Request for Proposals
RFP-2017-0921 ACQ
for
REPLACEMENT OF
WSDOT STATEWIDE
LAND MOBILE RADIO SYSTEM

Offered by
Washington State
Department of Transportation

RFP ISSUE DATE: September 21, 2017
FINAL PROPOSAL DUE DATE: November 7, 2017 (3:00 Pm PT)

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

Tim Carroll, RFP Administrator
Phone: 360-705-7595
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1.0 Request for Proposals (RFP) Availability

1.1 Electronic Availability

The contents of this RFP and any Amendments and written answers to questions will be available on the Washington's Electronic Business Solution (WEBS) website at https://fortress.wa.gov/ga/webs/ and http://www.wsdot.wa.gov/business/contracts/information-technology

Vendors are solely responsible for:

- Properly registering with WEBS at https://fortress.wa.gov/ga/webs/, and maintaining an accurate vendor profile in WEBS.
- Downloading the RFP packet consisting of the RFP, all Appendices, and incorporated documents related to the RFP for which the Vendor is interested in submitting.
- Downloading all current and subsequent Amendments to the RFP to ensure receipt of all RFP documents.

Notification of Amendments to the RFP will only be generated by the WEBS system and be provided only to those Vendors who have registered with WEBS and have downloaded the RFP from WEBS. Failure to do so may result in a Vendor having incomplete, inaccurate, or otherwise inadequate information and RFP.

1.2 Alternate Formats

Persons with disabilities may request information contained within this RFP and subsequent Amendments to be prepared and supplied in alternate formats by contacting the WSDOT RFP Administrator. Persons with hearing impairments may call 711.

2.0 Definitions

All capitalized terms used in this RFP, but not expressly defined herein, have the respective meanings set forth in Appendix 1, attached hereto.
3.0 Introduction
The Washington State Department of Transportation (WSDOT) is soliciting Proposals from Vendors who are interested in submitting Proposals to design, equip, and install a WSDOT Statewide TIA/EIA Project 25 Phase 2 Land Mobile Radio System to replace the existing system. The new Land Mobile Radio System will, at WSDOT’s discretion, include all the Washington State site locations as identified in Appendix 2 – Specification. The Land Mobile Radio System may also be referred to in this RFP as the “Project.”

Vendors shall satisfy all requirements specified in this RFP. Failure of the Vendor to meet these requirements may result in the rejection of the Proposal. By submitting a Proposal, Vendors agree to be bound by the requirements outlined in this RFP.

Vendor certifies, by submittal of a Proposal to this RFP, that neither it nor its “principals” (as defined in 49 CFR. 29.105 or RCW 39.26.010 (8) or other applicable State statute, regulation or policy) is presently debarred by any Federal or State department or agency.

3.1 Authorization
The Washington State Department of Enterprise Services has authority over goods and services under chapter 39.26 RCW and sets processes for procuring information technology based on the policies and standards set by the Washington Technology Services Board. Chapter 43.41A RCW as amended establishes the Washington State Technology Services Board (TSB). While the TSB does not purchase for agencies, it establishes policies and standards addressing the manner in which State agencies may acquire information technology equipment, software, and services. Chapter 39.26 RCW and Chapter 43.41A RCW. WSDOT issues this RFP acting under the delegated authority of the Department of Enterprise Services and consistent with the policies and standards of the Washington State Office of the Chief Information Officer (OCIO).

3.2 Budget
The estimated budget of the Project from Contract execution through Final System Acceptance is $33 million dollars.

3.3 Contract Term
The initial term of the Contract shall be six (6) years. WSDOT, at its sole option, may extend the operation and maintenance resource phase of the Contract up to nine (9) additional one-year terms or a combination thereof.

4.0 WSDOT Goals
It is WSDOT’s expectation that the Vendor will design the replacement Statewide Land Mobile Radio System/New System solution in consideration of WSDOT’s Project goals. Results Washington (www.results.wa.gov) is WSDOT’s strategy for moving Washington transportation forward. The cornerstone of the New System procurement is WSDOT’s Strategic Goal 6 – Smart Technology:
“Improve information system efficiency to users and enhance service delivery by expanding the use of technology.”

Following are WSDOT’s goals for the Statewide Land Mobile Radio System/New System:

**Goal 1:** Implement Statewide Land Mobile Radio System infrastructure that adheres to the state-mandated TIA/EIA Project 25 Standards (TIA/EIA P25 Standards) and is sustainable, configurable and scalable throughout the full term of the contract including all potential contract extensions.

**Goal 2:** Implement an integrated solution that minimizes the use of proprietary equipment and software products and maximizes the use of the TIA/EIA P25 Standard to provide multi-user and multi-vendor product and cost options.

**Goal 3:** Provide a solution that creates interoperability capabilities internally as well as externally to the WSDOT.

**Goal 4:** Create efficiencies in operations by utilizing the technology in the TIA/EIA P25 Standards to improve coverage, capacity, functionality and reliability.

**Goal 5:** Integrate systems that allow maintenance staff to be more efficient in fleet management and alarm management to reduce downtime.

**5.0 Project Description**

Currently, WSDOT maintains and operates a Project 16 analog EF Johnson/Kenwood Multi-Net II Land Mobile Radio System that was purchased and installed in the early 1990’s (Existing System). Some components of the Existing System are over 20 years old. The Existing System was originally designed to provide 95% coverage along the state highway system statewide and operates today on 136 remote sites. Site selection and development was established to provide that coverage requirement, however, with the aging system WSDOT is no longer meeting that coverage goal.

Key objectives of the New System being procured pursuant to this RFP are to: reestablish 95% coverage within each WSDOT operational Region; use state-mandated TIA/EIA Project 25 Phase 2 standard products to provide interoperability and cost options; efficiently and effectively use existing support systems to reduce overall Project costs; replace the subscriber fleet with products that meets the changing operational needs of WSDOT; and provide the tools necessary to manage and maintain the New System efficiently.

WSDOT has identified some key components to the ensure success of the Project. Preliminary engineering of the New System highlighted spectrum to be an issue due to the congestion of spectrum needs on the greater Puget Sound region. To ensure spectrum was not an issue WSDOT coordinated with the regional planning committee and secured the required spectrum as outlined the Appendix 2 – Specification. The preliminary engineering also highlighted that four (4) additional sites would need to be added to the Existing System to meet the 95% per region statewide goal. Capacity and redundancy was also identified as a short fall and needed to be addressed in the New system. The TIA/EIA P25 Phase 2 requirement will address both capacity and redundancy, each trunked site will have a minimum of 3 RF channels (1 control, 1 voice/backup control and 1 voice only) providing up to 4 voice paths.

The Project will be divided into several phases (by Region) with a maximum of two Regions per calendar year to ensure WSDOT winter operations will not be impacted. This approach will also
allow for a lessons learned approach to the statewide development of the New System. The successful Vendor will be responsible for overall system design, regional detailed design, equipment installation including antenna system replacement, as well as the activities and/or requirements as identified in Appendix 2 – Specification.

6.0 No Obligation

This RFP does not obligate WSDOT to award a Contract to any Vendor. WSDOT reserves the right to amend, modify, cancel, or reissue this RFP, in whole or in part, without prior notice, at any time, and at its sole discretion.

