Request for Proposal Number

*RFP-2015-0219*

for

*Safety Inspection, Incident and Reporting Software, Maintenance, and Support*

by the

Washington State

Department of Transportation

Release Date: March 10, 2015

**Due Date and Time**

*March 26, 2015 at 12:00 (Noon)*

The RFP Coordinator is the *SOLE POINT OF CONTACT* at WSDOT for this procurement. All communication between the bidding Proposers and WSDOT shall be with the RFP Coordinator.

Jolena Missildine, RFP Coordinator
Phone: 360-705-7548
Email: missldj@wsdot.wa.gov

To obtain a copy of the RFP, interested parties may register with the Washington’s Electronic Business Solutions (WEBS) at: [http://www.ga.wa.gov/Business/3start.htm](http://www.ga.wa.gov/Business/3start.htm).
SECTION 1

INTRODUCTION

1.1. Background

WSDOT wishes to streamline its workplace safety management practices and procedures by implementing modern safety inspection, incident and reporting software available as Commercial Off The Shelf software (COTS).

WSDOT currently manages safety related incidents using an outdated system (called Compliance Suite) that is only available to about 30 safety professionals throughout the agency. Employees, or their supervisors, fill out a safety accident form, either in Filemaker Pro or on paper. The form is completed and then routed through their chain of command, often to Equipment Repair Staff, and finally for data entry to one of the safety professionals.

Modern COTS safety tracking systems are now available (and have been for some time), that allow employees and supervisors with internet access to record safety incidents directly, controlling data quality at the point of data-entry, and then efficiently routing those forms electronically for approval, processing, review and external reporting.

Further, WSDOT has recently begun to perform formal safety inspections. While the currently available safety tracking system has safety inspection capabilities, only the same 30 safety professionals have access to the system. Safety inspections will be performed by supervisors, managers, and safety professionals, who of course should all have access to enter and manage their own safety inspection functions.

1.2. Acquisition Authority

Chapter 39.26 and Chapter 43.41A of the Revised Code of Washington (RCW) as amended. WSDOT issues this Request for Proposal (RFP) acting under the delegated authority of the Department of Enterprise Services and consistent with the policies and standards of the OCIO.

1.3. Purpose

WSDOT is initiating this solicitation to acquire Safety Inspection, Incident and Reporting software, Installation, Maintenance, and Support.

1.4. Contract Term

It is anticipated that the term of the resulting Contract will be one (1) year commencing on the effective date of the Contract. WSDOT, at its sole discretion, may initiate extending the Contract for up to six (6) additional one- (1) year terms.

1.5. Definitions

“Accident” shall mean an unplanned event that result in injury, illness or property damage.
“Apparently Successful Vendor” (ASV) shall mean the Vendor(s) who: (1) meets all the requirements of this RFP, and (2) receives the highest number of total points.

“Business Days” or “Business Hours” shall mean Monday through Friday, 8 AM to 5 PM, local time in Olympia, Washington, excluding Washington State holidays.

“Contract” shall mean the RFP, the Response, Contract document, all schedules and exhibits, and all amendments awarded pursuant to this RFP.

“Delivery Date” shall mean the date by which the ordered Safety Inspection, Incident and Reporting Software must be delivered.

“Employee” shall mean a person hired by WSDOT that holds permanent or non-permanent status per HR rules.

“Incident” shall mean an accident or a near-miss.

“Injury or Illness” shall mean an abnormal condition or disorder. Injuries and illnesses include cases such as cuts, fractures, sprains, skin diseases, or respiratory conditions. For OSHA recordkeeping purposes, an injury or illness can also consist of only subjective symptoms such as aches or pain.

“Installation Date” shall mean the date by which all Products ordered as a result of this RFP shall be in place, in good working order, and ready for Acceptance Testing.

“License” shall mean the right to use the Safety Inspection, Incident and Reporting Software.

“LNI Citation” shall mean a written document issued by the Department of Labor and Industries that “describes with particularity the nature of the violation, including a reference to the provisions of the statute, standard, rule, regulation, or order alleged to have been violated. In addition, the citation shall fix a reasonable time for the abatement of the violation.”

“Mandatory” or “(M)” shall mean the Vendor must comply with the requirement, and the Response will be evaluated on a pass/fail basis.

“Mandatory Scored” or “(MS)” shall mean the Vendor must comply with the requirement, and the Response will be scored.

“Near Miss” shall mean an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near. Although the label of 'human error' is commonly applied to an initiating event, a faulty process or system invariably permits or compounds the harm, and should be the focus of improvement.

“Products” shall mean Software, Equipment, and/or Services as defined in this RFP.

“RCW” means the Revised Code of Washington.

“Response” shall mean the written proposal submitted by Vendor to WSDOT in accordance with this RFP. The Response shall include all written material with presentations consider requiring Vendor turn in a copy of its presentation material
submitted by Vendor as of the date set forth in the RFP schedule or as further requested by WSDOT.

“Services” shall mean those Services provided by Vendor relating to the solicitation, deployment, development and/or implementation activities that are appropriate to the scope of this solicitation.

“Software” shall mean the object code version of computer programs Licensed pursuant to the Contract. Software also means the source code version, where provided by Vendor. Embedded code, Vendorware, internal code, microcode, and any other term referring to software residing in the Equipment that is necessary for the proper operation of the Equipment is not included in this definition of Software. Software includes all prior, current, and future versions of the Software and all maintenance updates and error corrections.

“State” shall mean the state of Washington.

“Statement of Work” (SOW) shall mean the resulting Contract between Vendor and WSDOT for Vendor’s Software, Hardware and/or Services to be accomplished under the terms and conditions of the resulting Contract.

“WSDOT” shall mean the Washington State Department of Transportation.

“Vendor” shall mean a company, organization, or entity submitting a Response to this RFP.

“Volunteer” shall mean a person that provides services to the Agency without monetary compensation. Volunteers may be eligible for worker compensation benefits.

