

REQUEST FOR PROPOSALS (RFP)

FOR PERSONAL SERVICES

RFP Number: 800415

PROJECT TITLE: WA CTE Dual Credit Project

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# Request for Proposals for Personal Services - Advertisement

WA CTE Dual Credit Project

The Seattle Colleges (hereafter generally referred to as the Purchaser) is seeking responses from prospective Contractors to participate in a project that will make improvements to Career and Technical Education (CTE) Dual Credit programs across the state of Washington. The Contractor will conduct thorough research on CTE Dual Credit policy and practices, facilitate advisory committee meetings, make policy recommendations to SBCTC and OSPI, work with secondary and post-secondary CTE leaders across the state to develop a guidebook and operations manual for CTE Dual Credit in Washington, and facilitate trainings for CTE staff.

Obtaining the RFP: Copies of the Request for Proposals may be obtained from the Procurement Coordinator identified below.

Questions: Any questions or requests for further information must be submitted in writing no later than 4:00 PM PST, Tuesday, November 17, 2020, to the RFP Coordinator identified below.

Lisa Gacer

Procurement Coordinator

Telephone: (206) 934-5534

Email: Lisa.Gacer@seattlecolleges.edu

Submission Deadline: Your electronic proposal must be e-mailed to lisa.gacer@seattlecolleges.edu not later than 4:00 PM PST, Monday, December 7, 2020. The Purchaser’s e-mail boxes can accept emails that total less than 30MB in size. Proposers are cautioned to keep email sizes to less than 25MB to ease delivery. Zipped files cannot be accepted.

Rights Reserved: The Purchaser reserves the right to waive as informality any irregularities in submittals, to reject any and all responses, to amend the solicitation as necessary, and to cancel the solicitation at its sole discretion.

(Note: This page replicates the advertisement published for this solicitation.)

# INTRODUCTION

## PURPOSE AND BACKGROUND

The Seattle Colleges, hereafter called "Purchaser,” is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating in a project to make state-wide improvements to Career and Technical Education (CTE) Dual Credit Programs through conducting research, facilitating advisory group meetings, making policy recommendations to SBCTC and OSPI, developing a CTE Dual Credit guidebook and operations manual, and facilitating training for CTE Dual Credit staff in Washington.

CTE Dual Credit Programs are partnerships between colleges, high schools, skills centers, and often industry that promote career pathways in professional/technical programs by granting high school students college credit for equivalent coursework. CTE Dual Credit Programs were formerly called *Tech Prep* and backed with financial support from the federal government. In 2011, the US Department of Education eliminated funding for the Tech Prep program. Since then, community and technical colleges across Washington State have either significantly reduced their CTE Dual Credit programs combined with other colleges into consortia, or patched together funding from various sources to continue operations. As a result, a wide variety of models for operations and program funding have bubbled up as colleges and school districts continue to commit to serving high school students seeking early college credit in career and technical education programs.

This project is an effort to identify and memorialize the innovative work on CTE Dual Credit across the state, address common challenges, encourage consistency in policy and practice, develop policy recommendations, and compile and communicate best practices for CTE staff who are seeking resources to make program improvements.

Seattle Colleges has secured funding for this project with a Perkins Special Project Grant from the State Board for Community and Technical Colleges (SBCTC). Perkins Special Project Grant funds are specifically reserved for addressing needs in Career and Technical Education throughout the state.

The Purchaser anticipates award of a single contract resulting from this solicitation, but reserves the right to award multiple contracts for portions of the work, and to separately award contracts for similar work during the contract period.

