



**STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
REQUEST FOR PROPOSALS (RFP)
RFP NO. AHCARE-2021**

NOTE: *If you download this RFP from the Department of Commerce website, you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or bidder questions/agency answers.*

PROJECT TITLE: Program Administrator for the Cancer Research Endowment Authority

PROPOSAL DUE: April 19, 2021 at 10:00 a.m., Pacific Time.

ESTIMATED TIME PERIOD FOR CONTRACT: July 1, 2021 – June 30, 2023

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

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Consultants
3. Proposal Contents
4. Evaluation and Award
5. Exhibits
 - A. Certifications and Assurances
 - B. Diverse Business Inclusion Plan
 - C. Workers' Rights Certification
 - D. Service Contract with General Terms and Conditions
 - E. Andy Hill Cancer Research Endowment FY2020 Annual Report (posted at [Contracting with Commerce - Washington Department of Commerce](#))

TABLE OF CONTENTS

1. Introduction	3
1.1 Purpose and Background.....	3
1.2 Objective and Scope of Work.....	3
1.3 Minimum Qualifications	5
1.4 Funding	6
1.5 Period of Performance	6
1.6 Current or Former State Employees.....	6
1.7 Definitions.....	6
1.8 ADA	7
2. General Information for Consultants	8
2.1 RFP Coordinator	8
2.2 Estimated Schedule of Procurement Activities	8
2.3 Submission of Proposals	9
2.4 Proprietary Information/Public Disclosure.....	9
2.5 Revisions to the RFP	9
2.6 Diverse Business Inclusion Plan.....	10
2.7 Acceptance Period	10
2.8 Complaint Process	10
2.9 Responsiveness.....	11
2.10 Most Favorable Terms	11
2.11 Contract General Terms & Conditions	11
2.12 Costs to Propose	11
2.13 No Obligation to Contract.....	11
2.14 Rejection of Proposals	11
2.15 Commitment of Funds.....	11
2.16 Electronic Payment.....	11
2.17 Insurance Coverage.....	12
3. Proposal Contents	13
3.1 Letter of Submittal	13
3.2 Technical Proposal.....	14
3.3 Management Proposal	14
3.4 Cost Proposal.....	16
3.5 Audit and 990.....	16
4. Evaluation and Contract Award	17
4.1 Evaluation Procedure	17
4.2 Evaluation Breakdown	17
4.3 Oral Presentations	17
4.4 Notification to Proposers	17
4.5 Debriefing of Unsuccessful Proposers	18
4.6 Protest Procedure	18
5. RFP Exhibits	20
Exhibit A Certifications and Assurances	
Exhibit B Diverse Business Inclusion Plan	
Exhibit C Workers' Rights Certification	
Exhibit D Service Contract Template including General Terms and Conditions	
Exhibit E Andy Hill Cancer Research Endowment FY2020 Annual Report (posted at Contracting with Commerce - Washington Department of Commerce)	

1.1. PURPOSE AND BACKGROUND

The Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in serving the Cancer Research Endowment Authority (herein after, CARE or BOARD) as "Program Administrator" as defined in the Cancer Research Endowment Act at RCW 43.348.060. Program Administrator is defined by RCW 43.348.010(16) as "a private nonprofit corporation qualified as a tax-exempt entity under 26 U.S.C. Sec. 501(c)(3) of the federal internal revenue code, with expertise in conducting or managing research granting activities, funds, or organizations."

In creating CARE, the Legislature and Governor of the State of Washington recognized that our state has an existing infrastructure of world-class cancer research and care centers for children and adults that can develop and apply new techniques for the prevention of cancer and care of cancer patients throughout Washington. Moreover, sustained investment in cancer research, prevention, and care is critical to reducing long-term health costs, saving lives, and relieving pain and suffering. CARE is intended to provide additional public resources dedicated exclusively to cancer research to benefit the people of Washington.

CARE is created and defined by statute in RCW 43.348 and governed by a thirteen-member Board of Directors, all appointed by the Governor of the State of Washington. The purpose of the BOARD is to provide oversight and guidance for CARE in light of established legislative priorities and to fulfill the duties and responsibilities under RCW 43.348, including but not limited to supporting research utilizing the best science and technology with the greatest potential to improve health outcomes. The program administrator, under contract with the COMMERCE, shall have the duties and responsibilities provided in RCW 43.348.060, including but not limited to managing the CARE separate private account outside the state treasury into which grants and contributions received from public and private sources are deposited and from which research grants must be disbursed; establishing policies and procedures to facilitate the process of grant application, review, selection and notification; distributing CARE funds to selected entities through grant agreements; working with an auditor not less often than every three years to review the program and publish a report; and achieving the maximum possible rate of return on investment of the CARE fund accounts, while ensuring transparency in the investment decisions and processes. Duties, exercised jointly with the BOARD, include soliciting funds and setting annual fundraising goals. The program administrator is paid an administrative fee as determined by the BOARD.

