draft Contract: Statement of Work.

- i. For each component, please describe your ability and experience in providing the same or similar services to other organizations. Describe the breadth and depth of your experience in large dataset management. Describe your experience in data cleaning analysis, and dissemination of large survey datasets. Describe your experience in creating and disseminating user-friendly data reports and dashboards for various audiences (e.g., researchers, practitioners, school administrators, laypeople). (Provide examples.) See Exhibit G: HYS Quality Control Protocol. (Maximum available points: 40)
- ii. Providing similar contracted services. Provide references for at least two (2) successfully completed projects, a minimum of one (1) for a state government entity, within the last five (5) years. (Maximum available points: 35) Include the following information for each:
 - i. Project title or name;
 - j. Project duration - start and end dates;
 - k. Customer company/organization name;
 - l. Customer contact name, phone, and email*
 - m. Overview of statement of work or project goals;
 - n. Overview of project deliverables;
 - o. Main technical skills utilized for project; and
 - p. Project summary including outcomes achieved.

3.9.3. Bidder Resources (Maximum available points: 75)

Bidder Resources to support proposed solution.

- i. Identify the total number of employees or staff resources (e.g., subcontractor(s)) available to provide services relative to this RFP. In addition, provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential Contract and relationships of proposed staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include the

name and contact information for the person within the firm who will have prime responsibility and final authority for the work. (Maximum available points: 25)

- ii. Provide a description of the proposed project team, identifying team members, describing each team member's responsibilities, the amount of time each will be assigned to providing the services, and how the team will be managed during the course of service delivery. Any staff replaced during the period of performance of any resulting contract must be replaced with staff with equivalent or superior qualifications. Describe how you select staff for hire. Describe how you ensure that you can provide all functions of the contract in the absence of key staff. For example, if you have a staff member leave unexpectedly, describe who would assume his/her duties and how quickly that would happen. (Maximum available points: 25)
- iii. Provide résumés for the proposed key staff members that include information on the individual's education, degrees, and professional certifications, significant accomplishments and any pertinent information that demonstrates how the team collectively meet the minimum qualifications as well as the desired qualifications. (Maximum available points: 25)

Recommended staff positions include:

a. Project Manager

Duties: The Project Manager performs day-to-day management of activities pertaining to the non-functional technical deliverables of the project. This individual is responsible for performing the following tasks:

- Identifying the issues and risks and recommending possible issue and risk mitigation strategies.
- Facilitating HCA and Contractor discussions/meetings.
- Ensuring that performance is within scope, consistent with requirements, and delivered on time and within budget.
- Identifying the critical paths, tasks, dates, testing, and acceptance criteria.
- Forming the strategy and roadmap for operating systems platform and architecture.
- Influencing the business and development teams on future architecture.
- Working with other IT and business teams for technology impacts across the enterprise and formulates strategy.
- Providing solutions to improve efficiency (e.g., reducing costs while maintaining or improving performance levels).
- Mentoring architects, developers, and analysts of all levels in industry best practices, procedures, and concepts.
- Monitoring issues and providing resolutions for up-to-date status reports.
- Demonstrating excellent writing and oral communications.
- Specify whether or not the Project Manager is Agile/Scrum certified, and whether or not they possess a Project Management Professional certification from PMI.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Health Systems Management, Engineering, Business, or a related scientific or technical discipline. Candidates must possess a Project Management Professional (PMP) certification from PMI.

General Experience: At least five (5) years' experience in project management.

Specialized Experience: At least five (5) years' experience in managing IT related projects. This individual must have experience in a leadership role for at least three (3) successful projects that were delivered on time and within budget, including a project similar in size and scope to this project.

b. Technical Lead

Duties: The Technical Lead is responsible for requirements, architecture, design, development, test, and provide production support for the System. This individual will work closely with project management, quality assurance, HCA staff, and the contractor's Business Lead to successfully deliver on System implementation for HCA requirements.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Data Analytics, Data Visualization, Health System Design,, or a related scientific or technical discipline.

General Experience: At least five (5) years' experience working with survey systems design and delivery, quality assurance, health system support and infrastructure.

Specialized Experience: Proposed candidate must have at least five (2) years' experience with hosted solutions.

c. Business Lead

Duties: The Business Lead develops business requirements and business processes re-engineering methodologies. Solves application and process related problems by creating detail process and system design specifications; and works with other areas across the business units to support a total solution approach. Responsible for performing the following tasks:

- Communicating business requirements for reports and applications development.
- Facilitating collaboration within and across business units and across IT functions.
- Resolving problems and improving business units technical environments.