Further, WSDOT reserves the right to modify the scope and requirements of the Project, including adding and deleting functionality, throughout the procurement process.

6.1 Project Funding Contingency

Any Contract awarded as a result of this RFP is contingent upon the availability of funding.

7.0 Procurement Process

7.1 General

WSDOT is utilizing a two-step procurement process to select a Vendor to deliver the Project. During step I, WSDOT will score the Vendors based on the scoring criteria set forth in Section 13. During step II, those selected top-scoring Vendors must give an oral presentation and perform a demonstration as described in Section 12. The responsive and responsible Vendor who, based on information provided as part of this RFP submittal and the Vendor Solution Demonstration, receives the highest number of total points as described below in Section 13 Evaluation of Proposals, will be declared the Apparent Successful Vendor and enter into contract negotiations with WSDOT.

7.2 RFP Schedule

All Vendors shall adhere to the schedule of activities set forth in Section 7.2. WSDOT reserves the right to modify dates and times related to this solicitation. Any and all changes will be posted on WEBS as amendments and sent electronically to all users of WEBS who downloaded this RFP. Late Proposals will not be accepted, nor will time extensions be granted.
Table 1: RFP Procurement Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Time ¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Release of the RFP</td>
<td>September 21, 2017</td>
<td></td>
</tr>
<tr>
<td>Mandatory Letter of Intent</td>
<td>October 4, 2017</td>
<td>3 p.m. PT</td>
</tr>
<tr>
<td>Vendor Written Questions Due</td>
<td>October 11, 2017</td>
<td>3 p.m. PT</td>
</tr>
<tr>
<td>WSDOT Written Answers to Written Questions Issued</td>
<td>October 19, 2017</td>
<td></td>
</tr>
<tr>
<td>Deadline for Vendor Submittal of Complaints</td>
<td>October 26, 2017</td>
<td>3 p.m. PT</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>November 7, 2017</td>
<td>3 p.m. PT</td>
</tr>
<tr>
<td>Evaluation Period Begins</td>
<td>November 8, 2017</td>
<td></td>
</tr>
<tr>
<td>Vendor Solution Demonstration Review</td>
<td>November 27-30, 2017</td>
<td></td>
</tr>
<tr>
<td>BAFO (at WSDOT’s option)</td>
<td>As applicable</td>
<td></td>
</tr>
<tr>
<td>Financial Stability Assessment</td>
<td>December 1, 2017</td>
<td></td>
</tr>
<tr>
<td>Announce Apparent Successful Vendor</td>
<td>December 4, 2017</td>
<td></td>
</tr>
<tr>
<td>Vendor Request for Optional Debriefing Due</td>
<td>December 7, 2017</td>
<td></td>
</tr>
<tr>
<td>Vendor Debriefing (if any)</td>
<td>December 14, 2017</td>
<td></td>
</tr>
<tr>
<td>Begin Contract Negotiations</td>
<td>December 19, 2017</td>
<td></td>
</tr>
<tr>
<td>Execute Contract</td>
<td>January 3, 2018</td>
<td></td>
</tr>
</tbody>
</table>

¹ Times are Pacific Time

8.0 Contact Information and Terms and Conditions

8.1 WSDOT RFP Administrator

The WSDOT RFP Administrator is the sole point of contact in WSDOT for this RFP. Upon issuance of this RFP and until WSDOT and the Apparent Successful Vendor have executed the Contract, all communication between Vendors and WSDOT shall be with the WSDOT RFP Administrator as follows:

Tim Carroll, WSDOT RFP Administrator
Phone: (360) 705-7595
Email: carrolt@wsdot.wa.gov

If using US Postal Service: If using UPS, FedEx, etc.:
8.2 Communications

Upon receipt of this RFP and until WSDOT has executed the Contract, the Vendors may not approach any WSDOT employee or consultant other than the WSDOT RFP Administrator regarding this procurement. All RFP-specific inquiries and other correspondence concerning this RFP shall be addressed to the WSDOT RFP Administrator. Communication regarding this RFP with any other WSDOT or State employee or consultant will be considered unofficial and non-binding to WSDOT. Vendors are expected to conduct themselves with professional integrity and to refrain from lobbying activities. **Solicitation to WSDOT employees or consultants is prohibited in any form.** Any verified allegation of an attempt to unduly influence the selection or a communication by a Vendor or its employees, agents, Subcontractors, or consultants directed to parties other than the WSDOT RFP Administrator may result in disqualification of the Vendor, all at the sole discretion of WSDOT.

Verbal responses to questions will be considered unofficial and non-binding. Only written responses posted to the WSDOT web site and WEBS will be considered official and binding.

Vendors must use email for any communication required in this RFP, except for the formal submittal to this RFP (i.e. Proposal) and protest, if any. Vendors must submit Proposals and protests by delivery to the post office or street address indicated in Section 8.1 above.

8.3 WSDOT Consultant/Technical Support

WSDOT has retained the consulting firm of Blue Wing to provide assistance in developing this RFP. This firm is prohibited from joining or otherwise assisting any Vendor in connection with the procurement process.

8.4 Complaint Process

8.4.1 General

A. The purpose of the complaint process is to settle unresolved Vendor issues or concerns that either were not, or could not, be resolved during the question and answer period. Vendor complaints may not be raised again during the protest process.

B. Vendors are expected to raise any questions they have concerning the RFP early in the RFP process. If a Vendor believes the RFP unnecessarily restricts competition, contains inadequate or insufficient requirements, or utilizes an evaluation process that is unfair or flawed, the Vendor may submit a formal written complaint to the WSDOT RFP Administrator identified in this RFP. The complaint process allows Vendors to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow
WSDOT to correct a problem before Proposals are submitted and time expended on evaluations.

8.4.2 Deadline for Filing Complaints. The deadline for filing complaints regarding this solicitation is by the date and time specified in Section 7.2.

8.4.3 Form of Vendor Complaints.
   A. The complaint must be in writing;
   B. The complaint must be sent via email to the WSDOT RFP Administrator, by the due date set forth in Section 7.2;
   C. The complaint must clearly articulate the basis for the complaint; and
   D. The complaint must include a proposed remedy.

8.4.4 Complaint Response. The WSDOT RFP Administrator will evaluate the validity of the complaint and make a good faith effort to promptly notify the Vendor of WSDOT’s decision. WSDOT reserves the right to modify the RFP if it is determined, at the sole discretion of the agency that the complaint is valid or the recommended change is in the best interest of the agency. The agency’s decision is final and no appeal process will be available to the Vendor once a decision has been made. WSDOT’s response to the complaint, including any resulting changes to the RFP will be posted on the WSDOT website and WEBS. The WSDOT Secretary of Transportation will be notified of the complaint and provided with a copy of WSDOT’s response.

8.5 Organizational Conflicts of Interest

8.5.1 Organizational conflict of interest means that because of other activities or relationships with other persons or entities, a person or entity:
   A. Is unable or potentially unable to render impartial assistance or advice to WSDOT; or
   B. Is or might be otherwise impaired in its objectivity in performing the Contract work; or
   C. Has an unfair competitive advantage.

8.5.2 Attention is directed to the requirement for disclosure of organizational conflicts of interest set forth in 23 CFR Section 636.116(a)(2) (applicable to federal aid procurements), WSDOT Secretary’s Executive Order E-1059.00, and WSDOT Organizational Conflicts of Interest Manual 3043.