1.5 Funding

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

WSDOT anticipates that it will spend a maximum of $100,000 on this contract.
SECTION 2

2. SCHEDULE

This RFP is being issued under the following Schedule. The Response deadlines are mandatory and non-negotiable. Failure to meet any of the required deadlines will result in disqualification from participation. All times are local time, Olympia, WA.

<table>
<thead>
<tr>
<th>DATE &amp; TIME</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>March 10, 2015</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>March 16, 2015</td>
<td>Vendor Questions and Comments due</td>
</tr>
<tr>
<td>March 20, 2015</td>
<td>State’s Final Written Answers issued</td>
</tr>
<tr>
<td>March 26, 2015</td>
<td>Responses due</td>
</tr>
<tr>
<td>March 30, 2015</td>
<td>Evaluation period begins</td>
</tr>
<tr>
<td>April 2-6, 2015</td>
<td>Product Demos(If Applicable)</td>
</tr>
<tr>
<td>April 7, 2015</td>
<td>Announcement of ASV.</td>
</tr>
<tr>
<td>April 10, 2015</td>
<td>Vendor Request for Optional Debriefing due</td>
</tr>
<tr>
<td>April 20, 2015</td>
<td>**Contract Effective and made available for purchases</td>
</tr>
</tbody>
</table>

WSDOT reserves the right to revise the above schedule.
SECTION 3

3. ADMINISTRATIVE REQUIREMENTS

3.1. RFP Coordinator (Proper Communication)

Upon release of this RFP, all Vendor communications concerning this solicitation must be directed to the RFP Coordinator listed below. With the exception of the Office of Minority and Women’s Business Enterprises, unauthorized contact regarding this solicitation with other state employees involved with the solicitation may result in disqualification. All oral communications will be considered unofficial and non-binding on the State. Vendors should rely only on written statements issued by the RFP Coordinator.

Jolena Missildine, CCM, CPPB, RFP Coordinator
Phone: (360) 705-7648
Email: missildj@wsdot.wa.gov

All Responses shall be addressed to the attention of the RFP Coordinator in the following manner:

If using US Postal Service: WSDOT
P.O. Box 47408
Olympia, WA 98504-7408

If using UPS, FedEx, etc WSDOT
Administrative Contracts Office
310 Maple Park Ave SE 2B1
Olympia, WA 98504-7408

3.2. Vendor Questions

Vendor questions regarding this RFP will be allowed until the date and time specified in the Schedule (Section 2). Vendor questions must be submitted in writing (e-mail acceptable) to the RFP Coordinator. An official written WSDOT response will be provided for Vendor questions received by this deadline. Written responses to Vendor questions will be posted the Washington Electronic Business Solution (WEBS) website at https://fortress.wa.gov/ga/webscust/

The Vendor that submitted the questions will not be identified. Verbal responses to questions will be considered unofficial and non-binding. Only written responses posted to the WSDOT web site will be considered official and binding.

3.3 Vendor Comments Invited

Vendors are encouraged to review the mandatory requirements of this RFP carefully, and submit any comments and recommendations to the RFP Coordinator. Where mandatory requirements appear to prohibit or restrict your Vendor’s participation, an explanation of the issue with suggested alternative language should be submitted in writing to the RFP Coordinator by the deadline for Vendor Questions, Comments, and Complaints in the Schedule (Section 2).
3.4 Response Presentation and Format Requirements

3.4.1 The following requirements are mandatory in responding to this RFP. Failure to follow these requirements may result in Vendor disqualification.

3.4.2 The signature block in Appendix A, Certifications and Assurances, must be signed by a representative authorized to bind the company to the offer. Submit Certifications and Assurances with original signature separately from the electronic Response.

3.4.3 Vendor must respond to each question/requirement contained in Sections 3-6 of this RFP, and complete the Cost Model, Appendix E. Failure to comply with any applicable item may result in the Response being disqualified.

3.4.4 Each of the RFP requirements are numbered and titled. In each requirement title is a designation indicating how the Response will be evaluated:

3.4.5 For Mandatory requirements (M), the Response must always indicate explicitly whether or not the Vendor’s proposed Product meets the requirement. A statement, “(Vendor Name) has read, understands, and fully complies with this requirement” is acceptable, along with any additional information requested.

3.4.6 For Mandatory Scored (MS), the Response must always indicate explicitly whether or not the Vendor's proposed Product meet the requirement, and describe how the proposed Vendor's Product will accomplish each requirement or are desirable as it relates to the service(s) proposed.

3.4.7 Pages must be numbered consecutively within each section of the Response showing Response section number and page number.

3.4.8 Figures and tables must be numbered and referenced in the text of the Response by that number.

3.4.9 Response prices must be submitted using the Cost Model/ Appendix E. Separate price quotes attached to this document or submitted in some other form will not be accepted as a valid Response.

3.4.10 The Response, as well as any reference materials presented by Vendor, must be written in English and Vendor must provide all rates in United States dollars.

3.4.11 The Response must be in Word, Excel, Visio, or PDF. Other file formats may be accepted with prior approval of the RFP Coordinator.

3.5 Delivery of Responses

The Response, in its entirety, must be received by the RFP Coordinator in accordance with the Solicitation Schedule. Responses are to be sent via e-mail unless other arrangements are agreed upon in advance and in writing by the RFP Coordinator. Late Responses will not be accepted and will be automatically disqualified from
further consideration. The date in Section 2, Schedule posted by the RFP Coordinator's e-mail system will be used as the official time stamp and may not be the exact time. WSDOT assumes no responsibility for delays caused by network problems or any other party.”

3.6 Cost of Response Preparation

WSDOT will not reimburse Vendors for any costs associated with preparing or presenting a Response to this RFP.

3.7 Response Property of WSDOT

All materials submitted in response to this solicitation become the property of WSDOT, unless received after the deadline in which case the Response is returned to the sender. WSDOT has the right to use any of the ideas presented in any material offered. Selection or rejection of a Response does not affect this right.

