



**STATE OF WASHINGTON DEPARTMENT OF HEALTH  
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS  
DOH-RFQQ#26833**

**PROJECT TITLE: COVID-19 Community-Driven Outreach**

**BID DUE DATE:** All Responses must be received in their entirety by 2:00 p.m. Pacific Time on **March 10, 2022**, unless an Amendment is issued modifying the Solicitation Schedule set forth in this Solicitation Document.

**EXPECTED TIME PERIOD FOR CONTRACT: April 8, 2022, through June 30, 2023**

**BIDDER ELIGIBILITY:** This solicitation is open to organizations, Bidders/teams licensed or capable of becoming licensed to do business in the state of Washington, who are available for work, and who satisfy the minimum qualifications stated in Section 1.2.

**SOLICITATION SCHEDULE:**

The Solicitation Schedule set forth below outlines the tentative schedule for important events relating to this Solicitation. Except as modified in an Amendment issued by the Coordinator, the dates and times listed through the date of Response Submission are mandatory deadlines. The remaining dates are estimates and may change without the posting of an Amendment. Failure to meet the Response deadline will result in Bidder disqualification.

Solicitation Release Date	<b>February 4, 2022</b>
Bidders must RSVP for the Pre-Bid Conference by 2:00 p.m. Pacific Time	<b>February 10, 2022</b>
Optional Virtual Pre-Bid Conference	<b>February 14, 2022</b>
Bidders may submit written question until 2 p.m. Pacific Time	<b>February 17, 2022</b>
DOH will post responses to written questions	<b>March 1, 2022</b>
Bidders may submit written Complaints by 2 p.m. Pacific Time	<b>March 8, 2022</b>
Bidders must submit Responses by 2 p.m. Pacific Time	<b>March 10, 2022</b>
DOH evaluation of written Responses	<b>March 11, 2022- March 16, 2022</b>
Announcement of Apparent Successful Bidder on Webs and beginning of Contract negotiations	<b>March 18, 2022</b>
DOH notifies unsuccessful Bidder(s)	<b>March 18, 2022</b>
Unsuccessful Bidders may request a debriefing conference until 2 p.m. Pacific Time	<b>March 22, 2022</b>
DOH holds debriefing conferences, if requested	<b>March 24, 2022</b>
Deadline for submission of Protests by unsuccessful Bidders who participated in a debriefing conference	<b>5 business days after date of debriefing</b>

DOH considers Protests, if any, and issues determination	<b>10 business days after receipt of protest</b>
Contract Execution/Start Date	<i>On or about April 8th, 2022</i>

All times shown above are Pacific (Daylight or Standard) Time.

The DOH reserves the right to revise the above schedule. Revisions (if any) will be made via amendment and posted to **WEBS (Washington’s Electronic Business Solution)**.

### **WEBS REGISTRATION**

The Department is required to post all bid opportunities on WEBS, the state’s electronic vendor registration and bid notification system. If not currently registered, Bidders interested in obtaining notification of state bidding opportunities, including those for the Department, should register at: [www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx).

There are step by step instructions to guide you through the process. If you have difficulties, questions about the registration process may be directed to [webcustomerservice@des.wa.gov](mailto:webcustomerservice@des.wa.gov) or (360) 902-7400, 8:00AM to 5:00PM, Monday – Friday.

The system is self-maintained, and Bidders are responsible for the accuracy of the information in WEBS for updating/maintaining registration information and checking with their assigned account administrators regarding notifications. In order to receive notifications, ***you must select “yes” for Bid notifications.*** ***If you do not download bid documents, you will not receive any subsequent notifications regarding this solicitation.***

In order to receive notifications of this opportunity, Bidders must be registered in the following WEBS commodity codes:	
918-12	Analytical Studies and Surveys (Consulting)
918-27	Community Development Consulting
918-76	Marketing Consulting
948-76	Psychologists/Psychological and Psychiatric Services (Including Behavioral Management Services)
952-77	Research and Evaluation, Human Services (Including Productivity Audits)
956-75	Scientific Research Services
961-46	Interpreter Service – Foreign Language, Hearing Impaired
961-53	Marketing Services (Incl. Distribution, Research, Sales Promotions, etc.)
961-60	Public Opinion Surveys
961-67	Sign Language
961-75	Translation Services

### **SOLICITATION COORDINATOR**

The Solicitation coordinator is the sole point of contact in the DOH for this solicitation. Upon release, all communications in regard to this solicitation shall be directed, via email, to the Solicitation Coordinator or their designee as follow:

Name	Maria Rogers
E-Mail Address	<a href="mailto:Bids@doh.wa.gov">Bids@doh.wa.gov</a>

Any other communication will be considered unofficial and non-binding on the DOH. Bidders are to rely on written statements issued by the Solicitation Coordinator or their designee. Communication directed to parties other than the Solicitation Coordinator may result in disqualification of the Bidder.

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## **1. INTRODUCTION**

### **1.1. PURPOSE, OBJECTIVE AND BACKGROUND**

#### **a. Purpose and Objective:**

The Washington State Department of Health (DOH) is committed to serving communities disproportionately impacted by COVID-19. One of the key ways the agency has been able to do that is by launching a community engagement initiative called the COVID-19 Community-Driven Outreach Program.

The goal of the Community-Driven Outreach Program is to ensure that Washington communities that have been disproportionately impacted by COVID-19 have access to the same critical health and safety information as the rest of the general public.

