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| **ATTACHMENT D: BIDDER RESPONSE FORM** This form is broken into Seven sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Qualifications and Experience; Section 4. Solution and Approach 5. Training and Technical Assistance 6. Monitoring and Evaluation; and Section 7. Quotation/Cost Proposal. Bidders must respond to all questions in the order and in the expandable space provided using Ariel size 12 font. 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. Marketing materials should not be included. **The total page limit for this document is 25 pages.**  |
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| 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, the 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.  | **Pass/Fail** |
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| a | Please indicate whether you employ or Contract with 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 of three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference’s experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS 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 DSHS 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 the text you request to change is found, and state the specific changes you are requesting. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language not identified in response to this question.  | 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 Washington 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 indicate so. | NOT SCORED |
|  | ANSWER:  |  |
| **2** | **BIDDER EO 18-03 CERTIFICATION** | MAXIMUM TOTAL POINTS **10** |
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| EO | 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 DSHS if you later require your employees to agree to these clauses or waivers during the term of the Contract. | **10** |
|  | ANSWER:  |  |

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| **3** | **BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)** | **Pass/fail** |
|  | **MANDATORY EXPERIENCE AND QUALIFICATIONS (ANSWER YES/NO FOR QUESTIONS A-I)** |  |
| A | Licensed to do business in Washington state. | NOT SCORED |
|  | ANSWER:  |  |
| B  | The organization has at least (3) years of verifiable experience working with educational entities to include contract management, coordination of supplemental educational services and training. | NOT SCORED |
|   | ANSWER:  |  |
| C | The organization has at least three (3) years of verifiable experience working with community-based organizations serving newly arrived refugee communities.  | NOT SCORED |
|  | ANSWER: |  |
| D | Working knowledge of and experience supporting supplemental educational services for English Language Learners. | NOT SCORED |
|  | ANSWER: |  |
| E | Experience developing and maintaining a website. | NOT SCORED |
|  | ANSWER:  |  |
|  F  | Knowledge of the Common Core State Standards Initiative, Washington’s English Language Proficiency Assessment (WELPA) and other standardized tests that measure student progress. | NOT SCORED |
|   | ANSWER:  |  |
| G | Knowledge of the refugee resettlement process and other humanitarian pathways that bring newcomers to the state.  | NOT SCORED |
|  | ANSWER: |  |
| H | Ability to comply with federal requirements to serve as a subrecipient. | NOT SCORED |
|  | ANSWER: |  |
| I | The Contractor has (3) years of verifiable experience in conducting contractual monitoring of federally-funded programs.  | NOT SCORED |
|  | ANSWER: |  |
|  | **DESIRED EXPERIENCE AND QUALIFICATIONS** | **MAXIMUM TOTAL POINTS: 210** |
| J | * Provide a brief description of your organization and its overall mission.
* Describe your organization’s established relationships and experience working with educational entities for at least three years. Include the role of your organization, services provided, number of service recipients, dates and geographic location of services provided.
* Describe your organization’s experience coordinating supplemental education services.
* Describe your organization’s procurement process and experience with contract management and contract monitoring.
* Describe your organization’s experience providing technical assistance and ongoing training to service providers working with refugees and/or English Language Learners.
* Describe the accomplishments and challenges that your organization encountered (if any) when working with educational entities.
 | **100** |
|  | ANSWER:  |  |
| K | * Describe your organization’s established relationships and experience working with community-based organizations serving newly-arriving refugees. Include in your description the names of the agencies and the role your organization provided.
* When did your organization provide the service? Where?
* What experience does your organization have working directly with refugee communities and the resettlement process?
 |  **50** |
|  | ANSWER:  |  |
| L | * What would your staffing model be if awarded the RSIP contract? What would the required qualifications be for relevant staff?
* If available, please provide the names of the key team members you will assign to provide the contract services.
* Describe the roles of each team member and submit copies of resumes describing the relevant experience they possess to administer Refugee School Impact (RSI) services.
* The Bidder should note that if they are awarded a contract, they may not reassign their key personnel from the Program without prior approval of DSHS.
 | **60** |
|   | ANSWER: |  |

