

Bidder Name _____

ATTACHMENT D: BIDDER RESPONSE FORM This form is broken into five sections: Section 1. Administrative Response; Section 2. Management Response; Section 3. Quotation/Cost Proposal; Section 4. Written Response; Section 5. EO 18-03 Response, Section 6. EO 19-01 Veteran-Owned Status Preference Certification, Section 7. RCW 39.26 Washington Small Business Preference. 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.	MAXIMUM TOTAL POINTS
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. ANSWER:	NOT SCORED
b	Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. ANSWER:	NOT SCORED
c	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. ANSWER:	NOT SCORED
d	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 ANSWER:	NOT SCORED
e	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

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	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 DSHS.	NOT SCORED
	ANSWER:	
J	Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please so indicate.	NOT SCORED
	ANSWER:	

2	BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)	MAXIMUM TOTAL POINTS
MANDATORY EXPERIENCE AND QUALIFICATIONS		
A	Please certify that your Company has at least two (2) years' experience providing transcription services.	PASS/FAIL
	ANSWER:	
B	Please certify that any Bidder employee(s) who would perform work under this potential contract are and shall maintain Court Reporter licensing consistent with Chapter 18.145 RCW, along with any requirements set forth by the Washington State Department of Licensing, and has at least three (3) years of experience as a Certified Court Reporter transcribing similar proceedings.	PASS/FAIL
	ANSWER:	
C	Please certify that Bidder will commit to contract standards for the transcription service to meet or exceed the requirements of WAC 308-14-130, Standards of Professional Practice, and WAC 308-14-135, Transcript preparation format.	PASS/FAIL
	ANSWER:	
D	Please certify Bidder has e-mail capability, and the capacity for encrypted file upload, download, and storage.	PASS/FAIL
	ANSWER:	
E	Please certify that Bidder has firewall-protected Internet access to prevent information transmitted electronically from being accessed by unauthorized persons.	PASS/FAIL
	ANSWER:	
F	Please certify Bidder has ability to work with DSHS audio file recording format (mp3 uploaded to contractor portal, or recorded to CD)	PASS/FAIL
	ANSWER:	

3	BIDDER'S PROPOSED PRICING (QUOTATION OR COST RESPONSE)	MAXIMUM TOTAL POINTS
A	Please identify your cost per transcribed page for transcription services as outlined in RFQQ 2034-751 Solicitation Document Section A, Contract Requirements, Item 3. Project Scope.	20
	ANSWER:	
B	Please identify your cost for additional sealed transcript copies, if requested.	5
	ANSWER:	
C	Please identify your cost for additional unsealed transcript copies, if requested.	5
	ANSWER:	
D	Please identify your cost (expressed as a flat inclusive rate) per transcription package mailed (one sealed copy, and one unsealed transcription copy) for postage to deliver to Olympia, WA as addressed in Attachment A, Sample Contract.	15
	ANSWER:	
E	Please identify any additional costs not addressed in the above items payable for your transcription services. Bidders are required to collect and pay Washington State sales tax, if applicable.	5
	ANSWER:	

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4	BIDDER'S WRITTEN RESPONSE	MAXIMUM TOTAL POINTS
A	<p>In two pages or less, please describe your company's previous experience performing transcription services. Please include years of experience for proposed staff and any other qualifications that may show your company to be well suited to provide transcription services to the DSHS Board of Appeals.</p>	10
	ANSWER:	
B	<p>In two pages or less, please describe the company's ability to meet deadlines and its approach to the work described in this solicitation. Include an overview of your process starting with a DSHS transcription work request and ending with delivery of the finished product to DSHS.</p>	10
	ANSWER:	
C	<p>Please attach one (1) letter of reference for your company and briefly describe the type of service provided. Please include the e-mail and telephone contact number for your reference. By submitting a bid to this solicitation you agree to grant DSHS permission to contact these references and others, who from DSHS's perspective, may have pertinent information.</p>	15
	ANSWER:	
D	<p>Describe how your business manages quality control for transcription services. Please provide examples of how you intend to handle each of the following situations:</p> <ol style="list-style-type: none"> 1. Billing discrepancies; 2. Timelines not met; 3. Misspellings; 4. Sealed transcripts broken open. 	10
	ANSWER:	

5	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS
EO 18-03	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p>Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful bidder, a term will be added to your contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the contract.</p>	3
	ANSWER:	

6	BIDDER EO 19-01 VETERAN-OWNED STATUS PREFERENCE CERTIFICATION	MAXIMUM TOTAL POINTS
EO 19-01	<p>Please certify as to your status as a Veteran-Owned Business. To receive the additional point(s) for this question, Bidder must certify under penalty of perjury that they are a Veteran-Owned business pursuant to RCW 43.60A.190 and Bidder has certified its Veteran-Owned status in WEBS.</p>	1
	ANSWER:	

7	BIDDER RCW 39.26 WASHINGTON SMALL BUSINESS PREFERENCE	MAXIMUM TOTAL POINTS
RCW 39.26	<p>Please certify as to your Washington Small Business status. To receive the additional point(s) for this question, Bidder must certify under penalty of perjury that they are a Washington Small Business, Minibusines, or Microbusiness pursuant to RCW 39.26.010 and Bidder has certified its small business status in WEBS.</p>	1
	ANSWER:	