8.5.3 Vendors are required to disclose all relevant facts concerning any past, present or currently planned interests, activities or relationships that may present an organizational conflict of interest. Vendors shall state how their interests, activities or relationships, or those of the chief executives, directors, Key Project Personnel or any proposed consultant, sub-consultant at any tier, contractor or subcontractor at any tier may result, or could be viewed as, an organizational conflict of interest prior, in accordance with Secretary’s Executive Order E-1059.00 and WSDOT Organizational Conflicts of Interest Manual (M 3043). Vendors shall submit the Organizational Conflicts of Interest Certification and Organizational Conflicts of Interest Disclosure and Avoidance/Neutralization Plans (forms contained in Appendix 10) as described elsewhere in this RFP.
8.5.4 If an Organizational Conflict of Interest is determined to exist, WSDOT may, at its sole discretion: offer the Vendor the opportunity to avoid or neutralize the Organizational Conflict of Interest; disqualify the Vendor from further participation in the RFP; or cancel this RFP.

8.5.5 WSDOT will take steps to ensure that individuals involved in the procurement package, and evaluation of Proposals are not influenced by organizational conflicts of interest, and that no Vendor is given an unfair competitive advantage over another.

8.6 Equal Employment Opportunity

Discrimination in all phases of contracted employment, consultant activities, contracting activities, and training is prohibited by Title VI, Non-Discrimination, Title 49 C.F.R. Part 21 and Title VII of the Civil Rights Act; 42 U.S.C. § 12101 et seq.; Americans with Disabilities Act; and Chapter 49.60 RCW, Washington Law Against Discrimination, and other Laws and Regulations. The referenced legal citations establish the minimum requirements for affirmative action efforts and define the basic nondiscrimination provisions as further detailed in the Contract.

8.7 Minority and Women Business Enterprise, Small Business, and Veteran Business Participation

8.7.1 The participation of minority, small, veteran, and women business enterprises (MSVWBE) is an important strategic objective for the State of Washington. This Contract includes voluntary goals for MSVWBE participation. The Vendor is encouraged to utilize MSVWBEs in accordance with Chapter 39.19 RCW and Executive Order 13-01 (issued by the Governor of Washington on May 10, 2013).

8.7.2 No preference will be included in the evaluation of the Vendor’s Proposal; no minimum level of MSVWBE participation is required as a condition of award or completion of the Contract; and a Proposal will not be rejected or considered non-responsive on that basis.

8.7.3 While the goals are voluntary, efforts to provide MSVWBEs maximum practicable opportunities are encouraged.

8.7.4 Non-Discrimination. The Vendor shall not create barriers to open and fair opportunities for all businesses including MSVWBE’s to participate in the Work on the Contract.

8.7.5 The Vendor shall make voluntary MSVWBE participation a part of all subcontracts and agreements entered into as a result of the Contract.

8.7.6 Voluntary MSVWBE Participation Goals. Goals for voluntary MSVWBE participation have been established as a percentage of Vendor’s total Proposal Price. WSDOT has established the following voluntary goals:

- Minority Business Enterprise 10%
- Small Business 5%
- Veteran Business 5%
- Women Business Enterprise 6%

8.7.7 Amounts paid to an MSVWBE will be credited towards each goal in which the MSVWBE is eligible. This may result in a MSVWBE’s participation being credited towards more
than one goal. If the Vendor is an MSVWBE, its Work will be credited to the voluntary goals in which it is eligible.

8.7.8 Additional MSVWBE reporting and plan requirements are set forth in Appendix 3, Contract.

8.7.9 To find out the names of potential MSVWBE sub-contractor firms, Vendors may contact:

A. Office of Minority and Women’s Business Enterprises (OMWBE) for information on certified Minority and Women Business Enterprise firms at (360) 664-9750;
B. WSDOT’s Office of Equal Opportunity (OEO) for information on available Small Businesses at (360) 705-7090; and
C. Washington State Department of Veterans Affairs (WDVA) for information on certified Veteran and Service member owned Businesses at (360) 725-2200.

8.8 Mandatory Letter of Intent

8.8.1 A letter indicating the Vendor’s intent to respond to this RFP must be received by the WSDOT RFP Administrator at the email address specified in Section 8.1 no later than the date and time listed in Section 7.2. The Vendor shall submit the Letter of Intent by email. Only Vendors submitting a Letter of Intent will directly receive amendments and other information regarding this RFP.

8.8.2 Failure to submit a Letter of Intent to propose by the deadline specified in Section 7.2 will result in Vendor disqualification and the rejection of any subsequent Proposal.

8.8.3 Each Vendor must include the following information in the Letter of Intent:

A. Vendor name;
B. Statement that the Vendor intends to submit a proposal to RFP-2017-0920 ACQ; and
C. Vendor’s authorized representative for this RFP (Vendor Representative), who will be available as the primary contact throughout the RFP process, with contact information as follows:

Name and title of Vendor Representative
Address
Telephone number
E-mail address

9.0 Questions and Answers

WSDOT must receive all written inquiries from Vendors by the date and time shown in Section 7.2 herein. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information shall be made in writing and delivered to the WSDOT RFP Administrator via email at the email address as specified in Section 8.1 herein. WSDOT will not respond to Vendor questions submitted or received after said date and time. WSDOT will provide written answers by the date shown in Section 7.2 herein.
It is incumbent upon each Vendor to carefully examine the RFP requirements, terms, and conditions. Should any Vendor find discrepancies, omissions, or ambiguities in this RFP, the Vendor shall at once request, in writing, an interpretation from the WSDOT RFP Administrator.

Written answers to Vendor questions and amendments, if any, will be posted on the WSDOT website at: http://www.wsdot.wa.gov/Business/Contracts/ and the WEBS website at https://fortress.wa.gov/ga/webscust/.

The Vendor that submitted the question(s) will not be identified in the answer. Verbal responses to questions will be considered unofficial and non-binding. Only written answers and amendments to the RFP, if any, posted to the WSDOT website and WEBS will be considered official and binding.

If WSDOT receives only one (1) responsive Proposal as a result of this RFP, WSDOT reserves the right to select and award the Contract to the single Vendor.

10.0 Proposal Submittal Instructions and Format

10.1 Time and Manner of Submission

Vendors shall submit their Proposals in the number and format as set forth in Section 10.6 herein to the WSDOT RFP Administrator. Proposals must be addressed to the WSDOT RFP Administrator and received by WSDOT by the date and time indicated in Section 7.2 at the street address or post office box listed in Section 8.1 herein. Any Proposal received after the prescribed deadline will be marked as “Late” and will not be considered. Late Proposals will be returned to the Vendor unopened.

10.2 Vendor’s Acknowledgement

By submitting a Proposal in response to this RFP, each Vendor unequivocally acknowledges that the Vendor has read and fully understands this RFP and any amendments hereto, and that the Vendor has asked questions and received answers from WSDOT regarding any provisions of this RFP with regard to the Vendor’s desired clarification.

10.3 Vendor Expenses

WSDOT will not assume any expense incurred by the Vendor for or related to responding to this RFP. Vendors are solely responsible for their own expenses in preparing, delivering, and/or presenting a Proposal, including, but not limited to, expenses incurred to attend and present at the Vendor Solution Demonstration Review and the Contract negotiations phase.

