**PROPOSAL SUBMISSION INSTRUCTIONS**

**NOTE: If Bidder is unable to meet the submission requirements due to pandemic, Bidders must explain and AGO reserves the right to modify submissions requirements at its sole discretion.**

 **1. SUBMISSION OF PROPOSAL**

The Proposal must arrive at the AGO’s RFP Coordinator email below no later than date and time listed within the *Anticipated Procurement Schedule*. All Proposals and any accompanying documentation become the property of the AGO and will not be returned.

**1.1 Proposal Submission Requirements**. The Proposal 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 of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Proposal must respond to all of the solicitation requirements.

**1.2 Proposal Method of Delivery**. Bidder’s Proposal must be delivered to the RFP Coordinator via email.

**1.3 Assumption of Risk.** Bidder assumes the risk for the delivery of the Proposal. The AGO assumes no responsibility for delays caused by any delivery service. Late Proposals will NOT be accepted and will be automatically disqualified from further consideration.

**1.4 Referencing**. Do not respond by referencing material presented elsewhere. The Proposal shall be considered complete and stand on its own merits.

**1.5 Time**. Bidder should allow sufficient time to ensure timely receipt of the Proposal and related documents by the RFP Coordinator on or before the date and time indicated within the *Anticipated Procurement Schedule* of this RFP.

**2. Submission Address**

Proposals must be submitted to the RFP coordinator via email to the below address:

|  |  |
| --- | --- |
| RFP Coordinator | Sydney Wright |
| RFP Coordinator Email Addresses: | Contracts@atg.wa.gov  |

**3. Submission of Proposal**

* 1. **Electronic Submission of Proposal**

3.1.1 Email Proposals will not be viewed prior to the Proposal due date. Time of receipt is defined as the time that the RFP Coordinator’s email inbox records that the response was received, NOT by the Bidder’s transmittal. The AGO assumes no responsibility for delays caused by Bidder’s e-mail, network problems or any other party. If AGO’s e-mail is not working, appropriate allowances will be made. Any Proposals received after 4:00 pm on the Proposal due date will be rejected.

* + 1. The AGO will not accept zipped files and zipped files cannot be used for submission of Proposals.
		2. The use of links (either in a document or to a cloud based program) is not an acceptable method of submittal and any Proposals submitted that include such links will be rejected as non-responsive and will not receive further consideration.
		3. Attachments H - P must be submitted utilizing the AGO form provided with this RFP. **Do not return Attachments A – G, O, and Q with your proposal contents.** Bidder shall not copy and paste the form into their own document. Any Proposals that do not utilize the actual form provided by the AGO, or that copy and paste the Attachments into their own document will be rejected and will not be given further consideration.
		4. All files in a Bidder’s Proposal must be submitted in Microsoft Word, Microsoft Excel, or PDF. All signature pages must be submitted in PDF format.
		5. Formats not identified herein may be accepted only upon prior written approval of the AGO. If prior approval is not obtained, the submission will be considered nonresponsive and will not be given further consideration.

3.1.7 Proposals and related documents shall be submitted as attachments to an email, and not included as part of the body of the email or as a link. Proposals that are not submitted as attachments will be considered nonresponsive and will not be given further consideration.

* + 1. Bidder must include the RFP number and Bidder’s company name in the Subject line of the email.
		2. Bidders may break email submittals into multiple emails provided each email clearly indicates in the subject line its overall place in the series, as well as the total number of separate emails being sent.

For example, if Bidder is submitting their response in three (3) separate emails, the subject line of the first should be “RFP XXX\_Company Name\_Response 1 of 3”; the next email’s subject line would be “RFP XXX\_Company Name \_Response 2 of 3”; etc.

* + 1. Bidders are requested to abbreviate long company names as appropriate
		2. Naming Conventions. All Proposal attachments must adhere to the following name convention expectations and be attached to the email in the indicated required format. Follow this naming convention with additional documents that may be submitted with the Proposal.
			1. Format: documenttitle\_companyname\_SolicitationNo.
	1. **Hard Copy Proposals**

3.2.1 Hard copy Proposals are not accepted. Hard copy Proposals will be considered nonresponsive and will not be given further consideration.