DOH recognizes that community-rooted and community-led organizations and groups are better positioned and equipped to respond to community needs to ensure equitable access to COVID-19 information, education, vaccines, and resources. Community-rooted and community-led organizations have a unique understanding of the importance of a trauma-informed approach, logistical and access barriers, and unique contexts, as well as cultural beliefs, risk perceptions, and norms that impact vaccine confidence and uptake in their communities.

#### **b. Background:**

Since September 2020, DOH has funded community-driven COVID-19 outreach, communications, and engagement. This effort specifically focuses on supporting communities of color who have been disproportionately impacted during this pandemic and who experience access barriers to COVID-19 information and services. The goals are improving COVID-19 information access and equity; developing meaningful, culturally appropriate communications; investing in and growing existing communications and engagement infrastructure; and building relationships between communities and public health.

Through this project, the department has reached out to over 500 community-based organizations and community media outlets and funded nearly 200 strategic communications and outreach projects. A total of over \$14,000,000 in funding has already been directed to these organizations to support activities in their communities focused on trusted messenger carriers, culturally informed communications, and outreach and engagement in a way that considers access, social determinants of health, systemic racism, and historical trauma.

### **STATEMENT OF WORK**

DOH intends to fund a minimum of five (5) contracts that respond to both priority populations and intersectionalities, each contract will have their own funding. It is the expectation that each contractor subsequently subcontracts with community-rooted organizations and/or community media outlets, allocating funds to a wide range of community organizations to achieve statewide reach of the identified priority community while addressing the intersectionality of the reach. DOH reserves the right to award a lower or greater number of contracts, and to award funding in any amount, taking into consideration the communities impacted and equitable access. DOH may, in its discretion, consider bids from the same organization for funding in more than one of the priority communities. Organizations that will be considered for funding, must demonstrate the need, readiness, and expertise to carry out the community engagement initiative COVID-19 Community-driven Outreach.

All proposals must be intentionally centered around priority communities disproportionately impacted by COVID-19, lead with racial equity, and take an intersectional approach:

Priority Communities\*:

- Black/African American
- Hispanic/Latinx
- African Diaspora
- Asian
- Native Hawaiian/Pacific Islander

Priority Intersections:

- People living in rural areas
- People with disabilities
- Religious minorities
- Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons
- People over 65 years
- Additional intersections: People otherwise adversely affected by persistent poverty or inequality including:
  - People who are incarcerated
  - Immigrant and refugee communities
  - People with limited English proficiency
  - Agricultural workers
  - Unhoused people/people experiencing homelessness

Priority communities and intersections above align with the “Centers for Disease Control and Prevention (CDC) National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities Grant” funding.

\*A separate funding opportunity process will be conducted for responding to the needs of American Indians/Alaska Natives/Urban Indians for equitable access to COVID-19 information, education, vaccines, and resources. This opportunity will follow DOH Tribal Consultation and Collaboration procedures and Confer processes.

The contractor will perform the work as a result of this Solicitation per the attached **EXHIBIT A – DRAFT STATEMENT OF WORK**, which represents the anticipated work to be done at this time. After announcement of the Apparent Successful Bidder(s), negotiations for a final statement of work may result in minor changes to the activities, tasks, deliverables, or due dates as described in **EXHIBIT A**.

## 1.2. MINIMUM AND DESIRED QUALIFICATIONS

Bidder must be licensed or capable of becoming licensed to do business in the state of Washington and demonstrate achievement of the following criteria:

### Minimum Qualifications:

- a) Experience working with organizations engaging with, supporting and/or serving communities disproportionately impacted by structural, institutional, financial, social, cultural, and/or sociodemographic factors that have impacted access to resources, services, and opportunities.

- b) Experience partnering with communities of color; leading community-driven projects and equity initiatives; and/or building and sustaining committees, coalitions and/or workgroups including the provision of consultation, training, technical assistance, compensation, and programmatic evaluations.
- c) Experience with and demonstrated capabilities in culturally and linguistically appropriate and trauma-informed communications, media, community engagement and/or outreach strategies.
- d) Administrative capacity to coordinate and implement the solicitation of interest, and development, and execution of sub-contracts and payment processes.

**Desired Qualifications:**

- a) Bidder/organization is a community-based organization and/or community media outlet and staff reflect the priority communities served by the RFQQ.
- b) Bidder/organization has demonstrated creative capabilities across media formats, including but not limited to print, radio, television, web, or social.

The successful Bidder will be responsible for the following components and other related tasks to be determined when the final statement of work is developed.

**1. Coordinate culturally and linguistically appropriate engagement, education, and outreach with Community partners**

- a. Lead on-going co-development, documentation, execution, and evaluation of messaging, communications, and engagement strategies aimed at reducing the spread of COVID-19 among Washington’s disproportionately impacted communities. Ensure on-going collaboration with DOH and sub-contracted community partners.
- b. Develop alternate and proactive plans for the areas of the state that lack organizations serving the COVID-19 engagement, education, and outreach needs of the Community. For example, how do we get the message to a county specifically or a region in general, where there isn’t an obvious community partner to subcontract with?
- c. Develop and implement a culturally appropriate digital coordination hub between community partners and the DOH. This coordination hub should provide easy access to the latest public health guidance, updates on specific partner activities, and ways for community partners to connect over developed tools and resources, challenges, and successes.
- d. Develop and implement a semi-annual formative evaluation plan that includes quantitative and qualitative success metrics developed with and by sub-contracted community partners. Creative concepts and then specific messaging will be tested through focus groups, polling, or other methods, prior to production.
- e. Design, maintain and monitor a system for substantiating facts and ensuring accuracy and validity of COVID-19 information used in messaging, outreach, and communications, and for ensuring alignment with DOH and CDC COVID-19 public health messaging.
- f. To the extent permitted by law, provide masters of all approved communication and outreach materials in forms to be determined by DOH for the purpose of archiving and other legal uses.