Annually, CARE seeks to meet the following strategic goals:

- A. Optimize the use of public funds by giving priority to research utilizing the best science and technology with the greatest potential to improve health outcomes;
- B. Increase the value of our public investments by leveraging our state's existing cancer research facilities and talent, as well as clinical and therapeutic resources;
- C. Incentivize additional investment by requiring private or other non-state resources to match public funds;
- D. Create jobs and encourage investments that will generate new tax revenues in our state, and
- E. Advance the biotech, medical device, and health information technology industries in Washington State.

COMMERCE may award one or more contract(s) to provide the services described in this RFP.

1.2. OBJECTIVES AND SCOPE OF WORK

1.2.1 Introduction

This RFP is for an organization to serve as a Program Administrator to CARE. The core responsibilities of the Program Administrator are to: (1) provide financial and accounting management for CARE including CARE funds and investments; (2) establish policies and procedures to facilitate the process of grant

applications, review, selection and notification; and (3) distribute CARE funds to selected entities through grant agreements and ensure compliance with those agreements.

Other potential responsibilities include additional administrative support, acting as the employer of record for future CARE personnel, assisting with fundraising, and providing communications and lobbying support, as detailed in section 1.2.3. CARE is currently supported by a partial FTE allocation from COMMERCE and personnel associated with institutions represented on the BOARD.

1.2.2 Core Responsibilities (Include these costs in your proposal)

Operational and Administrative Support to CARE

The Program Administrator will provide administrative, operational and organizational support relating to grant application solicitation, review, award notification and oversight to CARE as follows:

- A. Maintain and continue to improve policies and procedures to facilitate the orderly process of grant application, review, selection, and notification.
- B. Assist with publicizing the availability of grant funds to prospective applicants, including hosting a CARE website.
- C. Retain independent expert scientific review panels to evaluate grant applications and coordinate with review panel(s) and BOARD on review guidelines.
- D. Distribute CARE funds to selected grantees through grant agreements. Grant agreements must set forth the terms and conditions of the grant and must include, but not be limited to: (i) Deliverables to be provided by the recipient pursuant to the grant, including agreed upon milestones and fundraising requirements; (ii) the circumstances under which the grant amount would be required to be repaid or the circumstances under which royalty, sales, or licensing revenue, or other commercialization-related revenue would be required to be shared; and (iii) indemnification, dispute resolution, and any other terms and conditions as are customary for grant agreements or are deemed reasonable by the BOARD.
- E. With BOARD guidance, negotiate the costs associated with performing scientific activities funded by grants with grantees.
- F. Management of the grants, including tracking and monitoring grant-funded activities, establishing reporting requirements, and providing reimbursements or milestone payments to selected grantees in accordance with grant agreements, experience, and domain knowledge. Assistance to grantees may include identifying resources, ability to provide technical assistance to enhance project visibility, and building more diversified funding support for projects.
- G. Support other BOARD activities, including developing an annual plan for the allocation of grant funds, holding an annual public hearing and quarterly meetings, preparing BOARD materials, and developing policies around conflicts of interest and standards for grantees.

Finance and Accounting Management and Support

The Program Administrator will manage CARE accounts and finances as follows:

- A. Maintain the CARE fund, a separate private account outside the state treasury into which grants and contributions received from public and private sources as well as state matching funds must be deposited, and from which funds for grants awarded by the authority must be disbursed.
- B. Manage the CARE fund, its obligations, and investments as to achieve the maximum possible rate of return on investment in the CARE fund.
- C. Provide for the full accounting cycle for CARE through financial statements.
- D. Provide financial analysis in the areas of CARE operating performance, financial strength and solvency, cash flow and scenario planning.
- E. Provide treasury management including investment management, receiving pledges and donations, and paying bills on behalf of CARE.

- F. Support CARE by preparing financial statements, materials and miscellaneous other requests as directed by the BOARD.
- G. Prepare and file all federal, state and local tax, compliance and regulatory forms and resolve liabilities where applicable.
- H. Responsible for any full payroll cycle.

