

Bidder Name \_\_\_\_\_

<b>ATTACHMENT D: BIDDER RESPONSE FORM</b> This form is broken into five sections: Section 1. Administrative Response; Section 2. Bidder Qualifications and Experience; 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 D.		
<b>1</b>	<b>BIDDER INFORMATION (ADMINISTRATIVE RESPONSE)</b> 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.	<b>MAXIMUM TOTAL POINTS</b>
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.  ANSWER:	NOT SCORED
b	Please list the names and contact information for 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.  ANSWER:	NOT SCORED
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.  ANSWER:	NOT SCORED
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 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 that are not identified in response to this question.  ANSWER:	NOT SCORED
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

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	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 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:	
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 so indicate.	NOT SCORED
k	Please describe your organizational capacity to serve as a statewide contractor for the provision of Pre-ETS services in Washington State. This includes but is not limited to: 1. Your entity’s relationships within Educational Service Districts (ESDs) for the purpose of providing Pre-ETS services; 2. The space that your entity has to serve students seeking pre-ETS services in ESDs in Washington State; 3. The number of qualified staff that will serve in roles dedicated to providing pre-ETS services to students in Washington State;	NOT SCORED
	ANSWER:	

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2	BIDDER QUALIFICATIONS AND EXPERIENCE	MAXIMUM TOTAL POINTS
<b>MINIMUM QUALIFICATIONS</b>		<b>36</b>
A	<p>Do you meet the following minimum qualifications?</p> <ul style="list-style-type: none"> <li>• Experience working with students with diverse disabilities.</li> <li>• Experience delivering Pre-Employment Transition Services or other youth career readiness services.</li> <li>• Current standing relationships with Secondary schools and/or educators in the Bidder’s geographic area.</li> <li>• Ability to provide services year-round.</li> <li>• Ability to provide all five categories of Pre-Employment Transition Services.</li> </ul> <p>Please <b>ensure your answer to question 2B below demonstrates</b> how you meet these minimum qualifications. If you do not meet all of the qualifications, please indicate which qualification(s) you do not meet.</p>	Pass/Fail
ANSWER:		
<b>ADDITIONAL EXPERIENCE AND QUALIFICATIONS</b>		Scale 1-4
B	<p>Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please <b>ensure that your answer to this question includes all information</b> that you wish DSHS to consider in determining whether you meet at least four of the five minimum Bidder qualifications set forth in the Solicitation Document. Please additionally include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.</p>	
ANSWER:		
C	<p>Please describe your entity’s experience providing services to students which promote the consideration of opportunities and informed decision-making regarding career options to help students with disabilities understand post-school choices and opportunities; This includes but is not limited to the discussion of:</p> <ol style="list-style-type: none"> <li>1. An individual’s vocational interest inventory results;</li> <li>2. In-demand occupations;</li> <li>3. Career pathways; and</li> <li>4. Local labor market information.</li> </ol>	1-4
ANSWER:		
D	<p>Please describe your entity’s experience providing in-school or after-school opportunities, or experiences outside the traditional school setting, that use the workplace or real work to provide students with disabilities the knowledge and skills that connect school experiences to real-life work activities and future career opportunities. This includes but is not limited</p>	1-4

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	<p>to:</p> <ol style="list-style-type: none"> <li>1. Coordinating a school-based program of job training and informational interviews to research employers;</li> <li>2. Jobsite tours to learn about necessary job skills;</li> <li>3. Job shadowing; and</li> <li>4. Mentoring opportunities in the community.</li> <li>5. Work experiences to explore an individual’s area of interest through internships;</li> </ol>	
	<p>ANSWER:</p>	
<p>E</p>	<p>Please describe your entity’s experience providing counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education in a group setting to students with disabilities. This includes, but is not limited to, information on:</p> <ol style="list-style-type: none"> <li>1. Transitioning from High-School to College;</li> <li>2. Resources that may be used to support Student success in education and training, which may include disability support services;</li> <li>3. Exploration of Post-Secondary Educational Programs at Institutions of Higher Education;</li> </ol>	<p>1-4</p>
	<p>ANSWER:</p>	
<p>F</p>	<p>Please describe your entity’s experience providing opportunities for students with disabilities to learn about and develop both social skills and independent living. This includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Workshops on workplace behavior, understanding employer expectations for punctuality and performance, and other soft skills necessary for employment;</li> <li>2. Financial literacy;</li> <li>3. Orientation and mobility skills; and</li> <li>4. Job-seeking skills.</li> </ol>	<p>1-4</p>
	<p>ANSWER:</p>	
<p>G</p>	<p>Please describe your entity’s experience providing opportunities for students with disabilities to learn about rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to postsecondary education and employment.</p> <p>This may include peer mentoring from individuals with disabilities working in competitive integrated employment. Examples of self-advocacy instruction include but are not limited to workshops or job clubs in areas such as:</p> <ol style="list-style-type: none"> <li>1. Developing goals;</li> </ol>	<p>1-4</p>

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	<ol style="list-style-type: none"> <li>2. Time management and organization</li> <li>3. Balanced life planning</li> <li>4. Peer support</li> <li>5. Mentoring groups;</li> <li>6. Accessing community resources such as health care, recreation, and social opportunities; and</li> <li>7. Using assistive technology to manage life skills.</li> </ol>	
H	Please provide the names of the key team members you will assign to this Contract, if you are a 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 DSHS.	1-4
	ANSWER:	
I	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 DSHS which would permit verification of your quality assurance activity, findings and actions?	1-4
	ANSWER:	
J	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.	1-4

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3	<b>BIDDER'S SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)</b>	<b>MAXIMUM TOTAL POINTS 24</b>
A	Please explain in detail how you will ensure equitable access to Pre-Employment Transition Services to include students with disabilities, age 14-21 with: an IEP, a 504 plan, and students with a documented disability not on an IEP or 504 plan.	1-4
	ANSWER:	
B	Please detail your outreach efforts to promote equity, diversity, and inclusion of under-represented disability populations.	1-4
	ANSWER:	
C	Please explain in detail how you plan to coordinate the delivery of Pre-ETS with DVR.	1-4
	ANSWER:	
D	Please provide a comprehensive service delivery plan to include a scope of year-round services and description of the geographic area Bidder intends to serve.	1-4
	ANSWER:	
E	Please provide reasoning for the maximum number of students you are requesting to serve.	1-4
	ANSWER:	
F	Explain what mechanism you have, or will utilize, to track student participation, funding usage, and performance-based outcomes.	1-4
	ANSWER:	

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4	<b>BIDDER'S PROPOSED PRICING (QUOTATION OR COST RESPONSE)</b>	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.	Required, not scored
	ANSWER: TOTAL MAXIMUM BID AMOUNT:  FOR ALLOCATED COST DETAIL, ATTACH A SEPARATE SPREADSHEET OR DESCRIBE DETAILS BELOW	
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.	Required, not scored
	ANSWER:	

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5	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS
EO	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p><b>Please Note:</b> 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.</p>	2
	ANSWER:	