- g. Budget for and develop collateral or support materials for community partners, subcontractors, and other interested stakeholders.
  - i. For example, small posters, newspaper ad layouts, sample social media content, etc.
  - ii. When planning and costing a program/project, plan to include extra costs for additional items (and shipping) when it is necessary to supply certain parts of the state with materials not available in their areas as part of the regular components of the program/project.
- h. Develop, implement, maintain, and track the success of any websites developed for a specific program/project to assure it reaches the intended audiences with relevant information and activities and that it complies with all DOH specific requirements and policies.

**2. Coordinate and implement the solicitation of interest, and development, and execution of sub-contracts and payment processes**

- a. Develop and implement an engagement and technical assistance-oriented process to solicit interest from community-based organizations, community media outlets, and/or community health agencies to partner with on engagement, outreach and communications that align with Community messaging strategies and the latest DOH and CDC COVID-19 public health guidance.
- b. Negotiate with organizations and execute sub-contracts for custom COVID-19 outreach, communications, and engagement packages/programs. Provide contracting supports including but not limited to strategic coaching and translation.
- c. Develop and implement a process for the timely payment of sub-contractors.

**3. Support Creative Asset Production and Language Transcreation**

- a. Where appropriate, provide technical assistance or resources to support execution of sub-contracted community partner messaging strategies including but not limited to, print, digital, audio, video production, or transcreation services.

**4. Contract Management and Administration**

- a. Provide weekly updates and monthly reporting utilizing a template provided by the DOH. This will include performance metrics; engagement, education, and outreach updates; communications highlights; and overall spend per contract activity.
- b. Meet with the DOH, at a cadence to be determined, to review contract successes, challenges, solutions, and potential changes.

Bidders who do not meet these minimum qualifications may be rejected as non-responsive and will not receive further consideration. Any bid that is rejected as non-responsive will not be evaluated or scored.

**1.3. FUNDING**

DOH intends to award a minimum of five (5) contracts that respond to both the priority populations and intersectionalities, each contract will have its own funding. It is the expectation that each contractor subsequently subcontracts with community-rooted organizations and/or community media

outlets, allocating funds to a wide range of community organizations to achieve statewide reach of the identified priority community while addressing the intersectionality of the reach. DOH reserves the right to award a lower or greater number of contracts. Funding amounts will take into consideration the total number of successful Bidders, community feedback, reflection of CDC COVID-19 Health Disparities Grant priority communities, intersectionality in approach, geographic reach, 2020 OFM Population Percentages, and recent COVID-19 health disparities data.

DOH anticipates total funding of approximately **\$13 million** through June 30, 2023. These funds will be divided across all awarded contracts. In the event additional funding becomes available, any contract awarded may be renegotiated and amended to provide for additional related services and funding.

Any contract awarded as a result of this proposal is contingent upon the availability of funding. As such DOH reserves the right to amend any contract awarded for up to *four (4)* additional one-year terms, in increments of its own choosing and as additional funding becomes available.

#### 1.4. PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this Solicitation is tentatively scheduled to begin on or about **April 8, 2022**, and to end on **June 30, 2023**. The DOH reserves the option at its sole discretion to extend the contract for up to four (4) additional one-year periods, in increments of its own choosing.

#### 1.5. DEFINITIONS

Definitions for the purposes of this Solicitation include:

**BID:** A formal offer submitted in response to this solicitation.

**BIDDER:** Individual, company, or firm submitting a bid in order.

**COMMUNITY-ROOTED/BASED ORGANIZATION:** organization is reflective of the communities it serves, and solutions are rooted in community and responds to needs.

**CONTRACTOR:** Individual or company whose bid has been accepted by the DOH and is awarded a fully executed, written contract.

**DOH:** The Washington State Department of Health (DOH).

**SOLICITATION:** The Request for Qualifications and Quotations (RFQQ) **DOH-RFQQ 26833-0** This formal solicitation document in which services needed are identified and individuals and firms are invited to provide their qualifications to provide the services and their cost associated with providing these services.

**SUBCONTRACTING:** Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.

**WEBS:** Washington's Electronic Business Solution.

## 2. GENERAL INFORMATION FOR BIDDERS

### 2.1. QUESTION AND ANSWER PERIOD

#### **BIDDER CONFERENCE**

Bidders are invited to attend a virtual Bidder Conference which shall be held at the location and on the date and at the time set forth in the RFQQ Schedule, C1, above. This will be a virtual conference and invites will be sent to those companies who submit an RSVP to the Solicitation Coordinator. The Bidder Conference is an opportunity for Bidders to learn more about the conditions under which a Contract will be performed. At the Bidder Conference, Bidders will have an opportunity to ask

questions and to hear presentations from knowledgeable DOH personnel. DOH shall summarize the information shared at the Bidder Conference and post that summary on the DOH procurement web page and on WEBS as an Amendment to this Solicitation. Bidders may only rely upon information that is included in this Amendment in preparing their Responses.