3.8 Proprietary or Confidential Information

Any information contained in the Response that is proprietary or confidential must be clearly designated. Marking of the entire Response or entire sections of the Response as proprietary or confidential will not be accepted nor honored. WSDOT will not accept Responses where pricing is marked proprietary or confidential, and the Response will be rejected.

To the extent consistent with chapter 42.56 RCW, the Public disclosure Act, WSDOT shall maintain the confidentiality of Vendor’s information marked confidential or proprietary. If a request is made to view Vendor’s proprietary information, WSDOT will notify Vendor of the request and of the date that the records will be released to the requester unless Vendor obtains a court order enjoining that disclosure. If Vendor fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

The State’s sole responsibility shall be limited to maintaining the above data in a secure area and to notify Vendor of any request(s) for disclosure for so long as WSDOT retains Vendor’s information in WSDOT records. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Vendor of any claim that such materials are exempt from disclosure.

3.9 Waive Minor Administrative Irregularities

WSDOT reserves the right to waive minor administrative irregularities contained in any Response. Additionally, WSDOT reserves the right, at its sole option, to make corrections to Vendors’ Responses when an obvious arithmetical error has been made in the price quotation. Vendors will not be allowed to make changes to their quoted price after the Response submission deadline.
3.10 **Errors in Response**

Vendors are liable for all errors or omissions contained in their Responses. Vendors will not be allowed to alter Response documents after the deadline for Response submission. WSDOT is not liable for any errors in Responses. WSDOT reserves the right to contact Vendor for clarification of Response contents.

In those cases where it is unclear to what extent a requirement or price has been addressed, the evaluation team(s) may, at their discretion and acting through the RFP Coordinator, contact a Vendor to clarify specific points in the submitted Response. However, under no circumstances will the responding Vendor be allowed to make changes to the proposed items after the deadline stated for receipt of Responses.

3.11 **Amendments/Addenda**

WSDOT reserves the right to change the Schedule or other portions of this RFP at any time. WSDOT may correct errors in the solicitation document identified by WSDOT or a Vendor. Any changes or corrections will be by one or more written amendment(s), dated, and attached to or incorporated in and made a part of this solicitation document. All changes must be authorized and issued in writing by the RFP Coordinator. If there is any conflict between amendments, or between an amendment and the RFP, whichever document was issued last in time shall be controlling. In the event that it is necessary to revise or correct any portion of the RFP, a notice will be posted on the procurement web site at: the Washington Electronic Business Solution (WEBS) website at [https://fortress.wa.gov/ga/webscust/](https://fortress.wa.gov/ga/webscust/).

3.12 **Right to Cancel**

With respect to all or part of this RFP, WSDOT reserves the right to cancel or reissue at any time without obligation or liability.

3.13 **Contract Requirements**

To be responsive, Vendors must indicate a willingness to enter into a Contract substantially the same as the Contract in Appendix B, by signing the Certifications and Assurances located in Appendix A. Any specific areas of dispute with the attached terms and conditions must be identified in the Response and may, at the sole discretion of WSDOT, be grounds for disqualification from further consideration in the award of a Contract.

Under no circumstances is a Vendor to submit their own standard contract terms and conditions as a response to this solicitation. Instead, Vendor must review and identify the language in Appendix B that Vendor finds problematic, state the issue, and propose the language or contract modification Vendor is requesting. All of Vendor’s exceptions to the contract terms and conditions in Appendix B must be submitted within the Response, attached to Appendix A, Certification and Assurances. WSDOT expects the final Contract signed by the ASV to be substantially the same as the contract located in Appendix B.

The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiation of the final Contract.
The ASV will be expected to execute the Contract within ten (10) Business Days of its receipt of the final Contract. If the selected Vendor fails to sign the Contract within the allotted ten (10) days’ time frame, WSDOT may elect to cancel the award, and award the Contract to the next ranked Vendor, or cancel or reissue this solicitation (see Right to Cancel). Vendor’s submission of a Response to this solicitation constitutes acceptance of these contract requirements.

3.14 Incorporation of Documents into Contract

This solicitation document and the Response will be incorporated into any resulting Contract.

3.15 Best and Final Offer (If Applicable)

WSDOT reserves the right to make an award without further discussion of the Response submitted; i.e., there will be no best and final offer request. Therefore, the Response should be submitted on the most favorable terms that Vendor intends to offer. More information shall be provided if WSDOT exercise this option.

3.16 No Costs or Charges

No costs or charges under the proposed Contract may be incurred before the Contract is fully executed.

3.17 Minority and Women’s Business Enterprises (MWBE)

WSDOT strongly encourages participation of minority and women businesses. Vendors who are MWBE certified or intend on using MWBE certified Subcontractors are encouraged to identify the participating firm on Appendix C. No minimum level of MWBE participation is required as a condition of receiving an award and no preference will be included in the evaluation of Responses in accordance with chapter 39 RCW. For questions regarding the above, contact Office of MWBE at (360) 664-9750.

3.18 Veteran-Owned Business Enterprise

WSDOT also strongly encourages participation of businesses owned by veterans. Vendors who are registered with the Washington State Department of Veterans Affairs are encouraged to identify the participating firm on Appendix I. No minimum level of veteran-owned business participation is required as a condition of receiving an award and no preference will be included in the evaluation of Responses in accordance with chapter 43.60A RCW. For questions regarding the above, contact the Washington State Department of Veterans Affairs at (800) 562-0132.

3.19 No Obligation to Contract/Buy

WSDOT reserves the right to refrain from contracting with any and all Vendors. Neither the release of this solicitation document nor the execution of a resulting Contract obligates WSDOT to make any purchases.
3.20 **Non-Endorsement and Publicity**

In selecting a Vendor to supply Products and Services to the state of Washington, the State is neither endorsing Vendor’s Products, nor suggesting that they are the best or only solution to the State’s needs. By submitting a Response, Vendor agrees to make no reference to WSDOT or the state of Washington in any literature, promotional material, brochures, sales presentation or the like, regardless of method of distribution, without the prior review and express written consent of WSDOT.