10.4 Proprietary Information and Public Disclosure

10.4.1 Materials submitted in response to this RFP shall become the property of WSDOT. All Proposals received shall remain confidential until the procurement process is complete. Thereafter, the Proposals shall be deemed public records as defined in chapter 42.56 RCW.
10.4.2 In the event a Vendor desires to claim portions of its Proposal as exempt from public disclosure, the Vendor shall identify those portions in the Letter of Submittal and provide the legal basis for the exemption. In addition, each page of the Proposal claimed to be exempt shall be clearly identified as “CONFIDENTIAL.” Vendor’s marking of the entire Proposal or entire sections of the Proposal as proprietary or confidential will not be accepted nor honored. WSDOT will not accept Proposals in which pricing is marked proprietary or confidential, and the Proposal will be rejected.

10.4.3 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 the portions of the Proposal a Vendor has marked as proprietary or confidential, WSDOT will notify the 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.

10.4.4 WSDOT’s sole responsibility shall be limited to maintaining the Vendor’s identified proprietary or confidential information in a secure area and to notify the Vendor of any request(s) for disclosure for so long as WSDOT retains the 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.

10.5 Rejection/Waiver/Correction

WSDOT reserves the right to reject any or all Proposals and to waive minor administrative irregularities contained in any Proposal received. Vendors will not be allowed to make changes to their Proposal after the Proposal submission deadline.

10.6 Proposal Organization and Format

This section contains and describes the specific information that is to be provided in a Proposal in order to be considered by WSDOT. The Proposal shall contain all required information and address all requirements specified within this RFP. Failure to respond or provide required information may result in a determination by WSDOT, in its sole discretion, that a Proposal is non-responsive and may be disqualified from further consideration.

- Proposals shall be organized into the Proposal Sections and subsections set forth in Section 11 of this RFP. The section and subsection numbers and titles must be restated in the Vendor’s Proposal in the order specified.
- Proposals shall be prepared on standard 8½ x 11-inch paper.
- Use three ring binders. Binder maximum thickness is three inches at the spine.
- Use tabbed separators (labeled) for the major numbered sections of the Proposal.
- All pages must be numbered.
- All information must be in English.
- Vendor shall provide one (1) original and ten (10) copies of the Proposal.
• Originals shall contain original signatures, be single-sided, and marked Original. Each copy shall be double-sided.
• Additionally, an electronic copy (unlocked and unencrypted) of the Proposal shall be provided on a USB flash drive in Microsoft Office suite of products 2010 or higher and organized into the Proposals Sections and subsection set forth in Section 11 of this RFP.

11.0 Proposal Content
This section details the order in which the Proposal shall be organized and the required information which shall be included within the Proposal. Proposals must be complete in and of themselves. Vendors are asked to limit their Proposals to 700 pages in length. Vendors may include supplementary information as part of the Specifications Response Guide submittal if the supplementary information adds value to the Proposal. Material must be included completely in order to be considered in the evaluation. Links and references to other documents will be disregarded.

11.1 Proposal Section 1: Table of Contents
The Table of Contents shall include section and subsection titles and corresponding page numbers for all sections following the Table of Contents.

11.2 Proposal Section 2: Letter of Submittal

11.2.1 The Letter of Submittal must be signed by a person authorized to bind the Vendor’s organization to a contract (Vendor Representative). The letter shall certify the truth and correctness of the contents of the Proposal. This information will be used to identify the Vendor and its designated contact.

11.2.2 The Letter of Submittal shall be addressed to the WSDOT RFP Administrator identified in Section 8.1 of this RFP.

11.2.3 The Letter of Submittal must include the following in the order given:
A. Vendor’s name
B. Name, title, phone number, and email address of the Vendor Representative
C. Mailing address
D. Contractor License number issued by the Washington State Department of Labor and Industries. If Vendor does not have Contractor License number, indicate in your response to this section as follows: “<Vendor Name> confirms that it will obtain a Contractor License within ten (10) Business Days of notification of being the Apparent Successful Vendor.”
E. Vendor’s Federal Employer Tax Identification number (TIN).
F. Vendor’s Washington Uniform Business Identification (UBI) number. A UBI number is a nine-digit number that registers the vendor with several State agencies and allows a vendor to do business in Washington State. Please visit
the Washington State Department of Revenue’s website below for more information on business registration requirements.


If the Vendor does not have a UBI number, you must indicate in your response to this section as follows: “<Vendor Name> confirms that it will register for a UBI number within ten (10) Business Days of notification of being the Apparent Successful Vendor.”

G. Vendor’s Washington Statewide Vendor (SWV) number. If the Vendor does not have a SWV when it files its Proposal, it must affirmatively state that it will, within ten (10) Business Days of being notified as the Apparent Successful Vendor, register with the Washington State Department of Enterprise Services as a SWV. For more information related to obtaining an SWV number, visit the following website:


H. A list of the portions of the Proposal Vendor deems to contain confidential or proprietary information and provide the legal basis for the exemption; if none, so state.

I. A statement that the Vendor received the Contract (Appendix 3).

J. A statement that Vendor will comply with all applicable Laws and Regulations.

11.3 Proposal Section 3: Required Documents and Documentations

11.3.1 Required Signed Documents. The Vendor shall complete and provide each required signed agreement in the order listed below:

A. Acknowledgment of Receipt of Amendments – Complete and sign the form found in Appendix 7.

B. Submittal Checklist for the Proposal – Complete and sign the submittal checklist found in Appendix 8.

C. State Certifications and Assurances – Complete and sign the form found in Appendix 9.

D. Organizational Conflicts of Interest Certification and Organizational Conflicts of Interest Disclosure and Avoidance/Neutralization Plan – Complete and sign the form found in Appendix 10.

E. Wage Theft Prevention Certification – Complete and sign the form found in Appendix 14.

11.3.2 Required Documentation. The Vendor shall provide a response to each required statement, including a narrative, if required, in the order listed below:

A. Previous State Contracts.

If the Vendor has previously contracted with the State of Washington during the past 24 months, the Vendor must indicate the name of the State agency, the
contract number, and describe the work and/or provide other information available to identify each such contract. If the Vendor has not previously contracted with the State of Washington during the past 24 months, the Vendor must indicate as such.

B. Former State Contracts.

If any employee of the Vendor was an employee of the State of Washington during the past 24 months, or is now an employee of the State of Washington, the Vendor must identify the individual by name, the State agency previously or currently employed by, job title or position held, and the separation date. If the Vendor does not have an employee that worked for the State of Washington in the past 24 months or currently works for the State of Washington, the Vendor must indicate as such.

C. Subcontractors.

(i) WSDOT will accept Proposals that include third party involvement only if the Vendor submitting the Proposal agrees to take complete responsibility for all actions of such Subcontractors. Vendors must state whether Subcontractors are/are not being used, and if they are being used, Vendor must list them in response to this subsection. WSDOT reserves the right to approve or reject any and all Subcontractors that Vendor proposes. Any Subcontractors engaged after award of the Contract must be pre-approved, in writing, by WSDOT. If the Vendor does not intend to utilize Subcontractors in the performance of the Work, the Vendor must indicate as such.

(ii) Pursuant to RCW 39.12.020, prevailing wages, any Subcontractor is required to pay prevailing wages to all workers based upon classification of labor performed. All workers shall receive the prevailing wage rate in effect at the time under the Contract.