### **WRITTEN QUESTIONS AND ANSWERS**

Questions regarding Solicitation will be allowed consistent with the dates specified in the solicitation schedule on the cover page. All questions must be submitted via email to the Solicitation Coordinator.

The DOH may consolidate Bidder questions and shall provide written answers for questions received by the questions and answer period's deadline. Answers will be posted to WEBS.

Verbal responses to questions will not be provided. Only written answers will be considered official and binding. Bidders will not be identified in answers.

If interpretations or other changes to this Solicitation are required as a result of inquiries made during the question-and-answer period, the Solicitation may be amended. Amendments are posted to WEBS.

### **2.2. COMPLAINT PROCESS**

Issues or concerns not resolved to a Bidder's satisfaction during the question-and-answer period may be addressed through a complaint only on the following grounds:

1. The Solicitation unnecessarily restricts competition;
2. The evaluation or scoring process is unfair or flawed; or
3. The Solicitation requirements are inadequate or insufficient to prepare a response.

A Complaint must:

1. be received by the DOH by the date specified in the Solicitation Schedule. Otherwise, an untimely complaint may be rejected without further consideration at the discretion of the DOH, and
2. be sent by email to the solicitation Coordinator
3. include the Solicitation number and be clearly labeled as "Complaint."

A complaint should:

1. Clearly articulate the basis of the complaint consistent with the complaint criteria; and
2. Include a proposed remedy.

Upon receipt of a timely complaint, the DOH will consider all the facts available and respond in writing prior to the Response due date and time.

The Solicitation Coordinator shall promptly post the response to a timely complaint on WEBS.

The DOH response to the complaint is final and not subject to appeal. Issues raised in a complaint may not be raised again during the protest period.

### **2.3. SUBMISSION OF BIDS**

Bidders are required to submit their bid electronically in PDF format. The bid must be received by the Solicitation Coordinator as specified in the Solicitation Schedule, no later than **2:00 PM, March 10, 2022**.

Bidders assume the risk for the method of delivery chosen. The DOH assumes no responsibility for delays caused by any delivery service. Bids may not be transmitted using facsimile transmission.

Late bids will not be accepted and will be automatically disqualified from further consideration. All bids and any accompanying documentation become the property of the DOH and will not be returned.

### **2.4. PUBLIC DISCLOSURE PROPRIETARY/CONFIDENTIAL INFORMATION**

All records related to procurements under RCW 39.26 are subject to disclosure; except that bid submissions and evaluations are exempted until the apparent successful bidder (ASB) is announced. Upon announcement of the ASB, all bid submissions and evaluation information will be available via email request at: [DOH Public Records \(govqa.us\)](mailto:DOH.Public.Records@govqa.us). Per RCW 42.56.120, DOH may charge a fee for providing records in a public disclosure request.

Any information in the bid that the Bidder desires to claim as proprietary or confidential and exempt from disclosure must be specifically referenced in your bid and included as a separate document and clearly identified as “Proprietary/Confidential Information” at the top of the document. References in your bid documents to proprietary/confidential information must clearly show which part of the “Proprietary/Confidential Information” document you are referring to (for example: “see section A of the Proprietary/Confidential Information section”). Each page of the bid containing the proprietary/confidential information must be clearly identified by the words “Proprietary/Confidential Information” on the lower right-hand corner of the page. Marking the entire bid proprietary/confidential and exempt from disclosure will not be honored and the bid will be rejected as non-responsive.

## **2.5. REVISIONS TO THE SOLICITATION**

In the event it becomes necessary to revise any part of this Solicitation, an amendment will be made available to all potential bidders at the same location as the posting of the original solicitation.

The DOH also reserves the right to cancel or to reissue the Solicitation in whole or in part, prior to execution of a contract.

## **2.6. MINORITY & WOMEN-OWNED BUSINSS ENTERPRISES AND VETERAN-OWNED BUSINESS ENTERPRISE PARTICIPATION**

### **Minority and Women Owned Business Enterprises (MWBE)**

In accordance with the legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all of its Contracts by Minority and Woman Owned Business Enterprises (MWBE) firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). While the state does not give preferential treatment, it does seek equitable representation from the minority and women’s business community. In addition, the state welcomes participation by self-identified minority and woman owned firms and strongly encourages such firms to become certified by OMWBE.

Participation may be either on a direct basis in Response to this Solicitation or as a subcontractor to a Contractor. However, unless required by federal statutes, regulations, grants, or Contract terms referenced in the competitive procurement solicitation, no preference will be included in the evaluation of Bids, no minimum level of MWBE participation shall be required as condition for receiving an award, and Bids will not be evaluated, rejected, or considered non-responsive on that basis.

### **Veteran-Owned Business Enterprise**

The DOH strongly encourages participation of businesses owned by veterans. No minimum level of veteran-owned business participation is required as a condition of received an AWARD, and no preference will be included in the evaluation of responses in accordance with chapter 43.60A RCW.

## **2.7. RESPONSIVENESS**

All bids will be reviewed by the Solicitation Coordinator to determine compliance with administrative requirements and instructions specified in this Solicitation. The Bidder is specifically notified that failure to comply with any part of the Solicitation may result in rejection of the bid as non-responsive.

