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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. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; Section 5. Management Response; Section 6. Technical Response; and Section 7. Quotation/Cost Proposal. 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.  |
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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.  | **MAXIMUM TOTAL POINTS** |
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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 |
|  |  |  |
| 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. | **5** |
|  | ANSWER:  |  |
| **3** | **BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS** | MAXIMUM TOTAL POINTS |
|  | Are you a Washington Small Business as defined under **RCW 39.26.010**? According to **Chapter 39.26.010 RCW**, to qualify as a Washington Small Business, Bidder must meet three requirements: * 1. *Location*. Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel.
	2. *Size*. Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars ($7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.
	3. *WEBS Certification*. Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution ([WEBS](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)).
 | **10** |
|  | ANSWER:  |  |
| **4** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS** | MAXIMUM TOTAL POINTS |
|  | Are you a Certified Washington Veteran-Owned Business as defined under **RCW 43.60A.190**?According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet four requirements: 1. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
2. *A veteran is defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;*
3. *A person who is in receipt of disability compensation or pension from the*

 *Department of Veteran’s Affairs; or*1. *An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.*
2. *Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.*
3. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (*[*WEBS*](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)*).*
4. *WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs WDVA) and be certified by WDVA and listed as such on WDVA’s website (*[*WDVA – Veteran-Owned Businesses*](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search)*).*
 | **10** |
|  | ANSWER:  |  |

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| **5** | **BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)** | MAXIMUM TOTAL POINTS |
|  | **MANDATORY EXPERIENCE AND QUALIFICATIONS** | **NOT SCORED** |
| A | Does your firm have experience working with refugee and immigrant communities? | Pass/Fail |
|  | ANSWER:  |  |
| B  | Does your firm have experience managing a housing assistance program and issuing rental payments? | Pass/Fail |
|   | ANSWER:  |  |
| C | Does your firm have a Washington State business license?  | Pass/Fail |
|  | ANSWER: |  |
| D | Does your firm have the business capacity and financial stability to procure and pay for a single audit or program specific audit each fiscal year (October 1 -September 30), pursuant to Attachement A: Sample Contract General Terms and Conditions Section 29. b.? | Pass/Fail |
|  | ANSWER: |  |
|  | **DESIRED EXPERIENCE AND QUALIFICATIONS**  | **Maximum Total Points: 25** |
| I | Please provide a description of your organization and how its mission will align with the work under this solicitation. | 5  |
|  | ANSWER:  |  |
| J | Please describe your organization’s experience with the development and implementation of a housing assistance program. | 5 |
|  | ANSWER:  |  |
| K | Please describe your project management and quality assurance processes and how they will be applied to the DSHS-ORIA rental assistance project. | 5 |
|   | ANSWER: |  |
| L | Please describe the technical expertise your team possesses in building online systems and applications, especially for government agencies and housing programs. | 5 |
|  | ANSWER: |  |
| M | Please identify the key personnel your company will utilize in performing this contract. Please ensure your answer specifies the number of and identifies the personnel who will be serving as project manager(s) for this contract. Please note that if awarded a Contract, Bidder shall not make changes to such Key Personnel during the term of this contract except as requested or approved by DSHS. | 5 |
|  | ANSWER: |  |

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| **6** | **BIDDER’s SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)**  | **MAXIMUM TOTAL POINTS: 115** |
| A | Please describe your company’s plan to build and host the Housing Stabilization Services application. Please highlight how you will: * Develop the application content.
* Utilize and implement a computer-based system to manage and protect client data.
* Develop and implement a standardized eligibility determination process.
* Develop and implement an application review process.
* Implement a payment distribution system.
* Provide application and payment support to applicants.
* Any other relevant information
* Clearly outline if your organization will subcontract services with third parties and provide their role in this project.
 | 20 |
|  | ANSWER:  |  |
| B  | Please describe how your company will develop and implement a single application that responds to rental assistance and emergency eviction prevention. Include the following information in your response: * Description of the system/process to collect information.
* Description of the system/process used to review and process applications.
* Description of the system/process used to issue payments to landlords and/or utility companies.
 | 15 |
|   | ANSWER:  |  |
| C | The successful bidder will need to prioritize applicants on a monthly basis for rental assistance while responding to emergency eviction prevention applications as they come in. Please describe how your company will determine applicant eligibility, including the criteria and processes utilized to prioritize applicants. | 15 |
|  | ANSWER: |  |
| D | Please describe how your company will disburse payments to landlords and utility companies on behalf of qualified applicants. Please include the following details in your response: * Provide an overview of the step by step process your company will follow for payment disbursement.
* Explain how you will verify the eligibility of applicants before disbursing funds.
* Explain how you will confirm the credibility of the landlords and/or utility company prior to payment disbursement.
* Specify timeframes for disbursing payments once applications are approved.
* Explain how you will provide transparency, updates, and reporting to DSHS-ORIA and the applicants regarding their payment.
 | 15 |
|  | ANSWER: |  |
| E | Please describe how housing navigators will be able to securely interface with your application system to submit applications on behalf of applicants, as well as check application and grant funding status. Please ensure your response includes a description of the application system protocols in place to ensure that only authorized housing navigators at the request of an applicant, can access application data, status, and grant funding status. | 5 |
|  | ANSWER:  |  |
| F | Please describe how your company will provide post payment support. Include the following information in your response: How you will track payment utilization* How you will provide support for DSHS-ORA housing navigators to report a payment that has not been issued or receive
* What protocol you will implement when payments need to be canceled or reissued
* What methods will be used to provide the applicants with updates and changes
 | 5 |
|  | ANSWER:  |  |
| G | Please describe your company’s plan to maintain program integrity and prevent fraud, including details of your internal auditing processes to avoid duplicate applications, those submitted under pseudonyms, etc. | 5 |
|  | ANSWER:  |  |
| H | Please describe your company’s plan to maintain program integrity and prevent fraud, including details of your internal auditing processes to avoid duplicate applications, those submitted under pseudonyms, etc. | 5 |
|  | ANSWER:  |  |
| I | Please describe your company’s ability to comply with all sub-recipient requirements as detailed in Section A.9. Sub-recipient Status, of the RFP Document and General Terms and Conditions Section 24. Sub-recipients, of Attachment A – Sample Contract of the Solicitation Document. | 10 |
|  | ANSWER:  |  |
| J | Please provide a general budget narrative that describes the proportion of funding dedicated to:* Technology (platform).
* Application review and processing.
* Funding Disbursement.
* Overall program administration.
 | 20 |
|  | ANSWER:  |  |

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| **7** | **BIDDER’S PROPOSED PRICING (QUOTATION OR COST RESPONSE)**  | **MAXIMUM TOTAL POINTS: 20** |
| 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.  | 20 |
|  | ANSWER: TOTAL MAXIMUM BID AMOUNT: **BIDDERS ARE REQUIRED TO PROVIDE AN ALLOCATED COST DETAIL SAMPLE BY COMPLETING ATTACHMENT E: BUDGET RESPONSE TEMPLATE. AFTER COMPLETING THE SPREADSHEET, BIDDERS MUST SUBMIT IT IN EXCEL FORMAT WITH YOUR BID RESPONSE. BIDDER RESPONSES IN ATTACHMENT E WILL BE USED TO DETERMINE THE SCORING PROVIDED IN THIS SECTION. BIDDERS WHO SEND AN INCOMPLETE SPREADSHEET WILL HAVE THEIR TOTAL COST SCORE REDUCED IN ACCORDANCE WITH SECTION E.4 OF THE SOLICITATION DOCUMENT.**  |  |