3.21 **Withdrawal of Response**

Vendors may withdraw a Response that has been submitted at any time up to the Response due date and time (identified on the Schedule, Section 2). To accomplish Response withdrawal, a written request signed by an authorized representative of Vendor must be submitted to the RFP Coordinator. After withdrawing a previously submitted Response, Vendor may submit another Response at any time up to the Response submission deadline.

3.22 **Optional Vendor Debriefing (30 Minutes)**

Only Vendors who submit a Response may request an optional debriefing conference to discuss the evaluation of their Response. The requested debriefing conference must occur on or before the date specified in the Schedule (Section 2). The request must be in writing (fax or e-mail acceptable) addressed to the RFP Coordinator.

The optional debriefing will not include any comparison between the Response and any other Responses submitted. However, WSDOT will discuss the factors considered in the evaluation of the requesting the Response and address questions and concerns about Vendor’s performance with regard to the solicitation requirements.

3.23 **Complaint and Protest Procedures**

Vendors who have submitted a Response to this solicitation and have had a debriefing conference may make protests. Upon completion of the debriefing conference, a Vendor is allowed five (5) Business Days to file a formal protest of the solicitation with the RFP Coordinator. Further information regarding the grounds for, filing and resolution of protests is contained in Appendix D, *Complaint and Protest Procedures*.

3.24 **Electronic Availability**

The contents of this RFP and any amendments/addenda and written answers to questions will be available on the WSDOT web site at: the Washington Electronic Business Solution (WEBS) website at [https://fortress.wa.gov/ga/webscust/](https://fortress.wa.gov/ga/webscust/).
SECTION 4

4 VENDOR REQUIREMENTS

Vendor must respond to the following requirements:

4.1 (M) Vendor Certifications

Vendor must be the manufacturer of the software or Vendor must provide evidence of its status as an authorized product reseller in the Response. If this reseller status is discontinued, Vendor may be disqualified. Vendor must maintain its reseller status for the term and any renewals of the resulting Contract.

4.2 (MS) Experience Statement

The Vendor must have experience with Safety and Health incident tracking system software. The Vendor shall provide a statement that s/he has the experience and is available to provide services as described.

4.3 (MS) Vendor’s References

Provide the information shown below for at least three (3) of your projects that have been installed for over a year or contracts similar to the one being requested. Present information in the same format shown in the sample table below including names of team members who will also be involved in this project and client type, e.g. HMO. At least three of the clients listed in response to this question shall be contacted by WSDOT as Vendor's references. References may be contacted for the top-scoring vendor(s) only.

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<tr>
<th>Vendor’s References</th>
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<tbody>
<tr>
<td>Type of Project</td>
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WSDOT will make one (1) attempt to contact and obtain a reference. If a contact cannot be made, the reference will be disallowed. WSDOT reserves the right to be one of Vendor’s references based on WSDOT prior experience with Vendor or WSDOT research.

WSDOT reserves the right to eliminate from further consideration in the RFP process any Vendor who, in the opinion of WSDOT, receives an unfavorable report from a client. WSDOT may, at its discretion, contact other Vendor clients for references.
4.4 (M) Risk Management

*Overall Risk:* Define risks you see as being significant to the success of this project, how you would propose to most effectively monitor and manage these risks including performance reporting of the risks to the government’s contract manager.

*Specific Risks:* Provide a business continuation plan that illustrates how you will monitor and manage through times of low client demand, labor disruption, loss of facility and/or key staff/personnel.

Provide a plan for dealing with levels of high client demand beyond that which is forecasted.

Demonstrate how client files will be kept in a secure and up to date fashion.

4.5 (M) Financial Viability/Stability:

The vendor must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals which might materially affect the viability or stability of the proposing organization; or warrant that no such condition is known to exist. This information is needed only from the subsidiary or division if there is a parent company.

4.6 (M) Vendor Licensed to do Business in Washington

Please provide a statement that within thirty (30) days of being identified as the ASV, Vendor shall be licensed to conduct business in Washington, including registering with the Washington State Department of Revenue. The Vendor must collect and report all applicable taxes.

4.7 (M) Statewide Vendor Registration

The Apparently Successful Vendor must agree to register with the Washington State Office of Financial Management (OFM) as a Statewide Vendor (SWV) within ten (10) Business Days of notification of contract award. If you have a SWV Number, you must provide it in your Response to this section. If you do not have SWV number, you must indicate in your Response to this section “<Vendor Name> that we will register for a Statewide Vendor Number within ten (10) Business Days of notification of contract award”

4.8 (M) Prior Contract Performance

Vendor must submit full details of all Terminations for Default for performance similar to the Products and Services requested by this RFP experienced by the Vendor in the past five (5) years, including the other party’s name, address and telephone number.

“Termination for Default” is defined as notice to Vendor to stop performance due to the Vendor’s non-performance or poor performance and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in default.
Vendor must describe the deficiencies in performance, and describe whether and how the deficiencies were remedied. Vendor must present any other information pertinent to its position on the matter.

WSDOT will evaluate the information and may, at its sole discretion, reject the Response if the information indicates that completion of a Contract resulting from this RFP may be jeopardized by selection of the Vendor.

If the Vendor has experienced no such Terminations for Default in the past five years, so declare.

4.9 (M) Technical Requirements

Vendor must submit a statement on how they meet each of the following items:

4.9.1 Auditing of User Activity - The vendor supplied software shall record the date and time of each user's access to the vendor supplied data store. For vendor hosted solutions the vendor shall, at a minimum, make this information available within one business day upon request to WSDOT representatives; we prefer vendor software that provides direct access to the activity log by a WSDOT administrators.

4.9.2 Backup / Disaster Recovery Procedures - For vendor hosted solutions, the vendor shall provide documentation of their disaster recovery and backup procedures.

4.9.3 Configuration Management/Configuration Version Control - The vendor supplied solution shall have a means of tracking and archiving application configuration changes made by the WSDOT application system administrators to safety related forms/screens edited and viewed by its users. Configuration version control method shall allow the WSDOT application system administrators the ability to track and document changes in different versions, allow the WSDOT application system administrators to reapply a previous version of the configuration changes over the current version.