The DOH also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

## 2.8. MOST FAVORABLE TERMS/BEST AND FINAL OFFER

The DOH reserves the right to make an award on the original bid submitted or, at its sole discretion, to request a best and final offer from the top contending bidders, as defined by the DOH. The initial bid should be submitted on the most favorable terms which the Bidder can propose. The DOH reserves the right to contact a Bidder for clarification of its bid.

The Bidder should be prepared to accept this Solicitation for incorporation into a contract resulting from this Solicitation. Contract negotiations may incorporate some or all of the Bidder's entire bid. It is understood that the bid will become a part of the official contract file on this matter without obligation to the DOH.

## 2.9. CONTRACT AND GENERAL TERMS & CONDITIONS

The apparent successful bidder will be expected to enter into a contract, which is substantially the same as the sample contract and its general terms and conditions attached as Exhibit C. In no event is a Bidder to submit its own standard contract terms and conditions in response to this solicitation. The Bidder may submit exceptions as allowed in the Certifications and Assurances section, Exhibit B to this solicitation. The DOH will review requested exceptions and accept or reject the same at its sole discretion.

## 2.10. COSTS TO PROPOSE

The DOH will not be liable for any costs incurred by the Bidder in preparation of a bid submitted in response to this Solicitation, in conduct of a presentation, or any other activities related to responding to this Solicitation.

## 2.11. NO OBLIGATION TO CONTRACT

This Solicitation does not obligate the state of Washington or the DOH to contract for services specified herein. The DOH reserves the right at its sole discretion to reject any and all bids received without penalty and not to issue a contract as a result of this Solicitation.

## 2.12. ACCESSIBILITY REQUIREMENTS FOR PROJECTS WITH INFORMATION TECHNOLOGY

The State of Washington is committed to providing access to information technology to the public and Washington State employees, including individuals with disabilities. Information Technology should be procured, developed, maintained, and utilized so that it is accessible to individuals with disabilities, unless it creates an undue burden on the agency. Information Technology, including Web sites, Web-based applications, software systems, and electronically published documents, should provide the substantially similar functionality to individuals with disabilities as it provides to others.

The System must meet Accessibility Requirements of WCAG 2.0 level AA, as prescribed by [Washington State OCIO Policy 188](#).

## 2.13. PROCUREMENT EVALUATION FOR EXECUTIVE ORDER 18-03 (FIRMS WITHOUT MANDATORY INDIVIDUAL ARBITRATION FOR EMPLOYEES)

Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations (dated June 12, 2018), Department of Health will evaluate bids for best value and provide a bid preference in the amount of 5% to any bidder who certifies, pursuant to the certification attached as **EXHIBIT C – EXECUTIVE ORDER 18-03 – WORKER'S RIGHTS WASHINGTON STATE GOODS & SERVICES CONTRACTS CERTIFICATION** - that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

### **3. BID CONTENTS**

Bids must be submitted via email. The three major sections of the bid are to be submitted in the order noted below:

1. Letter of Submittal, Business Information, and signed Bid Certifications and Assurances (Exhibit B and Exhibit B-1 to this Solicitation),
2. Experience/Qualifications
3. Management
4. Quotation

Bids must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the bid but should assist the Bidder in preparing a thorough response.

Items in this section marked “mandatory” must be included as part of the bid for the bid to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

As a reminder, information provided in bid documents is subject to public disclosure per section 2.4 of this solicitation. Do not include information in your response that you do not want disclosed to the public.

**RFQQ Submission-** Bidders shall submit their Responses utilizing the forms set forth on Exhibits to this Competitive Solicitation. Submit the bid using this template. Maximum page limits must be maintained within each section.

- Exhibit B – Bid Certifications and Assurances
- Exhibit B-1 – Wage Theft Certification
- Exhibit C – Executive Order 18-03 Certification
- Exhibit F – Reference Form

**I. Experience (total 55 points)**

- A. Community-focused Programs, Projects, and Equity Initiatives Serving Communities of Color and Disproportionately Impacted Communities **(30 points. Not to exceed 3 pages.)**
- B. Culturally and Linguistically Appropriate and Trauma-Informed Communications, Media, Engagement and Outreach Strategies **(20 points. Not to exceed 1 page)**
- C. Creative Asset Production Capabilities **(5 points)**

**II. Management (total 45 points)**

- A. Staffing, Subcontractors, and Business information **(30 points. Not to exceed 2 page).**
- B. Contract and Project Management **(10 points. Not to exceed 1 page)**
- C. References (5 points)

**III. Cost Proposal (10 points, not to exceed 2 pages)**

*\*5 additional points may be awarded for bids containing minimal typos; demonstrating strong writing skills; directions followed throughout; and correctly used formatting template.*

**3.1. LETTER OF SUBMITTAL (Required but not Scored)**

The Letter of Submittal and the attached Bid Certifications and Assurances forms (**Exhibits B, Exhibit B-1, Exhibit C, and Exhibit E** to this Solicitation) each must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Attach the Bid Certifications and Assurances form to the Letter of Submittal.

The Letter of Submittal must contain the following business information:

- State the name of the Bidder or firm/organization, address, phone number, email address of the primary contact, and legal status of entity (ownership).
- Provide the firm's/organization's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue or affirm that it will be provided prior to contract signing.
- Indicate how many employees are with the firm/organization. Name the firm/organization principles and their roles.
- If applicable, include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.
- Identify any state employees or former state employees employed by the Bidder or on the Bidder's governing board as of the date of the bid. Include the individual's name, the agency previously or currently employed by job title or position held, and separation date (if applicable). If, following a

review of this information, it is determined by the DOH that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.