Education: Bachelor's degree from an accredited college or university with a major in Computer Science, Business, or a related scientific or technical discipline.

General Experience: At least five (5) years' experience in business process analysis.

** By providing a contact name in response to this section, Bidder is granting permission for the RFP Coordinator to contact this person to validate the information provided.*

3.9.4. Bidder Project Management Approach (Maximum available points: 75)

- i. Specify the project management methodology/approach you would take to manage this project and, implementation of the solution (e.g., Agile/Scrum, Waterfall, or modified Waterfall). (Maximum available points: 25)
 1. Note that the HCA has a preference for Agile/Scrum session methodology to facilitate early, often and, consistent tracking and, delivery of prioritized functions through Sprints and, to ensure quality.

- ii. Provide a sample Project Schedule from a previous project that was similar to the project defined in this procurement. (Maximum available points: 25)
- iii. 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 risks to the HCA Contract Manager. (Maximum available points: 25)

3.10. **COST PROPOSAL Component A (MS)**

Cost Proposals for Component A that exceed \$360,000 will be considered non-responsive and will not be reviewed. An additional not to exceed budget amount at ten thousand dollars (\$10,000) will be allotted for the implementation and startup phase.

Maximum available points: 100

The Cost Proposal must contain responses to the tables located in Exhibit H.

Please respond to all questions listed in Exhibit H in the order they are presented. Provide your response in a format that identifies the section and deliverable number as indicated within Exhibit H. Note that the sections will be scored with maximum available points as indicated within Exhibit H.

3.11. **COST PROPOSAL Component B (MS)**

Cost Proposals for Component B that exceed \$100,000 will be considered non-responsive and will not be reviewed. An additional not to exceed budget amount at ten thousand dollars (\$10,000) will be allotted for the implementation and startup phase

Maximum available points: 100

The Cost Proposal must contain responses to the tables located in Exhibit I.

Please respond to all questions listed in Exhibit I in the order they are presented. Provide your response in a format that identifies the section and deliverable number as indicated within Exhibit I. Note that the sections will be scored with maximum available points as indicated within Exhibit I.

3.12. **EXECUTIVE ORDER 18-03 (MS)**

Maximum available points: 40

Pursuant to RCW 39.26.160(3) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), HCA will evaluate bids for best value and provide a bid preference in the amount of 40 points to any Bidder who certifies, pursuant to the certification attached as Exhibit C, 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. Bidders that do require their employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver will not be disqualified evaluation of this RFP, however they will receive 0 out of 40 points for this section.

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive Proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals will be accomplished by an evaluation team(s), to be designated by HCA, which will determine the ranking of the proposals. Evaluations will only be based upon information provided in the Bidder's Proposal.

All proposals received by the stated deadline in Section 1.2, *Estimated Schedule of Procurement Activities*, will be reviewed by the RFP Coordinator to ensure that the Proposals contain all of the required information requested in the RFP. Only responsive Proposals that meet the requirements will be evaluated by the evaluation team. Any Bidder who does not meet the stated qualifications or any Proposal that does not contain all of the required information will be rejected as non-responsive.

The RFP Coordinator may, at his or her sole discretion, contact the Bidder for clarification of any portion of the Bidder's Proposal. Bidders should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Responsive Proposals will be reviewed and scored by an evaluation team(s) using a weighted scoring system, Section 4.2, *Evaluation Weighting and Scoring*. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda issued.

HCA, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral and product presentation.

4.2. EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

Component A: Technical and Organizational Capabilities Proposal		Total Possible Points
Technical Proposal (Section 3.6)	Subsection Points	360
Work Plan (Subsection 3.6.1)	60	
Deliverables Schedule (Subsection 3.6.2)	60	
Outcomes and Performance Measurement (Subsection 3.6.3)	60	
Risks (Subsection 3.6.4)	60	
Asset Rights (Subsection 3.6.5)	60	
O&M (Subsection 3.6.6)	60	
Organizational Capabilities (Section 3.8)	Subsection Points	300
Bidder Description (Subsection 3.8.1)	75	
Bidder Experience (Subsection 3.8.2)	75	
Bidder Resources (Subsection 3.8.3)	75	
Bidder Project Management Approach (Subsection 3.8.4)	75	