1.2.3 Potential Additional Responsibilities (Include these as separate costs)

In addition to the Core Responsibilities (section 1.2.2), the Program Administrator may be asked to provide the following services:

Fundraising

- A. Jointly with the BOARD, solicit and receive gifts, grants, and bequests, and enter into contribution agreements with private entities and public entities, including commercial entities, in order to use those moneys to fund grants awarded by the AUTHORITY.

Communications Support

- A. Provide communications support, including media relations, content development, material production, and brand development.
- B. Engage in outreach and relationship management with potential grantees across industry sectors, including possible participation at conferences, to assist with exposure of CARE and development of future grant-making categories.

Public Official Engagement

- A. Jointly with the BOARD, engage elected leaders and policy makers to solicit support for the CARE program, including ongoing state appropriations to ensure availability of public funding.

Human Resources

- A. Full cycle hiring processes including recruiting, interview coordination, drug/background testing and onboarding.
- B. Benefits administration, planning and implementation including retirement, medical/dental/vision, flexible spending account, and life/long term disability/AD&D insurance.
- C. Payroll processing including benefit deduction, vacation/sick balances and tax filing.
- D. Human resources programs which support employee evaluation, development and retention.

Information Technology

- A. Network, internet connectivity, telephone, and printing/faxing support including e-mail hosting/Outlook web access/PDA phone support, website hosting with core content update support, workgroup printer, multi-function copier, fax machine and video and telephone conferencing support.
- B. Help desk support including multi-media, event/meeting support, desktop training, account maintenance, hardware support, and software support.
- C. Management of various databases/software packages, donor/prospect/pledge-tracking, accounting databases, and event mailing/rsvp databases.
- D. Other IT support including asset tracking, user training, maintenance, file backup and recovery systems, public domain name service configuration maintenance, and creation of IT Policies & Procedures.

1.3 MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- A private nonprofit corporation registered under Title 24 RCW and qualified as a tax-exempt entity under section 501(c)(3) of the federal internal revenue code.

Bidders who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

1.4 FUNDING

The Program Administrator shall be paid an administrative fee as determined by the BOARD. The BOARD anticipates that the administrative fee will not exceed \$1,500,000 for the term of this contracting period, not to exceed \$750,000 per fiscal year. However, due to not knowing the total budget of the program, at this point, the BOARD will determine if the administrative cost should change if the new total budget from the 2021 Legislative session and revenue forecast means the program will have additional funding, which was not anticipated. The administration fee will not go down, but in the second fiscal year, the fee could possibly increase, though not guaranteed either way.

Any contract awarded has the potential for renegotiation to provide the same services as proposed. Any contract awarded as a result of this procurement is contingent upon the availability of funding and an award of delegated authority to the COMMERCE as provided for in RCW 39.26.090.

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

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on July 1, 2021 and to end on June 30, 2023. The BOARD reserves the right to extend the contract for two one-year periods by amendment properly executed and signed by an authorized person on behalf of each party to this agreement.

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

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

Apparent Successful Contractor: The consultant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Board: The CARE Board of Directors.

Consultant: Individual or company interested in the RFP and that may or does submit a proposal in order to attain a contract with the AGENCY.

Contractor: Individual or company whose proposal has been accepted by COMMERCE and is awarded a fully executed, written contract.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

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

Proposer: Individual or company that submits a proposal in order to attain a contract with COMMERCE.

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

1.8 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR CONSULTANTS

2.1. RFP COORDINATOR

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

Name	Tracy Gunter
E-Mail Address	Tracy.Gunter@commerce.wa.gov
Phone Number	360-764-6944

Any other communication will be considered unofficial and non-binding on COMMERCE. Consultants 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 Consultant.*

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	March 24, 2021
Question & answer period	March 25, 2021 – April 2, 2021
Answers to Q&A posted no later than	April 5, 2021
Proposals due	April 19, 2021 at 10:00 am
Evaluate proposals	April 20 – 30, 2021
Conduct oral interviews with finalists, if required	May 3 – 4, 2021
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers	May 6, 2021
Hold debriefing conferences (if requested)	May 7 – 10, 2021
Negotiate contract	May 7 – 20, 2021
Begin contract work	July 1, 2021

COMMERCE reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

ELECTRONIC PROPOSALS:

The proposal must be received no later than 10:00 am, Pacific Time, on April 19, 2021.