- If the Bidder has had a contract terminated for default in the last five years, describe such incident including full details of the terms for default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either: (a) not litigated due to inaction on the part of the Bidder, or: (b) litigated and such litigation determined that the Bidder was in default.

The DOH will evaluate the facts and may, at its sole discretion, reject the bid on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

### 3.2. QUALIFICATIONS SECTION (SCORED)

The qualifications section of the bid must contain information that will demonstrate to the evaluation committee the Bidder's understanding of the types of services proposed, the firm's/organization's ability to accomplish them, and the ability to meet tight timeframes.

This RFQQ is intended to evaluate the bidder's capacity to collaborate with DOH and its partners to strategically plan culturally and linguistically appropriate community outreach and engagement efforts to advance equitable access to COVID-19 information, vaccines, and resources. The overall goal is to ensure that communities disproportionately impacted have access to the same critical health and safety information, resources, and services as the general public in Washington.

#### I. EXPERIENCE (SCORED) up to 55 points

##### A. Community-focused Programs, Projects, and Equity Initiatives Serving Communities of Color and Disproportionately Impacted Communities (30 points) Not to exceed 3 pages.)

The Bidder must demonstrate the level of experience reaching their intended community(ies) with culturally and linguistically appropriate public health information and health promotion messages, and to demonstrate capacity to provide strategies for intersectional outreach programs, please describe the following:

- 1) Bidder's experience developing trusted messenger outreach and engagement programs to address barriers and motivate behavior change of their intended community(ies). (20 points).

Explanation should include:

- i. Bidder's experience developing, designing, and producing promotional public health, health care, or health services-related materials needed to implement a community outreach effort or campaign.
- ii. Bidder's experience in community engagement and the development of partnerships, including key principles involved in creating trusting relationships, methods of engagement, and common barriers.
- iii. Bidder's demonstrated knowledge of medical and structural racism and discrimination as well as knowledge of mistrust of health and governmental systems among institutionally marginalized racial and ethnic groups.
- iv. Bidder's demonstrated knowledge and experience in the implementation and application of Culturally and Linguistically Appropriate Services



Standards (CLAS Standards) to advance equity, improve quality and help eliminate disparities.

- v. Bidder's demonstrated knowledge of the utilization of data and community feedback/guidance/wisdom to prioritize and inform outreach and engagement efforts with disproportionately impacted communities.
  - vi. Bidder's demonstrated knowledge of the different barriers to COVID-19 vaccine uptake within their intended community(ies) and considerations, strategies, and approaches for vaccination messaging, outreach, and engagement to address identified barriers and increase vaccination uptake.
  - vii. Bidder's demonstrated knowledge and experience in culturally appropriate continuous program evaluation to inform revisions to ongoing efforts.
  - viii. Bidder's experience in managing online content (i.e. websites, digital advertising, and social marketing) directed at a community target audience.
- 2) Bidder's experience motivating people to take action in partnership with community coalitions/groups/organizations. **(10 points)**

Explanation should include:

- i. Examples of Bidder's experience working directly with community coalitions/groups/organizations
  - ii. An explanation of your process and approach for engaging with and collaborating with diverse organizations serving communities experiencing health inequities.
- 3) Bidder's experience tailoring messages to address intersectionality across audience segments, including but not limited to people that are: **(5 points)**
- i. Black/African American
  - ii. Hispanic/Latinx
  - iii. African Diaspora
  - iv. Asian
  - v. Native Hawaiian/Pacific Islander
  - vi. Including consideration of the following intersectionalities
    - People living in rural areas
    - People with disabilities
    - Religious minorities
    - Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons
    - People over 65 years
    - Additional intersections: People otherwise adversely affected by persistent poverty or inequality including:
      - People who are incarcerated
      - Immigrant and refugee communities
      - People with limited English proficiency

- Agricultural workers
- Unhoused people/people experiencing homelessness

**B. Culturally and Linguistically Appropriate and Trauma Informed Communications, Media, Engagement and Outreach Strategies (20 points) Not to exceed 1 page.**

Please submit the following:

- 1) Describe your experience tracking, analyzing, evaluating, and reporting on trauma-informed communications, media, engagement and outreach projects to communities, leadership, or clients. (Trauma-informed communications, media, engagement, and outreach acknowledge the causes of community trauma that lie in historic and ongoing root causes of social inequities.) **(15 points)**
- 2) Provide an example of how you have included evaluation of success metrics in your planning, creative development, and outreach or engagement processes. **(5 points)**

**C. Creative Asset Production Capabilities (5 points)**

To demonstrate your creative capacities, please submit at least three (3) of the following examples from work completed within the last 5 years, in languages of the communities you are proposing to serve. Examples may include those developed by the bidder or the intended sub-contractor who will support creative asset production services:

- 1) One video
- 2) One radio ad
- 3) Two print ads
- 4) Two forms of social media outreach (any platform)
- 5) Two forms of culturally and linguistically appropriate public health messaging materials or resources

**Note:** Creative samples can be submitted as links through cloud-based file sharing service **other than Dropbox** (DOH is not able to access any files submitted via Dropbox). All files shared through a cloud-based service should be clearly named to simplify review for Bid Scorers.