Technical and Organizational Capabilities Evaluation - Total Possible Points:	660
--	------------

Cost Proposal (Section 3.10, Exhibit H)		Total Possible Points
	Subsection Points	125
Deliverable Cost Table (Exhibit H)	75	
Hourly Cost Table (Exhibit H)	25	
O&M Cost Table (Exhibit H)	25	
Cost Evaluation - Total Possible Points:		125

Executive Order 18-03		Total Possible Points
Section 3.12		40

Product Presentation (Optional)		Total Possible Points
Product Demonstrations (Section 4.5)		500

Evaluation Elements – Combined Total		
Technical and Organizational Capabilities Proposal		660
Cost Proposal		125
Executive Order 18-03		40
Maximum Points Possible (without Product Presentations)		825
Maximum Points Possible (with Product Presentations)		1325

Component B: Technical and Organizational Capabilities Proposal		Total Possible Points
Technical Proposal (Section 3.7)	Subsection Points	360
Work Plan (Subsection 3.7.1)	60	
Deliverables Schedule (Subsection 3.7.2)	60	
Outcomes and Performance Measurement (Subsection 3.7.3)	60	
Risks (Subsection 3.7.4)	60	

Asset Rights (Subsection 3.7.5)	60	
O&M (Subsection 3.7.6)	60	
Organizational Capabilities (Section 3.9)	Subsection Points	300
Bidder Description (Subsection 3.9.1)	75	
Bidder Experience (Subsection 3.9.2)	75	
Bidder Resources (Subsection 3.9.3)	75	
Bidder Project Management Approach (Subsection 3.9.4)	75	
Technical and Organizational Capabilities Evaluation - Total Possible Points:		660

Cost Proposal (Section 3.11, Exhibit I)		Total Possible Points
	Subsection Points	125
Deliverable Cost Table (Exhibit I)	75	
Hourly Cost Table (Exhibit I)	25	
O& M Cost Table (Exhibit I)	25	
Cost Evaluation - Total Possible Points:		125

Executive Order 18-03	Total Possible Points
Section 3.12	40

Product Presentation (Optional)	Total Possible Points
Product Demonstrations (Section 4.5)	500

Evaluation Elements – Combined Total	
Technical and Organizational Capabilities Proposal	660
Cost Proposal	125
Executive Order 18-03	40
Maximum Points Possible (without Product Presentations)	825
Maximum Points Possible (with Product Presentations)	1325

HCA reserves the right to award the contract(s) to the Bidder whose proposal is deemed to be in the best interest of HCA and the state of Washington.

4.3. SCORED METHODOLOGY: TECHNICAL AND ORGANIZATIONAL CAPABILITIES PROPOSAL

Evaluators will evaluate and assign scores to the Technical and Organizational Proposal (Sections 3.6 and 3.8 for Component A and Section 3.7 and 3.9 for Component B), based on how well the Bidder’s Response matches the requirement.

Evaluators will assign scores using the following (0-10) scale:

Scoring Methodology		
Score	Description	Scoring Criteria
10	Far Exceeds Requirements	The Bidder has provided an innovative, detailed, efficient approach or established, by presentation of material, far superior capability in this area.
7	Exceeds Requirements	The Bidder has demonstrated an above-average capability, approach, or solution and has provided a complete description of the capability, approach, or solution.
5	Meets Requirements	The Bidder has an acceptable capability or solution to meet this criterion and has described its approach in sufficient detail to be considered “as substantially meeting the requirements”.
3	Below Requirements	The Bidder has established some capability to perform the requirement but descriptions regarding their approach are not sufficient to demonstrate the Proposer will be fully able to meet the requirements.
1	Substantially Below Requirements	The Bidder has not established the capability to perform the requirement, has marginally described its approach, or has simply restated the requirement.
0	No value	The Bidder has omitted any discussion of this requirement or the information provided is of no value.

