

Appendix H

Proposal Submission Checklist

This checklist is provided for convenience only to assist Bidders in meeting the submission requirements of the One Washington Organizational Change Management Services Competitive Procurement.

Ref #	Competitive Procurement Section	Response Type	Submitted with Proposal?
2.0 Administrative Requirements			
2.1	Competitive Procurement Coordinator	M	
2.2	Schedule of Procurement Activities	M	
2.12	Letter of Submittal	M	
2.13	Bidder Certification and Assurances Form (Use Appendix A)	M	
2.15	Holdback	M	
2.16	Sample Contract Response (Use Appendix B-1)	M	
2.17	Current or Former State Employees	M	
2.18	Prior State Contracts	M	
2.19	Prior Contract Performance	M	
2.20	Diversity Participation-Small Business and Veteran-Owned Business Participation Goals	M	
2.23	Insurance	M	
2.24	Workers' Compensation Coverage	M	
2.25	Format of Proposals and Proposal Contents	M	
	➤ One (1) hard copy of the Letter of Submittal and signed Certifications and Assurances (Appendix A to this CP);	M	
	➤ One (1) electronic copy (via e-mail) of the response to: 1) Administrative Requirements, including the Letter of Submittal and signed Certifications and Assurances (Appendix A to this CP); and 2) OCM Services Requirements Response.	M	
	➤ One (1) electronic copy (via e-mail) of the Price Proposal that includes: 1) Statement of Work 1- OCM Services Consultants; and 2) Rate Card using the response template in Appendix G, Rate Card Response Template.	M	

3.0 Scope of Work			
3.1	Responsibilities	M	
3.2	State Expectations of OCM Services Firm Staffing	M	
3.3	Additional Expectations	M	
4.0 OCM Services Requirements			
4.1	Minimum Qualifications of the OCM Services Firm	M	
4.2	Organizational Change Management Expertise and Approach (MSCOR)		
4.2.1	Bidder Overview	M	
4.2.2	Subcontractor Overview	M	
4.2.3	Public Sector Practice	MS	
4.2.4	Business Transformation Experience	MS	
4.2.5	Organizational Change Management Methodology	MS	
4.2.6	Organizational Change Management Approach	MS	
4.2.7	Organizational Change Management Philosophy and Relationship Approach	MS	
4.2.8	Staffing Approach	MS	
4.2.9	Statements of Work Response		
4.2.9.1	SOW 1 - OCM Services Consultants	MS	
4.2.9.2	SOW 2 - Organizational Change Management Plan	MS	
4.2.9.3	SOW 3 - Current Agency Business Processes	MS	
4.2.9.4	SOW 4 Agency Change Management	MS	
4.3 Pricing Proposal			
4.3.1	Statement of Work 1: OCM Services Consultants Pricing (Use Appendix C.1)	MS	
4.3.2	Rate Card (Use Appendix G)	MS	