4.9.4 Data Modification Logging - The vendor supplied software shall record the date and time and nature of each user's data modifications to the vendor supplied data store. the vendor shall, at a minimum, make this information available within one business day upon request by WSDOT representatives; we prefer vendor software that provides direct access to the data modification log by a WSDOT administrators.

4.9.5 Data Ownership - All data stored with the vendor's data store is owned by WSDOT for the duration of the contract. Upon the termination of the contract all data shall be delivered to WSDOT. Data includes both raw data and products derived therefrom.

4.9.6 Data Storage Location - The vendor shall guarantee that all WSDOT owned data stored by the vendor shall be housed and administered within the United States of America.

4.9.7 Encryption In-Transit - For vendor hosted solutions, all information transferred either to or from the vendor's cloud based software shall be encrypted using NIST approved encryption algorithms.
4.9.8 Encryption at Rest - All sensitive stored data (Category 3 and 4) shall be encrypted, using NIST approved encryption algorithms, within the database using features present in the database software, limiting visibility of sensitive data to only those users with the right to view it.

4.9.9 Export Data On Demand - For vendor hosted solutions, the vendor shall provide, within 5 business days of a request, a machine readable extract of the database for WSDOT ITD staff usage, in a to-be agreed upon format with no data loss.

4.9.10 Federated Single Sign-On - For vendor hosted solutions, the vendor shall provide Federated Single Sign-on (SSO) as the method for user authentication with their software solution, allowing WSDOT users to use their standard domain credentials for access to the software. WSDOT shall provide an Active Directory Federation Services 2.0 (AD FS 2.0) environment to facilitate our side of the federated identity solution. The vendor’s solution shall be compatible with AD FS 2.0 using the SAML or other supported protocol.

4.9.11 Global Search Capability - For vendor hosted solutions, the vendor shall provide WSDOT IT Database Staff with the results of any requested global search for a given keyword or key-phrase, within one business day. (Intent: handling public disclosure and other adhoc requests)

4.9.12 Group based roles - The vendor supplied software shall provide group based role administration for access control to the system’s features; we prefer vendor software that supports Active Directory integration to implement role based security.

4.9.13 Near Seamless Access - Users shall have the ability to access all WSDOT systems without providing extra credentials beyond authentication to WSDOT’s network. (Intent: This may involve re-entering their WSDOT credentials to gain access).

4.9.14 OCIO - Standard 141.10 Securing Information Technology Assets - The vendor shall ensure that all WSDOT IT Assets stored within their product are secured as defined by the OCIO's policy 141.10 as of 7/31/2013.

4.9.15 Scheduled Changes Prior Approval - For vendor hosted solution, the vendor shall give ample notification for all product enhancements and version releases. For WSDOT hosted solutions, the vendor shall make available to WSDOT all scheduled version upgrades, patches and emergency fixes as soon as released by the vendor, so that WSDOT may test prior to implementing said change into the production environment.

4.9.16 Secure HTTP - HTTPS shall be required for all web-based communications.

4.9.17 Tech Support During Installation - For WSDOT hosted vendor solutions, the vendor shall provide technical support and guidance to WSDOT ITD staff during the installation process and shall provide assistance in the event of complications that may arise during said installation.

4.9.18 Third Party Data Mining - The vendor guarantees that no third party data mining is provided by the vendor to WSDOT data, either details or in any summary.

4.9.19 Vendor Security Documentation - For vendor hosted solutions, the vendor shall provide security procedure documentation and a listing of any security certifications.
held by the vendor. Examples of respected certifications are ISO 27001 and Federal Information Security Management Act (FISMA).

4.9.20 WSDOT Branded - All WSDOT systems shall display evidence of WSDOT branding, typically by displaying WSDOT's logo.

4.9.21 Web Based Solution - The vendor's solution shall be web-based, and support IE11 or higher, the latest version of Chrome, and the latest version of Safari Mobile.

4.10 Additional Products Available

Identify any other software modules, if any, your firm may offer.
SECTION 5

5 (MS) Software Requirements and Compatibility

Respond to the following requirements per the instructions in section 3.4.

5.1 WSDOT Technical Environment

WSDOT has developed an architecturally consistent set of technical standards that ensures the best alignment with agency goals and provides the most efficient use of agency resources, e.g. platforms, networks, tools, professional skills, etc. New systems are required to comply with these standards and exceptions are only considered if the existing standard cannot meet the business or technical requirements of the project. The relevant standards for this solution are as follows:

• MS/SQL Server 2012 or later - For WSDOT hosted vendor solutions, the database management system shall be MS/SQL Server 2012 or later.
• Operating System - For WSDOT hosted solutions, the vendor solution shall, at a minimum support Windows Server 2008 R2 on .NET 4.5 or higher; we prefer vendor solutions that support Windows Server 2012 R2 on .NET 4.5 or higher.
• Virtualization Platform Support - For WSDOT hosted solutions we prefer vendor supplied software that is compatible with VMware vSphere 5.x.
• Mobile Device SW/HW Requirements - The vendor supplied web based software shall be fully responsive on mobile devices (IE, IOS, Windows Surface, Android).

5.2 (MS) Software Package Overview and Features

Provide a description of your proposed solution that includes key features of your products/services and experience. This section should consider the requirements and architecture stated above in this RFP. This section must clearly demonstrate that:

5.2.1 The proposed software meets the software requirements below.
5.2.2 The proposed software meets the technical requirements listed in section 4.
5.2.3 The proposed software version is currently manufactured and available for general sale, lease, or license on the date the proposal is submitted.
5.2.4 The proposed software is capable of accommodating future volume and activity growth without requiring major reconfiguration of the system.

5.3 (MS) Software Requirements

Vendor must provide a statement on how they meet the following mandatory requirements. WSDOT intends on purchasing commercial “off the shelf” software (COTS) by default or configuration can meet the following:

5.3.1 Ability for the Safety Office Technology Administrators to customize the screen data entry content for an incident report or inspection, the flow of each user’s data entry...
(especially if multiple screens are necessary), and add additional custom fields, including the ability to constrain data-entry with controlled lists.