**II. MANAGEMENT (SCORED) up to 45 points**

**A. Staffing, Subcontractors, and Business Information (30 points) Not to exceed 2 pages.**

In this section of the proposal, the Bidder is to discuss its capacity to deliver the services required under this contract including, the knowledge, skills, abilities, and experience of the proposed team members, organizational culture, mission, operations, and overall reputation in Washington.

- 1) Provide information about your organization, including its mission and philosophy, organizational structure/chart, and how this contract would match your mission. Include information about the county in which you are located and any other counties in which you effectively reach and serve. Using the priority community list referenced in Section 1.1, list the community/communities you will serve with this funding, specifically separating out communities in which you are deeply rooted/reflective of and communities you can effectively serve through trusting partnerships. **(8 points)**
- 2) Describe your staff, especially those who will be working on this contract and your policies on diversity in the workplace. Identify any staff who are proficient in the languages you are proposing to serve, if you will be focusing on reaching communities

with limited English proficiency. **(7 points)**

- 3) Describe your experience negotiating, executing and managing subcontracts and how any subcontracted work is monitored for accuracy and compliance. **(7 points)**
- 4) Provide a list of potential community-rooted organizations and community-media outlets that you intend to engage in subcontracting opportunities to address the needs of identified priority communities and intersectionalities for equitable access to COVID-19 information, education, vaccines, and resources. Please indicate potential geographic reach of potential subcontractors. **(8 points)**

**B. Contract and Project Management (10 points). Not to exceed 1 page.**

In this section of the proposal, the Bidder is to detail its project management style.

Please describe the following:

- 1) Bidder's approach to project communication. How do you ensure a well- managed, streamlined approach to developing and implementing outreach campaigns or programs and ensure timely approval on steps in the process? **(10 points)**

**C. References (5 points)**

Bidder is required to use the Reference Form included in this RFQQ (attached as *Exhibit F*) to provide three references from community-based organizations and/or subcontractors, outlined below. **(5 points for 3 references):**

- 1) Community-based organization that you have partnered with on a community outreach and engagement or media-based project or on the development of culturally and linguistically appropriate public health outreach and engagement.
- 2) A subcontractor that you have partnered with on a community outreach and engagement or media-based project or on the development of culturally and linguistically appropriate public health outreach and engagement.

**3.3. QUOTATIONS SECTION (SCORED)**

**A. IDENTIFICATION OF COSTS (SCORED) (10 points) Not to exceed 2 pages.**

Bidders are required to collect and pay Washington State taxes as applicable.

- 1) Provide a general description of the compensation requirements of your firm/organization, as they relate to the draft scope of work (*Exhibit A*), including:
  - a. Salaries
  - b. Fringe and Benefits
  - c. Supplies
  - d. Sub-contracts with:
    - i. Community-rooted organizations and Community media outlets
    - ii. Consultants, services
  - e. Travel (travel rates must align with WA OFM guidance: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>)
  - f. Indirect and administrative

Submitting rate structures and /or line-item budget and narrative may be appropriate.

The evaluation process is designed to award this solicitation not necessarily to the Bidder of least cost, but rather to the Bidder whose bid best meets the requirements of this Solicitation. Bidders are encouraged, however, to submit bids which are consistent with state government efforts to conserve state resources.

**4. EVALUATION AND CONTRACT AWARD**

**4.1. EVALUTION PROCEDURE**

Responsive bids will be evaluated strictly in accordance with the requirements state in this solicitation and any amendments issued. The evaluation of bids shall be accomplished by an evaluation team to be designated by the DOH, which will determine the ranking of the bids.

**4.2. CLARIFICATION OF BID**

The Solicitation Coordinator may contact the Bidder for clarification of any portion of the Bidder’s bid.

**4.3. EVALUATION WEIGHTING AND SCORING**

The following weighting and points will be assigned to the bid for evaluation purposes.

	Awarded Score	Possible Score
<b>I. Experience</b>		
A. Community-focused Programs, Projects, and Equity Initiatives Serving Communities of Color and Disproportionately Impacted Communities (max 3 pages)		30
B. Culturally and Linguistically Appropriate and Trauma Informed Communications, Media, Engagement and Outreach Strategies (max 1 page)		20
C. Creative Asset Production Capabilities		5
Experience Total		<b>55</b>
<b>II. Management</b>		
A. Staffing, Subcontractors, and Business information (max 2 pages)		30
B. Contract and Project Management (max 1 page)		10
C. References		5
Management Total		<b>45</b>
<b>III. Cost Proposal (max 1 page)</b>		
Cost Total		<b>10</b>
<b>Bid Contents</b> All or nothing points awarded for: Bid contained minimal typos; Bidder demonstrated strong writing skills; directions followed throughout; and correctly used formatting template.		
Bid Contents Total		<b>5</b>
<b>GRAND TOTAL</b>		<b>115</b>

#### **4.4. NOTIFICATION TO BIDDERS**

The Bidder (s) with the highest total score(s) will be declared the Apparent Successful Bidder(s). This does not guarantee that the State will enter into a contract with the Bidder. Designation as an Apparently Successful Bidder allows the State to enter into contract negotiations with the Apparent Successful Bidder. Bidders that act or fail to act in reliance on this notification do so at their own risk and expense.

Bidders that were not selected for further negotiation or award will be notified by email.