(iii) Specific restrictions apply to contracting with current or former State employees pursuant to chapter 42.52 RCW. Vendors should familiarize themselves with the requirements prior to submitting a Proposal.

D. Prior Contract Performance.

(i) If Vendor has had a contract terminated for default in the past five (5) years, describe the details of the termination(s), including the other party’s name, address and telephone number, in the Proposal to this section.

(ii) “Termination for Default” is defined as notice to Vendor to stop performance due to the 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.

(iii) 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.

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

(vi) If the Vendor has experienced no such Terminations for Default in the past five (5) years, so declare.
E. Insurance.

The Vendor is required to obtain insurance to protect WSDOT should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of the Vendor or its Subcontractor(s), or their agents, while performing Work under the terms of any Contract resulting from this solicitation. Vendors will find a complete description of the specific insurance requirements in the Appendix 3, Contract. Vendor must state that they agree to obtain insurance in the event the Vendor is selected as the Apparent Successful Vendor.

11.4 Proposal Section 4: Vendor Information

11.4.1 Provide basic company information: company name, address, name of Vendor Representative, telephone number, e-mail address, and company website (if available). If the company has multiple offices, include information about the parent company and branch office separately. Identify the office from which the Project will be managed and this office’s proximity to WSDOT’s offices. Provide form of ownership, including state of residency or incorporation, and number of years in business. Vendor must also disclose whether the entity is currently a party to any merger or acquisition actions.

11.4.2 Provide general information about Vendor’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices.

11.4.3 Provide general information that Vendor has technicians certified in the installation of land mobile radio systems. Provide a statement that the Vendor will maintain, without additional expense to the WSDOT, current licenses necessary for compliance with Federal, State and local laws, regulations, rules and standards for services provided under the Contract. These certifications include, but are not limited to the following:

A. Any person working on the installation or maintenance of equipment for the Project must be manufacturer certified by the equipment manufacturer. “Certification,” as used in this section, is defined as attendance and successful completion of certification requirements within a manufacturer’s or authorized dealers program.

B. Any person working on the installation of antenna feeder systems for the Project must be certified in fall protection and rescue per the current federal Occupation Safety Health Act and Washington Industrial Safety and Health Act standards. The Vendor Proposal must provide documentation (i.e. Certifications) that it has technicians certified to install and safely climb. These include but are not limited to:

- Fall Protection and Rescue – Authorized Person
- Cable Manufacture Connector installation certification
- Cable Manufacture Coax installation certification
- Coax or Antenna Feeder sweep certification
11.4.4 Project Plan: Vendors must submit an implementation Project plan in their Proposal that will be followed for this Project.

The Project plan must outline, at a general level, the Vendor’s proposed approach, resources, proposed schedule, activities, tasks, and deliverables required to provide and implement the New System.

11.4.5 Vendor’s key Project positions to include Project Director, Project Manager, Project Engineer and Account Manager, organization and management approach delivering Land Mobile Radio System phases (design, implementation, system acceptance, operations and maintenance) including any special or unique qualifications that may add efficiency, and any special or unexpected services/tools offered by the Vendor which might be suitable for the Project.

11.4.6 Vendor’s relevant experience and qualifications, including the evidence of qualification and experience of key Project positions and the evidence of the ability of the Vendor in effective services in programs comparable in complexity, size, and function, to clients such as government entities and similarly-structured organizations. This includes evidence of relevant competencies of the principal professional(s) and lead staff in related services, and evidence of overall competency of the Vendor in providing relevant complex communications services.

11.4.7 Client References

A. Vendor must submit a total of three (3) completed Client Reference Forms (see Appendix 13). Clients shall be of the Vendor’s choice from among their commercial and/or government client base.

B. Each Client Reference Form submitted for Vendor shall be from different clients. In no event shall the Vendor submit more than one reference from the same client. If the Vendor submits multiple references from the same client, all references from that client shall be disallowed and zero evaluation points will be assigned to this portion of the evaluation. Vendors submitting only one (1) completed Client Reference Form shall receive less than the full evaluation points available for this portion of the evaluation. In the event that more than three (3) completed Client Reference Forms are received, WSDOT shall only include the first three received for evaluation purposes.

C. WSDOT reserves the right to be one of Vendor’s client references based on WSDOT’s prior experience with Vendor, and have WSDOT’s Client Reference Form evaluated.

D. 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.

E. WSDOT reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness; any negative or unsatisfactory response may be an adequate reason for rejecting a Vendor as non-responsible and unable to suit the needs of the State. WSDOT reserves the right to waive the reference check.
11.5 Proposal Section 5: Corporate Financial Information

If a Vendor is a publically held Each Vendor submitting a Proposal will include in a sealed envelope (marked as “Financial Information”) a copy of their audited financial statements, including all schedules, notes and the opinion of an independent accounting firm, for the three (3) most recently completed fiscal years. All noted audit exceptions must be explained. WSDOT will accept financial statements prepared by the Vendor’s financial accounting department or a professional accounting firm. WSDOT will accept financial statements audited according to either Generally Accepted Accounting Principles or Statutory Accounting Principles of the National Association of Insurance Commissioners. A statement signed by the Vendor’s Chief Financial Officer certifying that the financial statements are accurate and complete must accompany all financial statements.

If the Vendor is not a publicly held corporation, the Vendor will include in a sealed envelope (marked as “Financial Information) the following information:

Business Description—Describe the proposing organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information in such a manner that would enable Evaluation Team to determine the stability and financial strength of the organization.

Financial Statements—The Vendor, and all Subcontractors, shall provide evidence of the firm’s financial condition, sufficient in detail to demonstrate its ability to perform all the proposed Services and deliver proposed Products. The submission for each firm must include audited financial statements, including all schedules, notes and the opinion of an independent accounting firm, for the three (3) most recently completed fiscal years. The statements must represent the entity submitting the proposal that will be responsible for the performance of all services, not a subsidiary or parent of the Vendor. The Vendor and all Subcontractors shall include evidence of their ability to provide the required bonding and insurance. Vendor and all Subcontractors may provide interim financial information, with a statement attesting to the accuracy of the information signed by the Chief Financial Officer of the firm, if such interim information is necessary to provide all of the required information.

11.6 Proposal Section 6: Specifications Response

The Vendor shall provide the Specifications Response by completing the Specifications Response Guide (Appendix 4). The guide includes directions for its completion. The Specifications Response Guide requires the Vendor to respond to each requirement detailed in the Specifications (Appendix 2). The Vendor shall use the electronic version of the Specifications Response Guide, available as described in Section 1.1. This guide may not be modified except by entering data into the template as indicated. The Vendor may include supplementary information as part of the Specifications Response Guide by attaching up to an additional 50 pages over and above the 700-page limit of the Proposal if the supplementary information adds value to the Specifications proposal.

11.7 Proposal Section 7: Price Proposal

The Vendor shall provide the Price Proposal by completing the price forms as provided in Appendix 5. Vendor shall use the electronic version of these forms, available in the RFP as
described in Section 1.1. The forms include directions for their completion. The pricing table may not be modified except by entering data into the spreadsheet cells indicated.