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| **4** | **BIDDER’s SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)**  | **MAXIMUM TOTAL POINTS: 230** |
| A | * What challenges do CBOs, daycare/preschool, early learning programs, and school districts face in serving refugee children?
* How will the Refugee School Impact services help address these challenges?
 | **50** |
|  | ANSWER:  |  |
| B  | * What is your organization’s work plan to guide the administration of the RSI program?
* What methods will you use to manage the RSI program effectively?
* How will services be implemented to support District Partnerships and CBOs?
* Describe the creative and supportive activities planned to reduce barriers for refugee students.
* How will your organization strengthen district partnerships with refugee students and communities?
* What innovative approaches will your organization use to assist newly arrived parents in understanding daycare/preschool, early learning, and school systems?
 | **110** |
|   | ANSWER:  |  |
| C | * When proposals exceed available funding, outline the criteria your organization will use to evaluate applications and make funding decisions.
* Explain the process for equitable and fair funding allocation.
 | **50** |
|  | ANSWER: |  |
| D | * Will your organization utilize ORIA’s CareSphere case management database? If not, do you plan to request an exception? Provide details about the pre-existing database you intend to use.
* Describe any other systems/databases your organization will use to manage the RSI program.
 | **20** |
|  | ANSWER: |  |
| **5** | **Training and Technical Assistance**  | **MAXIMUM TOTAL POINTS:100** |
| A | * How will training and technical assistance needs for providers be assessed?
* What methods will be used to identify service gaps for refugee children and their families?
* What training modules or instructional strategies will be offered to service providers to help them address the needs of refugee children?
* How will the effectiveness of training modules and other learning opportunities for service providers be evaluated?
 | **70** |
|  | ANSWER:  |  |
| B  | * Describe your organization’s experience in creating and maintaining websites.
* What type of information did the website maintain, and how often was it updated? Who was the target audience?
* If selected, describe the RSI website your organization would create.
 | **30** |
|   | ANSWER:  |  |
| **6** | **Monitoring and Evaluation** | **MAXIMUM TOTAL POINTS: 250** |
| A | * What is your process for verifying immigration eligibility for program participants?
* Outline your policies for data security and client confidentiality.
 | **60** |
|  | ANSWER:  |  |
| B  | * Provide your plan for monitoring subrecipients annually, including:
	+ Key personnel involved.
	+ Monitoring components and other key considerations.
	+ Strategies for addressing non-compliance while fostering positive relationships.
	+ Components of the monitoring report and when it would be delivered to the subrecipient.
 | **80** |
|   | ANSWER:  |  |
| C | * Describe your program evaluation plan, including:
	+ Outcomes to be tracked for each program area.
	+ Use of quantitative and qualitative data, and how this data will be obtained.
	+ Factors that will be taken into consideration to ensure that program evaluation activities are relevant and meaningful for School Districts, CBOs, and refugee families.
* How will data be used to improve service delivery and outcomes?
 | **110** |
|  | ANSWER: |  |

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| **7** | **BIDDER’S PROPOSED PRICING (QUOTATION OR COST RESPONSE)**  | **MAXIMUM TOTAL POINTS:100** |
| A | Please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract.  | **60** |
|  | ANSWER: TOTAL MAXIMUM BID AMOUNT: FOR ALLOCATED COST DETAIL, ATTACH A SEPARATE SPREADSHEET OR DESCRIBE DETAILS BELOW |  |
| B | * Describe your organization’s financial viability to carry out the services for one year. Does your organization have the capability to meet program expenses in advance of monthly payments?
* Identify all costs on the budget form (Attachment F) including expenses to be charged for performing the services necessary to accomplish the objectives of the RSI program for one year.
* Provide justification of the expenses on the form, or in the answer box below.
 | **30** |
|  | ANSWER:  |  |
| C | * Has your organization been audited within the last three (3) years?
* Has your organization received a Single Audit as a sub-recipient in the last three years?
* If so, please submit a copy. If not, please submit a copy of the last audit your organization received.
 | **10** |
|  | ANSWER:  |  |