5.3.2 Ability to accept and store an initial feed and a nightly update of WSDOT’s current employee list and the supervisory reporting chain of those employees.

5.3.3 Ability to define roles based security that limits participants at each step in the workflow to read or write on an electronic form that is in process.

5.3.4 Ability for employees (or any supervisor/manager on the employee’s behalf) to initiate an incident report (including near misses).

5.3.5 Ability for a supervisor to enter their investigation findings, including root cause analysis and corrective actions.

5.3.6 Ability for the Safety Office Technology Administrators to define routing, notifications and due dates for an incident report based on the employee’s organizational reporting structures. Routing can be defined differently from one part of the organization to another.

5.3.7 Ability for the designated supervisor’s supervisor to review and comment on the incident documentation.

5.3.8 Ability for the Safety Office to review, comment, classify and maintain a log of actions/changes associated with the incident.

5.3.9 Ability for EQUIPMENT REPAIR STAFF to enter their investigation findings for vehicle and equipment damage.

5.3.10 Ability for the Safety Office and supervisors to fix mistakes (made by them or others) on the incident documentation.

5.3.11 Ability for the Safety Office and the supervisor’s supervisor to view and print all original statements (prior to changes being made).

5.3.12 Ability for the system to notify the employee’s management chain, Equipment Repair Staff and the Safety Office that a new incident has been reported, based on configuration setting made by the administrators.

5.3.13 For overdue events to automatically escalate to the next higher authority, with notification.

5.3.14 Ability for any participant to associate scanned images and other document formats with an incident, providing the ability to name and describe the document or image.

5.3.15 Ability for the Safety Office to Generate OSHA 300, 300a Summary and the BLS (Bureau of Labor and Statistics) reports.

5.3.16 Ability for the Safety Office and management to view various canned reports, either on demand, or by scheduling receipt of the report (Recordable Incident Rate Report, DART Rate Report, Type Of Incident Report by Region, by Work Op, Inspection Report, and others).

5.3.17 Ability for the Safety Office to perform Adhoc reporting of all captured data.
5.3.18 Ability for the Administrators to define canned reports, and to control user access to those reports by role.

5.3.19 Ability for managers to enter the contents of their Safety Inspections, either of an Office/Vessel/Laboratory/Facility or other Job-Site.

5.3.20 Ability for managers to generate canned inspection reports for their areas of responsibility.

5.3.21 Ability for an employee to record (during incident data-entry) the involved parties, witnesses, vehicles and road conditions related to an incident (all data required to complete State Form 137 for Vehicle Liability Claims and Management).

5.3.22 Ability for Washington State Ferries Safety/Risk Management (the WSF Safety Office) to enter third party incident information prior to/independent of a potential tort claim.

5.3.23 Ability for the Safety Office or WSDOT’s Claims Management team to enter L&I Claim/Jones Act data specific to each incident entered, including such items as claim #, time-loss, restricted duty and medical treatment beyond first aid.

5.3.24 Ability for the Safety Office to produce Adhoc reports, often resulting from Public Disclosure Requests, by filtering incidents and selecting data elements as requested.

5.4 (D) Desirable Software Abilities

5.4.1 Ability to import historical safety incidents and inspections from WSDOT’s current system.

5.4.2 Ability to accept an initial feed and a nightly update of WSDOT’s equipment inventory from Equipment Repair Staff.

5.4.3 Ability for users to retain/not lose data entered during a temporary loss of network connectivity.

5.4.4 Ability for all participants to access system capabilities via any electronic web-enabled device meeting requirement 4.9.21 with access to WSDOT’s external website (WSDOT user authentication still required).

5.4.5

5.5 (MS) Training Requirements

Provide a description of how Vendor provides system administrators training for up to eight employees.

- Course Outline
- Location
- Delivery Method
- Duration/Frequency
- Instructor Qualifications/Credentials
- Training Materials and Support
5.6 (M) Warranty

Describe all warranties

5.7 (MS) Maintenance

Provide a description of the software standards for support and maintenance, clearly demonstrating that the vendor could provide adequate problem support, and also provide ongoing software upgrade releases. Describe:

- Maintenance Options
- Current version of proposed solution and number of upgrades since first released
- Software Support - Upgrades/Patches/New Version Releases
- Typical version release schedule and next planned release date
- The policy on supporting past versions of your proposed software once a new version is released
- User group, forums or other methods of determining enhancements
- Help desk support, and support hours. Also describe access methods and average response time
- Describe remote diagnostic support provided
- Problem Escalation Procedure

5.8 (M) Documentation

Confirm you can provide the following:

- A Configuration User Manual for the system administrators that explains how to set up screens for an incident form or an inspection form, how to define user roles for security purposes, how to define routing of a form through its workflow cycle, and, if available, how to monitor the nightly importing of WSDOT’s current employee list and their reporting chain.
- For WSDOT hosted solution proposals, an Installation Manual.
SECTION 6

6 FINANCIAL PROPOSAL

6.1 Overview

WSDOT seeks to acquire the Safety Inspection, Incident and Reporting Software, Installation, Maintenance, and Support that best meet the State’s needs at the lowest cost and best value.

Contract prices must include all cost components needed for the provisioning of the Safety Inspection, Incident and Reporting Software as described in Section 5, Software Requirements and Compatibility. All costs associated with the Safety Inspection, Incident and Reporting Software must be incorporated into the price of the Response to the RFP. Any Safety Inspection, Incident and Reporting Software offered by the Vendor or its Subcontractor(s) that does not have a corresponding separate price will have no separate additional cost to WSDOT when acquired by WSDOT.

5.1 Financial Grounds for Disqualification

Failure to identify all costs in a manner consistent with the instructions in this RFP is sufficient grounds for disqualification.