## OBJECTIVES AND SCOPE OF WORK

**Objectives Summary:**

* Establish and facilitate a CTE Dual Credit advisory committee with representation from colleges, school districts, SBCTC, and OSPI (virtual convenings only)
* Complete a CTE Dual Credit research and recommendations report through the investigation of current practices, policies, and ongoing state-wide developments regarding dual credit
* Create a comprehensive CTE Dual Credit guidebook and operations manual
* Facilitate information sessions and training for CTE Dual Credit program staff on the guidebook and materials

**Phase 1: CTE Dual Credit Research**

The contractor will conduct research on CTE Dual Credit programs in Washington state. Components of the research should include, but not be limited to:

* Dual Credit Policy - Current and proposed dual credit policy in Washington state, with an emphasis on CTE Dual Credit. The contractor should perform a thorough review of Washington state’s WACs and RCWs, and gain insight on how these policies are interpreted and implemented by colleges and school districts.
* CTE Dual Credit Program Practices - The contractor will examine current CTE Dual Credit practices in areas such as funding models used between college and secondary partners, staffing, student recruitment/engagement, enrollment, grading, transcription, articulation standards, pathway or Program of Study mapping, and partnership development. Where possible, research and recommendations should build off of existing efforts and data available.
* CTE Dual Credit Advisory Committee - In order to obtain detailed information about current challenges and innovations for CTE Dual Credit programs, the contractor will form an advisory committee with membership comprised of college staff involved with CTE Dual Credit, school district CTE directors, and at least one member from Seattle Colleges, the Office of Superintendent of Public Instruction (OSPI), and State Board for Community and Technical Colleges (SBCTC). The advisory committee should have representation from multiple regions across the state, as well as urban and rural representation.
* SERS Improvements and Alternatives Research - Research should include a thorough exploration of and suggested improvements for the Statewide Enrollment and Reporting System (ctesers.org), as well as investigations into possible alternatives to create a more user-friendly and effective tool.

**Phase One Deliverable:** Submit a research and recommendations report to SBCTC, Seattle Colleges, and the CTE Dual Credit Advisory Committee.

**Phase 2: CTE Dual Credit Guidebook and Operations Manual**

Using the research and recommendations collected in Phase 1, the contractor will develop a guidebook to serve as an operations manual for CTE Dual Credit staff. The guidebook should include best practices and interpretations of policy so colleges can confidently remain in compliance with Washington state law. The guidebook should also include templates (such as articulation agreements), sample marketing materials for Dual Credit pathways and Programs of Study, and other resources needed for colleges and school districts to successfully implement the program. The guidebook should include, but is not limited to, the following:

* Common definitions for terms used in Dual Credit programs
* Clear policy guidelines for CTE Dual Credit with best practices and scenarios
* Recommended practices and instructions for registration, grading, and transcription processes that align with the statewide colleges’ adoption of ctcLink (PeopleSoft Enterprise Resource Planning)
* Templates for articulation agreements, teacher verification forms, Program of Study documents, teacher certification requirements, and pathway marketing materials for students and families
* Recommended timelines for program elements (example: articulation agreement duration, timeline for registration, grading, and processing transcripts)
* FAQ section to address common questions and misconceptions about CTE Dual Credit
* Best practices for partnership and collaboration with school districts and industry

**Phase 2 Deliverable:** Submit a comprehensive CTE Dual Credit guidebook and operations manual to SBCTC, Seattle Colleges, and the CTE Dual Credit Advisory Committee.

**Phase 3: CTE Staff Training and Materials**

After the CTE Dual Credit guidebook and operations manual is vetted by the CTE Dual Credit Advisory Committee, SBCTC and the contractor will hold several online trainings to introduce CTE Dual Credit college and school district staff to the new guidebook. These trainings should take place virtually, be recorded, captioning and ADA compliant to ensure accessibility widely across the state. Trainings should be focused on the Guidebook and Operations Manual, key findings from research about building robust Programs of Study, and best practices for developing solid partnerships in CTE programs. The contractor should leverage partnership with SBCTC and the Advisory Committee to distribute the materials and training schedule widely, such as posting information on these organization’s websites in relevant areas discussing dual credit.

**Phase 3 Deliverable:** Facilitate multiple virtual, recorded, captioned and ADA compliant trainings on the guidebook and operations manual for CTE Dual Credit college staff and invited guests, such as secondary CTE Directors across the state.

## MINIMUM QUALIFICATIONS

Minimum qualifications include:

* Licensed to do business in the State of Washington
* Experience in education research and policy

## FUNDING

The Purchaser has budgeted the amount of Ninety Thousand Dollars ($90,000.00) for this project. Proposals in excess of $90,000.00 will be considered non-responsive and will not be evaluated.