4.4. SCORING METHODOLOGY: COST PROPOSAL

Each of the two Cost Elements listed in Exhibit H, Cost Proposal Component A and Exhibit I, Cost Proposal Component B, will be scored individually based on the lowest proposed total cost for each category. Points for each category will be awarded according to the following formula, any point calculations that result in decimal points will be rounded to the nearest whole number:

$$\frac{\text{Lowest Cost Proposal/Cost Proposal Category}}{\text{Bidder's Cost Proposal/Cost Proposal Category}} \times \text{Subsection points} = \text{Bidder's Cost Proposal Points/Cost Proposal Category}$$

The Bidder’s score for each of the two Cost Proposal Categories will be summed to determine the Bidder’s total Cost Proposal score for each Component that the Bidder is proposing

For example (dollar amounts are for illustrative purpose only):

Deliverable Cost Proposal Component A		
Bidder	Total Deliverable Cost Proposal	Awarded Points
1	\$310,000	69
2	\$350,000	66
3	\$290,000	75
4	\$360,000	61
5	\$355,500	63

Hourly Cost Proposal		
Bidder	Total Hourly Cost Proposal	Awarded Points
1	\$450	10
2	\$125	25
3	\$375	12
4	\$400	11
5	\$225	17

Operations & Maintenance Cost Proposal		
Bidder	Total O&M Cost Proposal	Awarded Points
1	\$5,000,00	22
2	\$4,500.00	25
3	\$7,500,00	15
4	\$6,000,00	18
5	\$5,500,00	20

Bidder	Deliverable Cost Proposal Points	Hourly Cost Proposal Points	O&M Cost Proposal Points	Total Awarded Points
1	69	10	22	101
2	66	25	25	116
3	75	12	15	102
4	61	11	18	90
5	63	17	20	100

4.5. PRODUCT DEMONSTRATIONS MAY BE REQUIRED

HCA may after evaluating the technical proposal, organizational capabilities proposal, cost proposal and Executive Order 18-03 elect to schedule product demonstrations of the finalists. Should product demonstrations become necessary, HCA will contact the top-scoring firm(s) from the technical proposal, organizational capabilities proposal, cost proposal and Executive Order 18-03 evaluation(s) to schedule a date and time. Commitments made by the Bidder at the product demonstration, if any, will be considered binding.

The scores from the technical proposal, organizational capabilities proposal, cost proposal and Executive 18-03 evaluation(s) and the product demonstration combined together will determine the ASB(s).

4.6. SUBSTANTIALLY EQUIVALENT SCORES

Substantially equivalent scores are scores separated by two percent or less in total points. If multiple Proposals receive a Substantially Equivalent Score, HCA may leave the matter as scored, or select as the

ASB the one Proposal for each component that is deemed by HCA, in its sole discretion, to be in HCA's best interest relative to the overall purpose and objective as stated in Sections 1.3 and 1.4 of this RFP.

If applicable, HCA's best interest will be determined by HCA managers and executive officers, who have sole discretion over this determination. The basis for such determination will be communicated in writing to all Bidders with equivalent scores.

4.7. NOTIFICATION TO BIDDERS

HCA will notify the ASB(s) of their selection in writing upon completion of the evaluation process. Bidders whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.8. DEBRIEFING OF UNSUCCESSFUL BIDDERS

Any Bidder who has submitted a Proposal and been notified it was not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator no later than 5:00 p.m., local time, in Olympia, Washington, within three business days after the Unsuccessful Bidder Notification is e-mailed to the Bidder. The debriefing will be held within three business days of the request, or as schedules allow.

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

- 4.8.1. Evaluation and scoring of the Bidder's Proposal;
- 4.8.2. Critique of the Proposal based on the evaluation; and
- 4.8.3. Review of the Bidder's final score in comparison with other final scores without identifying the other Bidders.

Topics a Bidder could have raised as part of the complaint process (Section 2.10) cannot be discussed as part of the debriefing conference, even if the Bidder did not submit a complaint.

Comparisons between proposals, or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

4.9. PROTEST PROCEDURE

A bid protest may be made only by Bidders who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five Business Days to file a protest. Protests must be received by the Contracts Administrator no later than 4:30 p.m., local time, in Olympia, Washington on the fifth Business Day following the debriefing. Protests must be submitted by e-mail to ensure timely receipt.

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

- A. All protests must be in writing, addressed to the Contracts Administrator, and signed by the protesting party or an authorized agent. The protest must state (1) the RFP number, (2) the grounds for the protest with specific facts, (3) complete statements of the action(s) being protested, and (4) the relief or corrective action being requested. Protests must be emailed to contracts@hca.wa.gov with the following subject line: "RFP # Protest – [Bidder Name]."
- B. Consistent with RCW 39.26.030, bid submissions and bid evaluations will be available for public inspection following the announcement of ASB(s). If requested, the protest period will not conclude before the requestor has been provided with the applicable bid submissions and bid evaluations and

provided five (5) Business Days to review the same. Bidder is responsible for notifying the Procurement Coordinator of any such public disclosure requests so the timeline can be adjusted accordingly.