5.2 Taxes

Vendor must collect and report all applicable state taxes as set forth in Section 4, Vendor Licensed to do Business in Washington. Vendor must not include taxes in the Cost Model form.

5.3 (M) Presentation of All Cost Components

All elements of recurring and non-recurring costs must be identified and included in the Cost Model. This must include, but is not limited to, all administrative fees, maintenance, manuals, documentation, shipping charges, labor, travel, training, consultation services, wiring and supplies needed for the installation, warranty work and maintenance of the Safety Inspection, Incident and Reporting Software.

5.3.1 Training

Classroom training costs must include all documentation and materials.

5.3.2 Hosting

Vendor Hosted
State Hosted

5.4 (M) Price Protection

For the entire term(s) of the Contract, the Vendor must guarantee to provide the Safety Inspection, Incident and Reporting Software at the proposed rates. Safety Inspection, Incident and Reporting Software rates cannot increase during any term of the Contract.
5.5 (M) Cost Model

Vendor must include in the Cost Model all cost components needed for the provisioning of the Safety Inspection, Incident and Reporting Software as described in Section 5, Software Requirements and Compatibility.

5.6 (MS) Completion of Cost Model

The Vendor must complete the Appendix E, Cost Model, which will be the basis for evaluation of the Financial Response as specified in Section 7. Use the forms in Appendix E, Cost Model, to itemize the costs associated with your proposed ensures that all the variables to be included are clearly set forth.
SECTION 7

7 EVALUATION PROCESS

7.1 Overview

The Vendor who complies with all of the RFP Mandatory Requirements and receives the highest number of score as described below in Section 7.5, Vendor Total Score, will be declared the Apparently Successful Vendor and enter into contract negotiations with WSDOT.

7.2 Preliminary Review of Responses

Responses will be preliminarily reviewed on a pass/fail basis to determine if the Response complies with the Mandatory Requirements marked (M) in Sections 3-6. Only Responses complying with all Mandatory Requirements will be further evaluated. WSDOT reserves the right to determine at its sole discretion whether Vendor’s response to a Mandatory Requirement is sufficient to pass. If, however, all responding Vendors fail to meet any single item marked (M), WSDOT reserves the following options: (1) cancel the procurement, or (2) revise or delete the Mandatory item.

7.3 Qualitative Evaluation and Scoring

Responses complying with all Mandatory Requirements will be further evaluated and scored. The scores for each Response will be assigned a relative importance for each scored section. The relative importance for each section is as follows:

<table>
<thead>
<tr>
<th>PHASE I</th>
<th>PHASE II (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Requirements</td>
<td>References</td>
</tr>
<tr>
<td>Software Requirements and Compatibility</td>
<td>Product Demonstration</td>
</tr>
<tr>
<td>Financial Proposal</td>
<td></td>
</tr>
<tr>
<td>Phase I Subtotal</td>
<td>Phase II Subtotal(If Applicable)</td>
</tr>
<tr>
<td>10 points/percent</td>
<td>30 points/percent</td>
</tr>
<tr>
<td>50 points/percent</td>
<td>70 points/percent</td>
</tr>
<tr>
<td>40 points/percent</td>
<td></td>
</tr>
<tr>
<td>100 points/percent</td>
<td>100 points/percent</td>
</tr>
<tr>
<td></td>
<td>200 points/percent</td>
</tr>
</tbody>
</table>

The total score will determine the Apparently Successful Vendor.

7.4 Product Demonstration (Phase 2) (If Applicable)

At its sole discretion, WSDOT may select the tops three Vendors to do a Product Demonstration. Product Demonstration will take place on April 2-6, 2015 at the Department of Transportation Building, 310 Maple Park Avenue SE, Olympia, Washington. The RFP Coordinator will contact the top three (3) finalists on March 31, 2015.
**7.5 Vendor Total Score**

Vendors will be ranked using the Vendor’s Total Score for its Response, with the highest score ranked first and the next highest score ranked second, and so forth. Vendor’s Total Score will be calculated as follows:

\[
\text{Total Score} = (\text{Vendor Requirements}) + (\text{Technical Requirements}) + (\text{Financial Proposal}) \quad (\text{If Applicable}) + \text{References} + \text{Demonstration}
\]

**7.6 Selection of Apparently Successful Vendor**

The Vendor with the highest Vendor total score will be declared the ASV. WSDOT will enter into the Contract with the ASV. Should the ASV not execute the contract within 10 Business Days of notification, WSDOT may immediately declare the Vendor with the second highest score as the new ASV and enter into the Contract with that Vendor. This process will continue until the Contract is signed or no qualified Vendors remain.
APPENDIX A

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts. Vendor here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

2. The attached proposal is a Vendor offer for a period of sixty (60) days following receipt, and it may be accepted by the WSDOT without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the sixty (60)-day period.

3. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

4. I/we understand that the WSDOT will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the WSDOT, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Vendor or to any competitor.

6. No attempt has been made or will be made by the Vendor to induce any other person or Vendor to submit or not to submit a proposal for the purpose of restricting competition.

_________________________________________ _________________________________
Signature       Date
APPENDIX B

MODEL CONTRACT

Posted separately
APPENDIX C
IDENTIFYING INFORMATION

1. Vendor
   Vendor’s Name __________________________________________
   Address ______________ City __________
   State ______________ Zip __________
   Phone ______________ Email __________
   Washington State UBI # ____________ SWV # ____________
   Year organization founded: ________________________
   Location of organization’s offices:
   _______________________________________________
   Number of professional staff:
   _______________________________________________

2. Primary contact person. If different from above - provide name, address, phone, fax, email.
   Name __________________________________________
   Address ______________ City __________ State ______ Zip ___
   Phone ______________ Email __________

3. Principal Officer/s. List more than 2 as appropriate.
   Name __________________________________________
   Address ______________ City __________ State ______ Zip ___
   Phone ______________ Email __________

   Name __________________________________________
   Address ______________ City __________ State ______ Zip ___
4. **Conflict Of Interest Information**