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

## PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about January 18, 2021 and to end on or about June 30, 2021. Amendments extending the period of performance, if any, shall be at the sole discretion of the Purchaser. It is expected that the Purchaser will reapply for funding for a second and third year for this project, although as a grant-funded endeavor, future activities cannot be guaranteed. Contingent on available funding, Seattle Colleges may amend the contract with the successful proposer to add additional work for years two and three. An amendment outlining the additional scope, schedule and compensation will be negotiated at that time.

## 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. Prospective Respondents should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

Any former state employee, who submits a response, or who is a principal in a firm submitting a response, or who will participate in the work of a contract awarded as the result of this solicitation must complete and submit a Department of Retirement Systems (DRS) Contractor Status Form with their submittal.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

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

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

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

Purchaser– The Seattle Colleges is the agency of the state of Washington that is issuing this RFP.

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

Respondent – An individual (or any other legally-established entity) that submits a proposal in response to the solicitation.

## AMERICANS WITH DISABILITIES ACT

The Purchaser complies with the Americans with Disabilities Act (ADA) and the Washington Law against Discrimination, RCW 49.60.

# GENERAL INFORMATION FOR RESPONDENTS

## RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the Purchaser for this procurement. All communication between the Respondent and the Purchaser upon release of this RFP shall be with the Procurement Coordinator identified in the Summary on Page One of this solicitation.

Any other communication will be considered unofficial and non-binding on the Purchaser. Respondents are to rely on written statements issued by the Procurement Coordinator.

Communication directed to parties other than the Procurement Coordinator may result in disqualification of the Respondent.

## ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

|  |  |
| --- | --- |
| Issue Request for Proposals | November 10, 2020 |
| Due Date for Questions | See RFP Advertisement |
| Issue last addendum to RFP  | November 23, 2020 |
| Proposals due | See RFP Advertisement |
| Evaluate proposals | December 15, 2020 |
| Presentations/ Interviews (if required) | December 22, 2020 |
| Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful respondents | December 29, 200 |
| Hold debriefing conferences (if requested) | January 4, 2021 |
| Negotiate contract | January 6, 2021 |
| Begin contract work | January 18, 2021 |

The Purchaser reserves the right to revise the above schedule.

## SUBMISSION OF PROPOSALS

The proposal should be to be emailed to the Procurement Coordinator at the email address noted in the Advertisement included as Page One of this solicitation.

Late proposals will not be accepted and will be automatically disqualified from further consideration.

Proposals must be complete, legible, signed and follow all instructions stated in the RFP. Unless otherwise specified in writing by the Purchaser, documents included in the electronic proposal must be prepared in MS Word, MS Excel, or Adobe PDF.

## PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the Purchaser. All proposals received shall remain confidential to the fullest extent permissible by law until the contract, if any, resulting from this RFP is signed by the Contract Administrator, and the apparent successful Contractor.

Any information in the proposal that the Respondent 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 Respondent 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 Respondent has marked as "Proprietary Information," the Purchaser will notify the Respondent of the request and of the date that the records will be released to the requester unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure, the Purchaser will release the requested information on the date specified. If a Respondent 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, the Purchaser shall maintain the confidentiality of the Respondent's information per the court order.

There will be a charge for copying and shipping in accordance with the Purchaser’s policy. No fee shall be charged for inspection of contract files at the Purchaser’s Purchasing Department. All requests for information should be directed to the Procurement Coordinator.

##  REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, or to provide any additional information, addenda will be distributed to RFP recipients via e-mail or other reasonable method, if e-mail is not feasible.

The Purchaser also reserves the right to cancel or to re-issue the RFP in whole or in part, prior to execution of a contract.

## MINORITY & WOMEN BUSINESS PARTICIPATION

In accordance with Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award; and proposals will not be rejected or considered non-responsive on that basis.