Proposals must be submitted electronically through our submissions portal located at <http://bit.ly/COM-AHCARE2021>. Attachments must be in Microsoft Word format or PDF. Zipped files cannot be received by COMMERCE and cannot be used for submission of Responses. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Consultant to the offer. COMMERCE does not assume responsibility for problems with Consultant's system. If COMMERCE submission portal is not working, appropriate allowances will be made. However, the Consultant should know submittals must be done ahead of time in our portal and not just submitted as an attachment and emailed to the RFP Coordinator. No Qualifications and Quotations will be accepted through email, fax or mail. Only submittals submitted through the portal located at <http://bit.ly/COM-AHCARE2021> will be accepted.

Consultants should allow sufficient time to ensure timely receipt of the Proposal. Late Proposals will not be accepted and will be automatically disqualified from further consideration, unless COMMERCE submission portal is found to be at fault. All Proposals and any accompanying documentation become the property of COMMERCE and will not be returned.

2.4 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of COMMERCE. All proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Consultant 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 Consultant has marked as "Proprietary Information," COMMERCE will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Consultant 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, COMMERCE shall maintain the confidentiality of the Consultant's information per the court order.

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

2.5 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Bid System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other

pertinent information shall be provided as an addendum to the RFP and will be placed on the website. Such addenda will also be published on an Agency page, located at <http://www.commerce.wa.gov/serving-communities/current-opportunities/>.

If you downloaded this RFP from the Agency website located at www.commerce.wa.gov, you are responsible for sending your name, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 DIVERSE BUSINESS INCLUSION PLAN

Responders will be required to submit a Diverse Business Inclusion Plan 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 (MWBE), 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 rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

2.7 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

2.8 COMPLAINT PROCESS

Consultants may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the bid response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised

again during the protest period. COMMERCE'S action or inaction in response to the complaint will be final. There will be no appeal process.

2.9 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

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

2.10 MOST FAVORABLE TERMS

COMMERCE 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 Consultant can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Consultant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.11 CONTRACT GENERAL TERMS & CONDITIONS

The apparent successful contractor will be expected to enter into a contract which is substantially the same as the sample contract and its general terms and conditions attached as Exhibit D. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested exceptions and accept or reject the same at its sole discretion.

2.12 COSTS TO PROPOSE

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

2.13 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.14 REJECTION OF PROPOSALS

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

2.15 COMMITMENT OF FUNDS

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

2.16 ELECTRONIC PAYMENT

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

2.17 INSURANCE COVERAGE

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the sample contract and its special terms and conditions attached as Exhibit D.

3. PROPOSAL CONTENTS

ELECTRONIC PROPOSALS:

Proposals must be written in English and submitted electronically through our submissions portal located at <http://bit.ly/COM-AHCARE2021> in the order noted below:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFP)
2. Technical Proposal
3. Management Proposal
4. Cost Proposal
5. Diverse Business Inclusion Plan (Exhibit B to this RFP)
6. Workers' Rights Certification (Exhibit C to this RFP)
7. Audit and 990

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response.

Items marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1. LETTER OF SUBMITTAL and CERTIFICATIONS AND ASSURANCES (MANDATORY)

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 Consultant 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 Consultant and any proposed subcontractors:

- A. 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.
- B. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
- C. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- D. 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 Consultant does not have a UBI number, the Consultant must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- E. Location of the facility from which the Consultant would operate.
- F. 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 Consultant's organization. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.
- G. How the Consultant meets the Minimum Qualifications outlined in Section 1.3.

3.2. TECHNICAL PROPOSAL (SCORED)

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

- A. **Project Approach/Methodology:** Include a complete description of the Consultant's proposed approach and methodology for the project. This section should convey Consultant's understanding of the proposed project.
- B. **Work Plan:** Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of COMMERCE staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. **Project Schedule:** Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. **Outcomes and Performance Measurement:** Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to the state agency.
- E. **Risks:** The Consultant must identify potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the COMMERCE contract manager.
- F. **Deliverables:** Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

3.3. MANAGEMENT PROPOSAL

A. Project Management (SCORED)

- 1. **Project Team Structure and Internal Controls:** Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
- 2. **Staff Qualifications and Experience:** Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the AGENCY.

B. Experience of the Consultant (SCORED)

- 1. Describe the Consultant's expertise and knowledge of activities, including fiscal sponsorship experience.