- C. Only protests alleging an issue of fact concerning the following subjects will be considered:
- i. A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
 - ii. Errors in computing the score; or
 - iii. Non-compliance with procedures described in the RFP, HCA's protest process, or DES policy requirements (POL-DES-170-00).

Protests based on anything other than those items listed above will not be considered. Protests will be rejected as without merit to the extent they address issues such as: 1) an evaluator's professional judgment on the quality of a Proposal; or 2) HCA's assessment of its own needs or requirements.

- D. Upon receipt of a protest, HCA will undertake a protest review. The HCA Director, or an HCA employee who is a neutral party with no involvement in the evaluation and award process, Protest Officer will be assigned to investigate and respond to the protest. If the HCA Director delegates the protest review to an HCA employee, the Director nonetheless reserves the right to make the final agency decision on the protest. The HCA Director or his or her designee will have the right to seek additional information regarding the procurement from sources they deem appropriate in order to fully consider the protest.
- E. If HCA determines in its sole discretion that a protest from one Bidder may affect the interests of another Bidder, then HCA may invite such Bidder to submit its views and any relevant information on the protest to the Protest Officer. In such a situation, the protest materials submitted by each Bidder will be made available to all other Bidders upon request.
- F. The Protest Officer will issue a written protest response no more than ten Business Days after receipt of the protest, unless additional time is needed, in which case HCA will notify the protesting bidder in writing. The Protest Officer's decision is final, unless the HCA Director exercises their right to make the final agency decision on the protest. There will be no appeal process.
- G. The final determination of the protest will:
- i. Find the protest lacking in merit and uphold HCA's action; or
 - ii. Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or
 - iii. Find merit in the protest and provide options to the HCA Director, which may include:
 - a. Correct the errors and re-evaluate all Proposals; or
 - b. Issue a new solicitation document and begin a new process; or
 - c. Make other findings and determine other courses of action as appropriate.

If the protest is not successful, HCA will enter into a contract(s) with the ASB(s), assuming the parties reach agreement on the contract's terms.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the 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:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by HCA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail as redline edits within our response to Exhibit D, Draft Contract Component A and/or Exhibit E, Draft Contract Component B.
5. I/we understand that HCA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of HCA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail as redline edits within our response to Exhibit D, Draft Contract Component A and/or Exhibit E, Draft Contract Component B.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant HCA the right to contact references and other, who may have pertinent information regarding the ability of the Bidder and the lead staff person to perform the services contemplated by this RFP.
10. 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, his/her name(s) is noted on a separately attached page.

We (**circle one**) **are / are not** submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have detail as redline edits within our response to Exhibit D, Draft Contract Component A and/or Exhibit E, Draft Contract Component B.

On behalf of the Bidder submitting this proposal, my name below attests to the accuracy of the above statement. *If electronic, also include: We are submitting a scanned signature of this form with our proposal.*

Signature of Bidder

Title

Date

Exhibit B

DIVERSE BUSINESS INCLUSION PLAN

- | | |
|--|-----|
| Do you anticipate using, or is your firm, a State Certified Minority Business? | Y/N |
| Do you anticipate using, or is your firm, a State Certified Women's Business? | Y/N |
| Do you anticipate using, or is your firm, a State Certified Veteran Business? | Y/N |
| Do you anticipate using, or is your firm, a Washington State Small Business? | Y/N |

If you answered No to all of the questions above, please explain:

Please list the approximate percentage of work to be accomplished by each group:

- | | |
|----------------|------|
| Minority | ___% |
| Women | ___% |
| Veteran | ___% |
| Small Business | ___% |

Please identify the person in your organization to manage your Diverse Inclusion Plan responsibility.

Name: _____

Phone: _____

E-Mail: _____

Exhibit C

Contractor Certification
Executive Order 18-03 – Workers’ Rights
Washington State Goods & Services Contracts

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Health Care Authority is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation No.: 2021HCA16

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This 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 waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

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

FIRM NAME: _____
Name of Contractor/Bidder – Print full legal entity name of firm

By: _____
Signature of authorized person Printed name of person making certifications for firm

Title: _____
Title of person signing certificate Place: _____

Date: _____
Print city and state where signed

