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| **ATTACHMENT F: BIDDER RESPONSE FORM**  This form is broken into five sections: Section 1. Administrative Response; Section 2. Management Response; Section 3. Technical Response; Section 4. Quotation/Cost Proposal; and Section 5. EO 18-03 Response. 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 F. | | |
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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, 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 any 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 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: |  |
| C | Please indicate whether you are requesting that OFM 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 text you request to change is found, state the specific changes you are requesting, and the reason why you are requesting the change. OFM shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language that are not identified in response to this question. | NOT SCORED |
|  | ANSWER: |  |
| D | 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: |  |
| E | 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: |  |
| F | 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: |  |
| G | 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: |  |
| H | 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 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 OFM. | NOT SCORED |
|  | ANSWER: |  |

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| **2** | **BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)** | MAXIMUM TOTAL POINTS |
|  | **EXPERIENCE AND QUALIFICATIONS** |  |
| A | **MANDATORY:**  Have you completed a 40-hour basic mediation training program that is approved by the Washington Mediation Association (WMA)? | **10** |
|  | ANSWER: Please place a check next to the appropriate response.  **Yes:**  **No:** |  |
| B | **MANDATORY:**  Bidders must be able to provide both virtual and in person meditation as determined by the party. | **10** |
|  | ANSWER: Please place a check next to the appropriate response.  **Yes:**  **No:** |  |
| C | **MANDATORY:**  Are you licensed to do business in the state of Washington? | **10** |
|  | ANSWER: Please place a check next to the appropriate response.  **Yes:**  **No:** |  |
| D | How many years have you been providing mediation services?  Points to be awarded as described below.  0 to 2 Years = 1 Points  3 to 5 Years = 5 Points  6 to 10 Years = 15 Points  11 plus Years = 20 Points | **20** |
|  | ANSWER: |  |
| E | How many disputes have you mediated?   1. Please indicate how many cases you have mediated?   Points to be awarded as described below.  0 to 5 mediated cases = 5 Points  6 to 8 mediated cases = 10 Points  9 to 12 mediated cases = 15 Points  13 plus mediated cases = 20 Points | **20** |
|  | ANSWER: |  |
| F | Please explain in detail the type of conflict(s) you have the most experience mediating. | **10** |
|  | ANSWER: |  |
|  | **DESIRED EXPERIENCE AND QUALIFICATIONS** |  |
| A | Please describe the experiences, skills and qualifications you possess that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish OFM to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract. | **15** |
|  | ANSWER: |  |
| B | Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should note that if awarded a contract, it may not reassign its key personnel from the Project without prior approval of OFM. | **5** |
|  | ANSWER: |  |
| C | Please describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies? What data would you propose to report to OFM which would permit verification of your quality assurance activity, findings and actions? | **15** |
|  | ANSWER: |  |
| D | Please describe the measures you employ to assure that your services and deliverables are provided in a cost effective manner that is consistent with quality outcomes and fair employment practices. | **10** |
|  | ANSWER: |  |
| E | What is your highest level of education? | **5** |
|  | ANSWER: |  |
| F | What other certifications/experience do you have in conflict resolution? | **10** |
|  | ANSWER: |  |
| G | Describe in detail your knowledge of the principles and laws governing the state merit system of employment in general government and higher education. | **10** |
|  | ANSWER: |  |
| H | Describe your understanding of the relationship between the merit system and labor/management relations in state agencies and institutions of higher education, including economics, human resources, collective bargaining and negotiations. | **10** |
|  | ANSWER: |  |
| I | Describe your ability to preside at hearings or conduct mediation in personnel appeals with impartiality; and patiently assist parties in resolving disputes. | **10** |
|  | ANSWER: |  |
| J | Describe your experience with diverse work structures and types of public employers. | **10** |
|  | ANSWER: |  |

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| **3** | **BIDDER’s SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)** | MAXIMUM TOTAL POINTS |
| A | Which resources are needed for you to conduct mediation? | **10** |
|  | ANSWER: |  |
| B | In detail, please describe qualities you possess that make you a strong mediator. | **20** |
|  | ANSWER: |  |
| C | What do you consider key values of mediation? | **20** |
|  | ANSWER: |  |
| D | What is your average turnaround time on needed paperwork for mediations? | **20** |
|  | ANSWER: |  |
| E | What is your average wait time from when you receive the Mediations request to holding the mediation? | **20** |
|  | ANSWER: |  |
| F | Please indicate approximately how many hours of mediation you have in the last year? | 10 |
|  | ANSWER: |  |
| G | Please indicate how you facilitate mediation, individually or co-mediate | 40 |
|  | ANSWER: |  |

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| **4** | **BIDDER’S PROPOSED PRICING (QUOTATION OR COST RESPONSE)** | MAXIMUM TOTAL POINTS |
| 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. | **100** |
|  | **ANSWER:**  **TOTAL MAXIMUM BID AMOUNTS OFM WILL CONSIDER:**  Appeal Review – Scheduling: $75 flat fee  Mediation Services: $100 per hour (not to exceed $600 per day)  Hearings: $100 per hour (not to exceed $600 per day)  Decision Writing: $25 per hour (not to exceed $200 per decision)  **FOR ALLOCATED COST DETAIL, ATTACH A SEPARATE SPREADSHEET OR DESCRIBE DETAILS BELOW**  Appeal Review – Scheduling:  Mediation Services:  Hearings:  Decision Writing: | 100 total  (25 points per question) |
| B | Please fully describe any assumptions Bidder has made that affect its proposed total charges, if those assumptions are not explicitly addressed in Attachment A, Sample Contract. | 0 |
|  | ANSWER: |  |
| C | Bidder should also propose a schedule of payments corresponding to its charges for successfully performing the tasks necessary to accomplish identified milestones corresponding to project objectives and performance measures within each phase. Bidders are required to collect and pay Washington State sales tax, if applicable. | 0 |
|  | ANSWER: |  |

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| **5** | **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 OFM if you later require your employees to agree to these clauses or waivers during the term of the contract. | **5** |
|  | ANSWER: |  |