As of the date of this response:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you or do you employ or have as a principal officer or member of your governing board, a current employee of the State of Washington?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you or do you employ or have as a principal officer or member of your governing board, a person who is a former employee of the State of Washington but worked for the state as an employee within the last two (2) years?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to either of the questions above it is possible that under chapter 42.52 RCW the person may not be assigned to work on the contract awarded as a result of this solicitation. You can contact the RFP Coordinator for more information. Complete the following:

Person’s name  
Person’s title  
Agency’s name  
Agency contact person  
Contact person’s phone  
Date left state employment

5. **Legal Status of the Vendor**: corporation☐; partnership☐; sole proprietor☐; other ☐

6. ** Minority/Woman Owned Business** (MWBE): ............................ Yes ☐; - No ☐

Washington State Certification #  
Check one only: Minority ☐; - Woman ☐
7. **Veteran-Owned Enterprise.** ................................................................. Yes ☐; - No ☐
Washington State Certification # ________________________________
APPENDIX D
COMPLAINT AND PROTEST PROCEDURES

1.0 COMPLAINT

This complaint procedure is available to Vendors with unresolved issues or concerns that were not addressed or resolved during the question and answer period of the solicitation.

Vendor complaints must be received, in writing, by the Solicitation Coordinator not less than five (5) business days prior to the deadline for bid submission.

Grounds for Complaint

Written complaints may be based only on the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Complaints not based on these criteria will not be considered.

Format and Content

Vendors making a complaint shall include in their written complaint to WSDOT all facts and arguments upon which the Vendor relies. Vendors shall, at a minimum, provide the following in their written complaint:

- The name of the protesting Vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest;
- The solicitation document name and number and reference to WSDOT as the issuing agency;
- Specific and complete statement of WSDOT’s action(s) that is the subject of the complaint;
- Specific reference to the basis for the complaint; and
- Description of the relief or corrective action requested.

WSDOT Review Process

Upon receipt of a complaint, the Solicitation Coordinator or his or her designee will consider all the facts available and respond in writing prior to the deadline for bid submissions. The complaint response and any changes to the solicitation arising from the complaint shall be posted on WEBS as an amendment to the solicitation.

The Solicitation Coordinator’s response to the complaint is final and not subject to administrative appeal. A copy of this response will be sent to the Secretary’s Office or designee.

Issues raised in a complaint may not be raised again during the protest period.
2.0 Protests

This protest procedure is available to Vendors who submitted a Response to this solicitation and have requested and attended a debriefing conference. Protests must be made to WSDOT after the Apparently Successful Vendor (ASV) has been announced. To be considered, Vendor protests must be received, in writing, by WSDOT within five (5) Business Days after the Vendor debriefing conference.

Grounds for Protest

Protests may be made on only these grounds:

• A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
• Errors in computing the scores; or
• Non-compliance with procedures described in the procurement document or agency protest process or DES requirements.

Protests not based on these criteria will not be considered.

Procedure for Protest

A Vendor must file a written protest with WSDOT within five (5) Business Days after their debriefing conference. WSDOT will immediately notify Department of Enterprise Services (DES) of receipt of the protest. WSDOT will also postpone further steps in the acquisition process until the protest has been resolved.

A protest shall be in writing, shall contain the facts and arguments upon which the protest is based, and shall be signed by a person authorized to bind the Vendor to a contractual relationship. At a minimum, the protest shall include the following information:

• The name of the protesting Vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest.
• The solicitation document name and number and reference to WSDOT as the issuing agency.
• Specific and complete statement of WSDOT’s action(s) being protested.
• Specific reference to the grounds for the protest.
• Description of the relief or corrective action requested.

Protests shall be addressed to:

Chief Information Officer
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-7430

The Vendor shall also forward a copy to the WSDOT Solicitation Administrators at the same time the protest is sent to the Chief Information Officer.
**WSDOT REVIEW PROCESS**

Upon receipt of a protest, a protest review will be held by WSDOT. WSDOT will postpone signing Contracts with ASVs until the Vendor protest has been resolved. Individuals not involved in the protested acquisition will objectively review the written protest material submitted by the Vendor and all other relevant facts known to WSDOT. All available facts will be considered, and the director of the department responsible for administration of the Contract, or his/her delegate will issue a decision within five Business Days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay within five Business Days of receipt of the protest.

**WSDOT DETERMINATION**

The final determination shall:

- Find the protest lacking in merit and uphold the agency’s action;
- Find only technical or harmless errors in the agency’s acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest;
- Find merit in the protest and provide the agency with options that may include:
  - Correct errors and reevaluate all proposals; or
  - Reissue the solicitation document; or
  - Make other findings and determine other courses of action as appropriate.
- Not require the agency to award a Contract to the protesting party or any other Vendor, regardless of the outcome.
- The determination of WSDOT is final and no further administrative appeals are available.
APPENDIX E
COST MODEL

Software Cost
Vendor must provide pricing for Safety Inspection, Incident and Reporting Software as listed below:

<table>
<thead>
<tr>
<th>Product (Safety Inspection, Incident and Reporting Software)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_____________</td>
<td></td>
</tr>
</tbody>
</table>

Installation Cost

<table>
<thead>
<tr>
<th>Installation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost for installation and setup cost</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Training Cost

<table>
<thead>
<tr>
<th>Training</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost for Training and Knowledge Transfer</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Maintenance Cost

<table>
<thead>
<tr>
<th>Annual Maintenance &amp; Licensing Fees</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Inspection, Incident and Reporting Software</td>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
</tr>
<tr>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

Total Cost

Total Cost= Product + Installation Cost+ Training Cost + Annual Maintenance & License Fee
Cost for 1st year

Hosted Cost

<table>
<thead>
<tr>
<th>Hosted</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>$__________</td>
</tr>
<tr>
<td>WSDOT</td>
<td>$__________</td>
</tr>
</tbody>
</table>
Maintenance and Support Services

Vendor must provide pricing for Maintenance and Support Services are listed below:

<table>
<thead>
<tr>
<th>Professional Service</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Inspection, Incident and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Support</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>