This Price Proposal shall be packaged separately from the rest of the Proposal, as a separate envelope or notebook, with the Proposal Bond and a copy of the Letter of Submittal, and labeled as the Price Proposal.

11.8 Proposal Section 8: Best Value Proposal

The Vendor shall describe in detail, ten (10) pages maximum, what value its product and/or service will provide to WSDOT, such as: the robustness of the proposed solution, supportability of the proposed solution, flexibility of the proposed solution, extensibility of the proposed solution, compliance to industry standards, and ease of use of the proposed solution.

Best value to the WSDOT is a measure of short term and long term usefulness, quality, expandability, richness of function, customer support structure and options and confidence that the Vendor will continue to aggressively support the product, enhance the product, and incorporate advanced technology as the TIA/EIA Project 25 standard matures.

11.9 Proposal Section 9: Proposal Bond

The Vendor shall provide a single Proposal Bond in the amount of three percent (3%) of its total Project Price. The Proposal Bond shall be submitted with the Price Proposal. The Proposal Bond shall be in the Proposal Bond Form attached as Appendix 6 and shall be signed by the Vendor and the Surety. The Proposal Bond shall not be conditioned in any way to modify the 3% required. The Surety shall (1) be registered with the Washington State Insurance Commissioner; and (2) appear on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner.

Alternatively, Vendors may submit a certified check or cashier’s check payable to WSDOT in the required amount of the Proposal Bond. The certified check/cashier’s check shall be submitted with the Price Proposal.

The failure of Vendor to comply with this section in the manner required herein shall make the Proposal non-responsive and shall cause the Proposal to be rejected by WSDOT.

11.10 Proposal Section 10: Contract Exception Log

In the event Vendor desires to take exception to any of the Contract terms as set forth in Appendix 3 or make recommendations for additional Contract language, the Vendor must do so by utilizing Appendix 11: Contract Exception Log. The Vendor shall submit any exceptions or recommendations it wants WSDOT to consider as part of the submission of its Proposal. No new Contract exceptions/recommendations may be raised during negotiations if the exception/recommendation was not initially documented as part of the Vendor’s Contract Exception Log submitted with its Proposal. If the Vendor has no Contract exceptions/recommendations, it should state that it is taking no exceptions and has no recommended for additional Contract language in its response to this section.
The Contract Exception Log must set out by Section or paragraph a description of each exception/recommendation. In completing the Contract Exception Log, Vendor must describe, in business terms and not in proposed Contract or legal language, the issue, concern, exception or objection and then propose a compromise that is reasonable in light of the commitment being sought. The Contract Exception Log must provide the reason or rationale supporting the issue, concern, exception or objection. Simply stating that a paragraph is "not acceptable" or supplying proposed Contract terms without describing (in business language) the reason or rationale will be considered non-responsive.

Vendors are reminded that this is a competitive solicitation for a public contract and that WSDOT cannot accept a Proposal or enter into a contract that substantially changes the material terms and Specifications published in this RFP.

12.0 Vendor Solution Demonstration Review

12.1 The top-scoring Vendors, or, at WSDOT sole discretion, all remaining Vendors shall provide to WSDOT an in-person presentation (Location: Tumwater, Washington) and demonstration that will represent the offering in the Vendor’s Proposal to the RFP. The Vendor Solution Demonstration will allow the Evaluation Team and WSDOT to better understand the Vendor’s conceptual solution. The in-person presentation and demonstration will be scored on the Best Value basis as set forth in Section 13.7. The presentation and demonstration should include but not be limited to, Company experience, Coverage, TIA/EIA P25 Standards options, Vendor specific options, System Operations and Capabilities, Subscriber Operations and Capabilities, Fleet Management, Product Resiliency, Redundancy and Fault tolerance, and future TIA/EIA P25 Standards on the Vendor’s road map. Each Vendor Solution Demonstration Review period is limited to four (4) hours’ maximum, including any breaks. Vendor shall bring the subject manner experts to address any management, operational and technical questions or clarifications from the Evaluation Team.

12.2 The WSDOT RFP Administrator will contact the selected Vendors to schedule an appointment during the timeline identified in Section 7.2.

12.3 Vendor Solution Demonstration: At the Vendors expense the Vendor shall have all the necessary equipment in a mobile site to be able to demonstrate in each tier of mobile, portable and controls station offered in the RFP:

A. Audio quality
   - P25 Phase 2
   - P25 Phase 1
   - P25 Phase 1 conventional
   - Simplex or Talk around
   - Audio Performance
     - General Mic and speaker
     - Vocoder Performance in High-Noise Environment

B. Radio operation
   - Turn on
   - Talk Group selection
Zone/Bank selection
- System Busy and Queuing
- System Que Callback
- Out of Range
- Fault tolerance
  - Operate with a loss of control
  - Operate with loss of connectivity
- Scan
  - Group scan
  - System scan
  - Priority scan
- Emergency Call
- Enhanced Features
  - Status messaging
  - Text Messaging
  - AVL/GPS
  - Over the Air Programming
- Other P25 Features
- Vendor Specific Features
- Simultaneous group call operation

13.0 Evaluation of Proposals

This section outlines the scoring WSDOT will use for the RFP. If the information provided by the Vendor for an evaluation factor is not complete, WSDOT may eliminate the Vendor from further consideration.

13.1 Pass/Fail Screening Factors

WSDOT will first evaluate Proposals against the pass/fail screening criteria in Table 2: Pass/Fail Screening. If a Proposal fails on any single pass/fail requirement, WSDOT may reject the Proposal as non-responsive and the Proposal will not be evaluated.

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<th>Qualifications Factor</th>
<th>Weight</th>
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<tr>
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<td>Proposal submitted on time, properly labeled and addressed</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>N/A</td>
<td>Electronic media and files are usable and in correct formats</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>N/A</td>
<td>Proposal is in the correct format – All pages are numbered, sections are tabbed, binders are labelled, etc.</td>
<td>Pass / Fail</td>
</tr>
</tbody>
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13.2 Proposal Evaluation and Scoring

For submittals that advance beyond the initial pass/fail screening step, the Evaluation Teams will evaluate each Proposal in conjunction with the goals described above in order to score the proposed solution. The Evaluation Teams will initially use the following scoring categories: Vendor Management; Technical Proposal; and Operational Proposal. Price Proposals will be opened and scored as well. Top Proposals or, at WSDOT’s sole discretion, all remaining Proposals will proceed to the Vendor Solution Demonstration Review phase. WSDOT will score the Vendor Solution Demonstrations as part of the Best Value determination as set forth in Section 13.7.

13.3 Vendor Management Evaluation and Scoring

Each member of the Management Evaluation Team will evaluate each Vendors Management Proposal and assign points to each evaluation criterion in this Management section using the rating system set forth in Table 3: Management Evaluation Weighting Table.

Upon completion of the individual scoring by each Evaluation Team member, the Management Evaluation Team will meet and go through a normalization process on each requirement to ensure all Evaluation Team members clearly understood the response provided by each Vendor for each requirement. During this process, an evaluator may elect to change a score for a specific requirement. For each Vendor Proposal, the scores from each evaluator will then be averaged by requirement to produce a composite score for each requirement. The process is repeated for all requirements in each Vendor Proposal. For each Vendor Proposal, the composite score for
each requirement is added together to establish a Vendor Management Score for the respective Vendor.

