|  |  |  |
| --- | --- | --- |
| **ATTACHMENT D: BIDDER RESPONSE FORM**  This form is broken into four sections: Section 1. Administrative Response; Section 2. Management Response; Section 3. Quotation/Cost Response. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D. | | |
|  |  |  |
| 1 | **BIDDER INFORMATION (ADMINISTRATIVE RESPONSE)**  Bidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, information provided as part of Bidder’s Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder’s qualifications and experience. | **0 MAXIMUM TOTAL POINTS**  **REQUIRED FOR RESPONSIVENESS** |
|  |  |  |
| a | Please indicate whether you employ or contract with any current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual’s employment history with the State of Washington; 3. a description of the Individual’s involvement with the response to this Solicitation; and 4. the Individual’s proposed role in providing the services under this any Contract that may be awarded. | NOT SCORED |
|  | ANSWER: |  |
| b | Please list the names and contact information for three individuals you agree may serve as Bidder references and may freely provide information to DOC regarding the reference’s experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DOC and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference. | NOT SCORED |
|  | ANSWER: |  |
| c | Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. | NOT SCORED |
|  | ANSWER: |  |
| d | Please indicate whether you are requesting that DOC consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which text you request to change is found, and state the specific changes you are requesting. DOC shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language that are not identified in response to this question.  Sample Contract Provisions denoting that works made therein are works for hire are a material provision for DOC for any possible contract arising under this solicitation. | NOT SCORED |
|  | ANSWER: |  |
| e | If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder’s Response containing such information and place the word “Proprietary” in the lower right hand corner of each of these identified pages. | NOT SCORED |
|  | ANSWER: |  |
| f | Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation | NOT SCORED |
|  | ANSWER: |  |
| g | Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each. | NOT SCORED |
|  | ANSWER: |  |
| h | Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder’s explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed. | NOT SCORED |
|  | ANSWER: |  |
| i | Please describe your proposed plans for the use of Subcontractors in performing this contract, listing each Subcontractor, its proposed role and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each subcontractor self-identifies or is certified as a small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DOC. | NOT SCORED |
|  | ANSWER: |  |
| j | Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please so indicate. | NOT SCORED |
|  | ANSWER: |  |

|  |  |  |
| --- | --- | --- |
| **2** | **BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)** | **550 MAXIMUM TOTAL POINTS** |
|  | **BIDDER EO 18-03 CERTIFICATION** |  |
| EO 1 | Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?  **Please Note:** Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful bidder, a term will be added to your contract certifying this response and requiring notification to DOC if you later require your employees to agree to these clauses or waivers during the term of the contract. | **30 Pts** |
|  | ANSWER: |  |
|  | **BIDDER EO 13-01 VETERAN OWNED OR SMALL BUSINESS PREFERENCE POINTS.** |  |
| EO 2 | DOC seeks to encourage Certified Veteran owned Businesses and Small Businesses to bid on DOC contracts. If you may certify that your company is a certified Veteran-owned business (Veteran-owned business means a business certified by the Washington state department of veteran affairs under RCW 43.60A.190), a Microbusiness (as defined in RCW 39.26.010 (16)), Minibusiness (as defined in RCW 39.26.010 (17)), or Small Business (as defined in RCW 39.26.010 (22)(a)) you will be granted the 30 points available under this question.  **Please Note**: Points for this question will be awarded to bidders who respond affirmatively that they are either a Certified Veteran owned business or a Small Business, Microbusiness or Minibusiness as defined by Chapter RCW 39.26.010. Certifying to multiple point qualifying statuses under this question will still only result in 20 points being received by the bidder. No bidder may receive more than 20 points for an affirmative answer to this question. | **20 Pts** |
|  | ANSWER: |  |
|  | **EXPERIENCE AND QUALIFICATIONS QUESTIONS FOR VIDEO PRODUCTION/MARKETING SERVICES**  Bidders must answer the below questions to the best of your ability. Evaluators will score these responses based upon their analysis of the response provided. Failure to answer the below questions may cause your bid to be disqualified. Bidders may expand the answer boxes below to fit their answer as needed. |  |
| A | Please describe your firms experience creating videos or content for government agencies, nonprofits, or other public entities. | **100 Pts** |
|  | ANSWER: |  |
| B | Please describe the general video production, editing, marketing, and directing experience of staff working or retained by your firm. | **100 Pts** |
|  | ANSWER: |  |
| C | What experience do you have coaching laypersons who are participating with your firm in the creation of video content. | **100 Pts** |
|  | ANSWER: |  |
| D | What example of creative video content or services and marketing consultation you have you produced/provided for past clients that might relate to work for a government agency.  Please also attach a video or a link to a video that you consider representative of your best work for our evaluators to score. | **100 Pts** |
|  | ANSWER: |  |
| E | Please attach a letter of reference from a previous client for evaluation. Please provide any necessary context or background required by the evaluation team to evaluate the reference. | **100 Pts** |
|  | ANSWER: |  |

|  |  |  |
| --- | --- | --- |
| **3** | **BIDDER’S PROPOSED PRICING (QUOTATION OR COST RESPONSE)**  **Bidders must bid a fixed hourly rate in USD for questions A-D.**  **Scoring Equation**:  low bid / higher bid = % of avail. points awarded \* avail. points = total cost points | **450 MAXIMUM TOTAL POINTS** |
| A | Video Pre-Production Rate: | 125 points |
|  | ANSWER: Contractor will charge a fixed rate of $\_\_\_\_ per hour. |  |
| B | Video Shooting Rate: | 125 points |
|  | ANSWER: Contractor will charge a fixed rate of $\_\_\_\_ per hour. |  |
| C | Video Editing Rate: | 100 points |
|  | ANSWER: Contractor will charge a fixed rate of $\_\_\_\_ per hour. |  |
| D | Marketing Consultation Rate: | 100 points |
|  | ANSWER: Contractor will charge a fixed rate of $\_\_\_\_ per hour.  DOC will reimburse for marketing advertising purchases (such as airtime, print adverts, digital media) made through consultants at a fixed 100% of the actual cost. |  |
| E | Marketing Advertising Purchases: | NOT SCORED |
|  | DOC will reimburse for marketing advertising purchases (such as airtime, print adverts, digital media) made through consultant at a fixed 100% reimbursement for the actual cost of those purchases. Time spent procuring or arranging for advertising purchases by Contractor should be billed for under Section 3 D Marketing Consultation Rate. |  |