## INTERLOCAL AGREEMENTS

The Purchaser has entered into Interlocal Purchasing Agreements with other governmental agencies, pursuant to RCW 39.34. The Contractor agrees to sell additional services at the offer prices and terms and conditions to other campus locations of the Seattle College District, as well as eligible governmental agencies that have such agreements with the Purchaser. The Purchaser accepts responsibility for the payment of the purchase price by other campus locations of the Seattle College District. The Purchaser accepts no responsibility for the payment of the purchase price by other governmental agencies.

## ACCEPTANCE PERIOD

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

## RESPONSIVENESS

All proposals will be reviewed by the Procurement Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Purchaser also reserves the right at its sole discretion to waive minor administrative irregularities.

## MOST FAVORABLE TERMS

The Purchaser 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 Respondent can propose. There will be no best and final offer procedure. The Purchaser reserves the right to contact a Respondent 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 the Respondent’s entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the Purchaser.

## CONTRACT AND 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 at the Purchaser’s website: <http://www.sccd.ctc.edu/DISTRICT/district/supplierintro.aspx>. In no event is a Respondent to submit its own standard contract terms and conditions in response to this solicitation.

## COSTS TO PROPOSE

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

## NO OBLIGATION TO CONTRACT

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

## REJECTION OF PROPOSALS

The Purchaser 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.

## COMMITMENT OF FUNDS

The Contract Administrator is the only individual who may legally commit the Purchaser 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.

# PROPOSAL CONTENTS

Proposals must be written in English in not less than 12-point type. The four major sections of the proposal are to be submitted in the order noted below:

1. Cover Letter, including signed Certifications and Assurances;
2. Technical Proposal;
3. Management Proposal; and
4. Cost Proposal.

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 Respondent in preparing a thorough Proposal.

## COVER LETTER

The Cover Letter and the attached Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent 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 Respondent and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, fax number, and email address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. 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 Respondent does not have a UBI number, the Respondent must state that it will become licensed in Washington within fifteen (15) calendar days of being selected as the Apparently Successful Contractor.
5. Location of the facility from which the Respondent would operate.
6. Identification of 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 Respondent’s organization. If following a review of this information, it is determined by the Purchaser that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

## TECHNICAL PROPOSAL

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

1. **Project Approach/Methodology** – Include a complete description of the Respondent’s proposed approach and methodology for the project. This section should convey Respondent’s understanding of the proposed project. In addition:
	1. **Describe how you will research current practices, policies and ongoing state-wide developments regarding dual credit**
	2. **Describe the steps you will take to form the CTE Dual Credit Advisory committee and engage with them for the deliverables of this project**
	3. **Describe your approach to centering the needs of students participating in dual credit programs**
2. 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 that the Respondent’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of Purchaser staff. The Respondent may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. 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.
4. **Outcomes and Performance Measurement –** Describe the impacts/outcomes the Respondents propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured, and reported to the Purchaser.
5. **Risks -** The Respondent must identify potential risks that are considered significant to the success of the project. Include how the Respondent would propose to effectively monitor and manage these risks, including reporting of risks to the Purchaser’s Contract Administrator or Project Manager.
6. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 2.2, Objectives and Scope of Work.

## MANAGEMENT PROPOSAL

1. **Project Management**
2. **Staff Qualifications/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 Respondent must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the Purchaser.
3. **Experience of the Respondent**
4. Indicate the experience the Respondent and any subcontractors have in the following areas associated with
	1. Experience in research and policy in education
	2. Experience facilitating advisory boards and/or focus groups both large and small
	3. Technical proficiency in remote facilitation strategies (e.g. engaging groups on Microsoft Teams or Zoom)
	4. Experience drafting research reports and or other publications
5. Indicate other relevant experience that indicates the qualifications of the Respondent, and any subcontractors, for the performance of the potential contract.
6. Include a list of contracts the Respondent has had during the last five years that relate to the Respondent’s ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, fax numbers, and e-mail addresses.

**C. Related Information**

1. If the Respondent 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 or other information available to identify the contract.
2. If the Respondent’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 Respondent 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 Respondent’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Respondent or (b) litigated and such litigation determined that the Respondent was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent’s position on the matter. The Purchaser 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 Respondent in the past five years, so indicate.