2. Indicate the experience the Consultant and any subcontractors have in the following areas associated with:
 - a. Demonstrated understanding of the CARE mission and goals;
 - b. Qualifications and experience in providing the Core Responsibilities as set out in Section 1.2 Objectives and Scope of Work;
 - c. Capacity to effectively handle the day-to-day program operations;
 - d. Familiarity with the cancer research and life science sector in Washington state;
 - e. Familiarity with the science, technology, engineering, math (STEM) and health care ecosystems;
 - f. Ability to leverage current program offerings to further the CARE programmatic goals as set out in the Project Description/Statement of Work section
3. Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
4. Include a list of contracts the Consultant has had during the last five years that relate to the Consultant's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

C. Related Information (MANDATORY)

1. If the Consultant 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.
2. If the Consultant'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.
3. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Consultant's position on the matter. COMMERCE 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 Consultant in the past five years, so indicate.

D. References (MANDATORY)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Consultant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a proposal in response to this Work Request, the consultant and team members grant permission to COMMERCE to contact these references and others, who from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not, at COMMERCE'S discretion, contact references. COMMERCE may evaluate references at COMMERCE'S discretion.

E. 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-, women-, or veteran-owned firm(s) will be participating on this project. For more information please visit: <http://www.omwbe.wa.gov>.

3.4. COST PROPOSAL

The maximum fee for this contract must not exceed \$1,500,000, as specified in section 1.4, to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP. However, Consultants are encouraged to submit proposals which are consistent with state government efforts to conserve state resources.

A. Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Consultants are required to collect and pay Washington state sales and use taxes, as applicable.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

B. Computation

The score for the cost proposal will be computed by dividing the lowest cost bid received by the Consultant's total cost.

3.5. AUDIT and 990

For each of the two previous fiscal years, Bidders shall provide an audited financial statement prepared by an independent CPA, a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency, and IRS Form 990 (and 990-T).

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, at its sole discretion, may elect to invite the top-scoring firms as finalists for an oral presentation.

The RFP Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal.

4.2. EVALUATION BREAKDOWN

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

Technical Proposal – 20%

- Project Approach/Methodology
- Work Plan
- Project Schedule
- Outcome and Performance Measurement
- Risks
- Deliverables

Management Proposal – 60%

- Project Team Structure and Internal Controls
- Staff Qualifications and Experience

Cost Proposal – 20%

This is computed in accordance with section 3.4(B) and the result is then added to the combined score for the Technical and Management Proposals.

COMMERCE reserves the right to award the contract to the Consultant whose proposal is deemed to be in the best interest of COMMERCE and the state of Washington.

4.3. ORAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals COMMERCE may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, COMMERCE will contact the top-scoring firm(s) from the written evaluation to schedule a date, time, and location. Commitments made by the Consultant at the oral interview, if any, will be considered binding.

The oral presentation will potentially assist in the determination of the apparent successful bidder.

4.4. NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparently Successful Bidder of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Consultant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Consultant Notification is e-mailed or faxed to the Consultant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Consultant Notification. The debriefing must be scheduled within three (3) business days of the request.

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

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores *without* identifying the other firms or reviewing their proposals.

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 one hour.

4.6. PROTEST PROCEDURE

Protests may be made only by Consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Consultant is allowed five (5) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Consultants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Consultant that also submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP EXHIBITS

- Exhibit A Certifications and Assurances
- Exhibit B Diverse Business Inclusion Plan
- Exhibit C Workers' Rights Certification
- Exhibit D Service Contract Format with General Terms and Conditions
- Exhibit E Andy Hill Cancer Research Endowment FY2020 Annual Report (posted at [Contracting with Commerce - Washington Department of Commerce](#))

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 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-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 on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, 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 Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer 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 on a page attached to this document.
8. No attempt has been made or will be made by the Proposer 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 COMMERCE the right to contact references and others who may have pertinent information regarding the ability of the Consultant 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 (check one):

- are** submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.
- are not** submitting proposed Contract exceptions (*default if neither are checked*).

On behalf of the Consultant submitting this proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

Signature of Proposer	Date
Printed Name	Title

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 who will manage your Diverse Inclusion Plan responsibility:

Name: _____
Phone: _____
EMail: _____

**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 Department of Commerce 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.

RPP No.: **AHCARE-2021**

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.

OR

This firm certifies it has no employees.

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

Title: _____ Place: _____
Title of person signing certificate Print city and state where signed

Date: _____

Return Contractor Certification to Procurement Coordinator as part of your complete response.