### Table 3: Management Evaluation Weighting Table

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Total Management Score: **200**

### 13.4 Technical Evaluation and Scoring

Each member of the Technical Evaluation Team will score each technical related scored requirement within the Specifications Response Guide submitted by Vendor in its Proposal. The below Table 4: Technical Evaluation and Weighting Table outlines the weighting for each section or subsection scored in the technical evaluation.

Upon completion of the individual scoring by each Technical Evaluation Team member, the Technical Evaluation Team will meet and go through a normalization process on each requirement to ensure all Evaluation Team members clearly understood the response provided by each Vendor for each requirement. During this process, an evaluator may elect to change a score for a specific requirement. For each Vendor Proposal, the scores from each evaluator will then be averaged by requirement to produce a composite score for each requirement. The process is repeated for all requirements in each Vendor Proposal. For each Vendor Proposal, the composite score for each requirement is added together to establish a Vendor Technical Score for the respective Vendor.

### Table 4: Technical Evaluation Weighting Table

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<td>6.3.8</td>
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<td>9.5.4</td>
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<tr>
<td>Appendix 2</td>
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<td>10.4.2</td>
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</table>
Each member of the Operational Evaluation Team will score each operational related scored requirement within the Specifications Response Guide submitted by Vendor in its Proposal. The below Table 5: Operational Evaluation and Weighting Table outlines the weighting for each section or subsection scored in the operational evaluation.

Upon completion of the individual scoring by each Operational Evaluation Team member, the Operational Evaluation Team will meet and go through a normalization process on each requirement to ensure all Evaluation Team members clearly understood the response provided by each Vendor for each requirement. During this process, an evaluator may elect to change a score for a specific requirement. For each Vendor Proposal, the scores from each evaluator will then be averaged by requirement to produce a composite score for each requirement. The process is repeated for all requirements in each Vendor Proposal. For each Vendor Proposal, the composite score for each requirement is added together to establish an Operational Score for the respective Vendor.

### Table 5: Operational Evaluation Weighting Table

<table>
<thead>
<tr>
<th>Doc</th>
<th>Section</th>
<th>Subsection</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 2</td>
<td>3</td>
<td>3.4.1.2</td>
<td>20</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>3</td>
<td>3.9.3</td>
<td>10</td>
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<tr>
<td>Appendix 2</td>
<td>3</td>
<td>3.10.5</td>
<td>5</td>
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<td>Appendix 2</td>
<td>3</td>
<td>3.10.6</td>
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<tr>
<td>Appendix 2</td>
<td>3</td>
<td>3.10.7</td>
<td>5</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>3</td>
<td>3.10.8</td>
<td>5</td>
</tr>
</tbody>
</table>
The WSDOT RFP Administrator or designated team may analyze Vendors’ Price Proposals (Proposal Section 7) independently at the same time as the Evaluation Team is analyzing the Specifications Response Guide and other Proposal submittals.

The cost scoring evaluation will consider the Total Price Proposal Cost as listed in Vendor’s Price Proposal Summary of Prices. This includes the Prices of Design and Implementation Tasks 1-12 plus O&M Initial Term Years 1-4 Task 13 plus O&M Extended Term Years 5-10 Task 14.

The Cost Score for the Vendor with the lowest Total Price Proposal will be 500 points. The Cost Score for each remaining Vendor shall be calculated as follows:

13.6 Cost Scoring

| Appendix 2 | 3 | 3.10.9 | 5 |
| Appendix 2 | 3 | 3.10.10 | 5 |
| Appendix 2 | 3 | 3.11 | 20 |
| Appendix 2 | 3 | 3.14.3 | 20 |
| Appendix 2 | 3 | 3.14.4 | 20 |
| Appendix 2 | 3 | 3.14.5 | 20 |
| Appendix 2 | 3 | 3.14.6 | 20 |
| Appendix 2 | 3 | 3.14.8 | 20 |
| Appendix 2 | 5 | 5.6.3 | 20 |
| Appendix 2 | 6 | 6.2 | 10 |
| Appendix 2 | 6 | 6.3.1 | 10 |
| Appendix 2 | 6 | 6.3.2 | 10 |
| Appendix 2 | 6 | 6.3.3 | 10 |
| Appendix 2 | 6 | 6.3.4 | 10 |
| Appendix 2 | 6 | 6.3.5 | 10 |
| Appendix 2 | 6 | 6.3.6 | 5 |
| Appendix 2 | 6 | 6.3.7 | 10 |
| Appendix 2 | 6 | 6.4 | 10 |
| Appendix 2 | 6 | 6.5 | 20 |
| Appendix 2 | 6 | 6.6 | 5 |
| Appendix 2 | 6 | 6.8 | 5 |
| Appendix 2 | 6 | 6.11 | 10 |
| Appendix 2 | 7 | 7.2 | 5 |
| Appendix 2 | 9 | 9.5.5 | 10 |
| Appendix 2 | 10 | 10.4.5.3 | 10 |
| Appendix 2 | 10 | 10.4.5.4 | 10 |
| Appendix 2 | 10 | 10.4.5.5 | 10 |
| Appendix 2 | 10 | 10.4.5.6 | 10 |
| Appendix 2 | 10 | 10.8.1 | 20 |

Total Operational Score: 400
13.7 **Best Value**

Best Value is worth 100 points and is an all or nothing category. Only one Vendor whose Proposal is the Best Value, will be awarded the 100 points. Best Value will be determined by the Vendor’s performance in the Vendor Solution Demonstration and Vendor’s response to Section 11.8.

13.8 **Total Score**

The Total Score for each remaining Proposal is the sum of the Vendor Management Score, Technical Score, Operational Score, Cost Score, and Best Value. The Vendor with the highest Total Score will proceed to Financial Stability Evaluation, as detailed in below.

The following scoring example is provided for illustrative purposes only. The points used in the below example are for the limited purpose of providing an example scoring process and do not necessarily represent the point configurations that will be used in the scoring of Proposals in this RFP.

For simplicity, the following assumptions are made:

1. The total possible points for the Vendor Management Score is 200.
2. The total possible points for the Technical Score is 800.
3. The total possible points for the Operation Score is 400.
4. The maximum Adjusted Cost Score available is 500 points.
5. The maximum Best Value score is awarded after Vendor Solution Demonstrations and is worth 100 points. Only one Vendor will be selected and awarded the 100 points for Best Value.
6. Three (3) Vendors proposals evaluated.

<table>
<thead>
<tr>
<th></th>
<th>Vendor #1</th>
<th>Vendor #2</th>
<th>Vendor #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Management Score</td>
<td>150 Points</td>
<td>100 Points</td>
<td>50 Points</td>
</tr>
<tr>
<td>Technical Score</td>
<td>700 Points</td>
<td>600 Points</td>
<td>500 Points</td>
</tr>
<tr>
<td>Operation Score</td>
<td>250 Points</td>
<td>300 Points</td>
<td>300 Points</td>
</tr>
<tr>
<td>Total Price Proposal Cost</td>
<td>$25M</td>
<td>$30M</td>
<td>$34M</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Adjusted Price Score</td>
<td>$25M/$25M x 500 = 500</td>
<td>$25M/$30M x 500 = 416.67</td>
<td>$25M/$34M x 500 = 367.65</td>
</tr>
<tr>
<td>Best Value</td>
<td>100 Points</td>
<td>0 Points</td>
<td>0 Points</td>
</tr>
<tr>
<td>Total Score</td>
<td>$150 + 700 + 250 + 500 + 100 = 1700</td>
<td>$100 + 600 + 300 + 416.67 = 1416.67</td>
<td>$50 + 500 + 300 + 367.65 = 1217.65</td>
</tr>
</tbody>
</table>

Proceed to financial Stability Evaluation and Contract Negotiations

Yes  No  No

All remaining Vendors will be notified of the results. The #2 ranked Vendor will assume Contract negotiations pending unsuccessful completion of negotiations with the #1 ranked highest responsive and responsible Vendor.