**D. References**

List names, addresses, telephone numbers, fax numbers, and e-mail addresses of three (3) business references for the Respondent 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 Purchaser staff as references.

The Respondent and the lead staff person must grant permission to the Purchaser to contact the references and others who may have pertinent information regarding the Respondent’s and the lead staff person’s qualifications and experience to perform the services required by this RFP. The Purchaser may evaluate references at its discretion.

**E. OMWBE Certification and Self-certification**

If applicable, include proof of certification issued by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project. For information and certification, view <http://www.omwbe.wa.gov>.

If the Respondent chooses to self-certify as an MBE or WBE, it must be noted on the Purchaser’s Vendor Registration Form and attached to the RFP. This form is available on the Purchaser’s website: <http://www.seattlecolleges.edu/DISTRICT/district/supplierintro.aspx>.

## COST PROPOSAL

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

1. Identification of Costs

Cost proposal must not require any payment in advance for services. Itemized progress billings are acceptable. Identify an all-inclusive cost amount within the budget amount stated in the RFP. Break down the cost by components of the Scope of Work. The following are to be included in the cost of each component. Professional fees; Other direct expenses; and Indirect expenses, if any Costs not identified in the proposal will not be allowed or considered for a final contract.

1. Computation

The score for the cost proposal will be computed by dividing the lowest cost bid received by the Consultant’s total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section.

# EVALUATION AND CONTRACT AWARD

## 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, to be designated by the Purchaser, which will determine the ranking of the proposals.

Purchaser, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral interview or presentation. The Procurement Coordinator may contact the Respondent for clarification of any portion of the Respondent’s proposal.

## EVALUATION WEIGHTING AND SCORING

Proposals will be scored in accordance with the evaluation criteria set forth below.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Total Points****(Relative Weight)** |
| **Technical Proposal (Section 3.2)** |
|  Project Approach / Methodology | **15** |
|  Quality of Work Plan | 15 |
|  Project Schedule | 5 |
|  Project Deliverables | 10 |
| Subtotal – Technical Proposal | 45 |
|  |
| **Management Proposal (Section 3.3)** |
|  Staff Qualifications/Experience | 15 |
|  Experience of Respondent Firm | 20 |
| Subtotal – Management Proposal | 35 |
|  |
| **Cost Proposal (Section 3.4)** |
|  Proposed Fee and reimbursable expenses | 20 |
|  |
| **Total Points** | **100** |

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

## INTERVIEW / PRESENTATIONS MAY BE REQUIRED

The Purchaser may after evaluating the written proposals elect to schedule interviews or presentations of the finalists. If interviews or presentations become necessary, the Purchaser will contact the top-scoring Respondent(s) from the written evaluation to schedule a date, time, and location. Commitments made by the Respondent at the interview, if any, will be considered binding and should be confirmed in writing within three (3) business days. The scores from the written evaluation and the oral interview or presentation combined together will determine the apparent successful contractor.

## NOTIFICATION TO RESPONDENTS

The Purchaser will notify the Apparently Successful Contractor 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 email or facsimile.

##  REVIEW OF THE PROCUREMENT FILE

Any Respondent, who has submitted a proposal and been notified as an unsuccessful respondent, may request to view the complete procurement file at the Purchaser’s Purchasing Department, 1500 Harvard Avenue, Seattle, WA 98122, upon informing the Procurement Coordinator. The Respondent will have the chance to read all the materials not marked proprietary and make notes, but will not be able to obtain any copies. In order to obtain copies of any documents from the file, the Respondent should submit a public records request to the Procurement Coordinator.

## 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 held 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.

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

## PROTEST PROCEDURE

Protests shall be considered in accordance with the District’s Procurement Protest Procedure. Please contact the RFP Coordinator if you wish to receive a copy of this Procedure.

# LIST of ATTACHMENTS

(1) Certifications and Assurances

(2) Personal Services General Terms and Condition (View Personal Services Terms & Condition at: <https://www.seattlecolleges.edu/doing-business-with-us>)