13.9  **Best and Final Offers (BAFOs)**

Once a Proposal has been submitted, Vendors will not be allowed to make changes to those Proposals unless they receive a request for a Best and Final Offer (BAFO) from WSDOT. WSDOT reserves the right to, at any point, notify all remaining Vendors that WSDOT will require them to submit a BAFOs.

The notice will be in writing and will set a specific time and date by which the BAFO must be submitted to the WSDOT RFP Administrator. The BAFO notice may set additional conditions and requirements for the submission of the BAFO. The notice will advise Vendors that the BAFO shall be in writing and that upon the closing date for submission, The BAFO notice will be posted on WEBS.

For purposes of the BAFO, Vendors may make such changes to their original bids as they believe appropriate to enhance their potential for selection and award under the scoring criteria set forth in the RFP. Changes to the original bid must be clearly identified in the re-submitted proposal using the Proposal format.

Evaluation of BAFOs and selection of the Apparent Successful Vendor will be based upon the evaluation criteria set out in the RFP. Terms proposed as part of a BAFO must be in accordance with the terms requested in this RFP and may not alter the requirements of the RFP. In the event WSDOT elects to implement a BAFO, the revised Proposals will be re-scored in accordance with the scoring process described above.
13.10 Irregularities or Defects

WSDOT may, at its sole discretion, waive any irregularities or defects in a Proposal, or accept or reject any item or combination of items, when to do so would be to the advantage of the State. WSDOT reserves the right to seek clarification of a Vendor’s Proposal from the Vendor or verification of information contained in a Vendor’s Proposal from any other source.

13.11 Rejection of Proposals / Cancellation of RFP

WSDOT reserves the right to reject any or all Proposals. It is also within the right of WSDOT to reject Proposals that do not contain all elements and information requested in this RFP or amendments. WSDOT reserves the right to cancel this RFP at any time.

13.12 Financial Stability Evaluation

As part of the evaluation process, WSDOT will be evaluating financial stability risks once the Apparent Successful Vendor is identified through the scoring process. Vendor financial information, as required in Section 11.5, will be subjected to several standard financial metrics to determine if stability concerns are present in the financials. In the event that concerns are noted, the Vendor will be provided an opportunity to mitigate those concerns. It will be the sole discretion of WSDOT to determine if the concerns rise to a level where mitigation is required and whether mitigation strategies are acceptable.

Once the Total Score calculation has been completed and the Apparently Successful Vendor is identified, the “Corporate Financial Information” sealed envelope will be opened for evaluation only for the number one ranked Vendor. The WSDOT Financial Evaluation Team will evaluate the Financial Information and note the areas of concern, if any. The financial stability evaluation will involve identifying any financial concerns from the perspective of the Vendor being able to perform for the entire period of the Contract (six years-initial term). In the event concerns are noted, the Financial Evaluation Team will recommend possible mitigation options to WSDOT that may provide added assurance that the Vendor is capable of performing the Contract for the duration of the Contract term. This information will be provided to WSDOT to be used as they deem appropriate in the Contract negotiation process. For any reason should the Apparent Successful Vendor award not materialize, the WSDOT Financial Evaluation Team would reconvene to review the next financial information of the next highest ranked Vendor selected through the scoring criteria set forth in the RFP.

14.0 Contract Awards and Debriefing

14.1 Notification of Successful Vendor

WSDOT will notify the Apparent Successful Vendor via email, followed by a formal Letter of Intent to Award.
14.2 Notification to Unsuccessful Vendors

Vendors whose Proposals have not been selected will be so notified via email.

14.3 Debriefing of Unsuccessful Vendors

Vendors that submitted a Proposal and were not selected will be given the opportunity for a debriefing conference. The WSDOT RFP Administrator must receive the request for a debriefing conference within three (3) Business Days after the notification is sent to the unsuccessful Vendor. The debriefing shall be held within five (5) Business Days of the request.

Discussion will be limited to WSDOT's evaluation of the requesting Vendor's Proposal. WSDOT will discuss the factors considered in the evaluation of the Vendor’s response and address questions and concerns about Vendor’s performance with the regard to procurement requirements. Comparisons between responses or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted, at WSDOT’s option, in person or on the telephone and will be scheduled for a maximum of one (1) hour.

14.4 WSDOT Right to Withdraw Letter of Intent to Award

WSDOT reserves the right to withdraw the Letter of Intent to Award prior to executing the Contract for any of the following reasons:

- A receiver is appointed to take possession of Vendor's assets.
- The Vendor makes a general assignment for the benefit of creditors.
- The Vendor becomes insolvent.
- The Vendor takes or suffers action under the federal Bankruptcy Act.
- If a Key Project Personnel are removed or altered from the Vendor without notification to and approval from the WSDOT RFP Administrator.

14.5 Contract Bond

The Apparent Successful Vendor shall provide a single Contract Bond in the amount of twenty-five percent (25%) of the Price reflected for the total cost in the Price Proposal in Appendix 5. The Contract Bond Form is attached as Exhibit B to RFP Appendix 3, Contract. The Contract Bond shall be signed by the Vendor and the surety. The Contract Bond shall not be conditioned in any way to modify the 25% required. The surety shall (1) be registered with the Washington State Insurance Commissioner; and (2) appear on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner.

The cost of this bond, is to be included in the total prices proposed and will not be recoverable as a separate cost item. The Apparent Successful Vendor shall deliver the Contract Bond to WSDOT within five (5) Business Days after being notified of the proposed Contract award.

Alternatively, Vendors may submit a certified check or cashier’s check payable to WSDOT in the required amount of the Contract Bond.
15.0 Protests

15.1 Protests
This protest procedure is available to Vendors who submitted a Proposal to this RFP and have requested and attended a debriefing conference. Protests must be made to WSDOT after the Apparent Successful Vendor 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.

15.1.1 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 Department of Enterprise Services requirements.

Protests not based on these criteria will not be considered.

15.1.2 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 of receipt of the protest. WSDOT will also postpone further steps in the procurement 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 RFP 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 provide a copy of the protest to the WSDOT RFP Administrator at the same time the protest is sent to the Chief Information Officer.
15.1.3 WSDOT Review Process

Upon receipt of a protest, a protest review will be held by WSDOT. WSDOT will postpone executing the Contract 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 (5) Business Days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay within five (5) Business Days of receipt of the protest.

15.1.4 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; or,
- Find merit in the protest and provide the agency with options that may include:
  - Correct errors and reevaluate all Proposals; or
  - Reissue the RFP document; or
  - Make other findings and determine other courses of action as appropriate; or
  - Not require the agency to prequalify a vendor or 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.

*END OF RFP MAIN BODY*