#### **4.5. DEBRIEFING OF UNSUCCESSFUL BIDDERS**

The request for a debriefing conference must be received by the Solicitation Coordinator within three (3) business days after the announcement of the apparent successful bidder. The request should include a list of bidder attendees including their titles. Debriefing may be conducted either in person, by telephone, or by electronic means, as determined by the Solicitation Coordinator. The failure of a Bidder to make a timely request and/or attend a debriefing conference shall constitute a waiver of the right to submit a protest.

Discussion will be limited to a critique of the requesting Bidder's bid. Comparisons between bids or evaluations of the other bids will not be allowed. Debriefing conferences will be scheduled for a maximum of one hour.

#### **4.6. PROTEST PROCEDURE**

Bidders protesting this solicitation shall follow the procedures described below. Protests that do not follow these procedures shall not be considered.

This procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five (5) business days to file a protest with the Solicitation Coordinator. The protest must be via email, include the solicitation number, be clearly labeled as "Protest", include a specific and complete statement of facts forming the basis of the protest, and include a description of the relief or corrective action requested.

A protest may be based only on one or more of the following:

- Bias, discrimination, or conflict of interest on the part of the evaluator
- Errors in computing the scores; or
- Non-compliance with procedures described the solicitation document

Upon receipt of a protest, a protest review will be held by a DOH agency representative. This representative will be a neutral party who was not involved in the solicitation evaluation and award process. The agency representative will review the protest and all available facts and issue a response within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the estimated additional time needed to respond.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the DOH's action; or
- Find only technical or harmless errors in the DOH's acquisition process and determine the DOH to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the DOH options which may include
  - Correct the errors and re-evaluate all bids, and/or

- Reissue the solicitation document and begin a new process, or
- Make other findings and determine other courses of action as appropriate

If the DOH determines that the protest is without merit, the DOH will enter into a contract with the apparently successful bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

The protest decision is final and not subject to administrative appeal. If the protesting bidder does not accept the DOH protest decision, the bidder may seek relief from the Superior Court in Washington State.

5. **SOLICITATION EXHIBITS** (Order and content of Exhibits may vary)

- Exhibit A – Scope of Work
- Exhibit B – Bid Certifications and Assurances
- Exhibit B-1 – Wage Theft Certification
- Exhibit C – Executive Order 18-03 Certification
- Exhibit D – Contract Terms and Conditions (T&Cs)
- Exhibit E – Vaccine Certification
- Exhibit F – Reference Form

## **EXHIBIT A – DRAFT STATEMENT OF WORK**

The successful bidder will be responsible for the following components and other related tasks to be determined when the final statement of work is developed.

### **1. Coordinate culturally and linguistically appropriate engagement, education, and outreach with Community partners**

- a. Lead on-going co-development, documentation, execution, and evaluation of messaging, communications, and engagement strategies aimed at reducing the spread of COVID-19 among Washington’s disproportionately impacted communities. Ensure on-going collaboration with DOH and subcontracted community partners.
- b. Develop alternate and proactive plans for the areas of the state that lack organizations serving the COVID-19 engagement, education, and outreach needs of the Community. For example, how do we get the message to a county specifically or a region in general, where there isn’t an obvious community partner to subcontract with?
- c. Develop and implement a culturally appropriate digital coordination hub between community partners and the DOH. This coordination hub should provide easy access to the latest public health guidance, updates on specific partner activities, and ways for community partners to connect over developed tools and resources, challenges, and successes.
- d. Develop and implement a semi-annual formative evaluation plan that includes quantitative and qualitative success metrics developed with and by sub-contracted community partners. Creative concepts and then specific messaging will be tested through focus groups, polling or other methods, prior to production.
- e. Design, maintain and monitor a system for substantiating facts and ensuring accuracy and validity of COVID-19 information used in messaging, outreach, and communications, and for ensuring alignment with DOH and CDC COVID-19 public health messaging.
- f. To the extent permitted by law, provide masters of all approved communication and outreach materials in forms to be determined by DOH for the purpose of archiving and other legal uses.
- g. Budget for and develop collateral or support materials for community partners, subcontractors, and other interested stakeholders.
  - i. For example, small posters, newspaper ad layouts, sample social media content, etc.
  - ii. When planning and costing a program/project, plan to include extra costs for additional items (and shipping) when it is necessary to supply certain parts of the state with materials not available in their areas as part of the regular components of the program/project.
- h. Develop, implement, maintain, and track the success of any websites developed for a specific program/project to assure it reaches the intended audiences with relevant information and activities and that it complies with all DOH specific requirements and policies.

### **2. Coordinate and implement the solicitation of interest, and development, and execution of sub-contracts and payment processes**

- a. Develop and implement an engagement and technical assistance-oriented process to

solicit interest from community-based organizations, community media outlets, and/or community health agencies to partner with on engagement, outreach and communications that align with Community messaging strategies and the latest DOH and CDC COVID-19 public health guidance.

- b. Negotiate with organizations and execute sub-contracts for custom COVID-19 outreach, communications, and engagement packages/programs. Provide contracting supports including but not limited to strategic coaching and translation.
- c. Develop and implement a process for the timely payment of sub-contractors.

### **3. Support Creative Asset Production and Language Transcreation**

- a. Where appropriate, provide technical assistance or resources to support execution of sub-contracted community partner messaging strategies including but not limited to, print, digital, audio, video production, or transcreation services.

### **4. Contract Management and Administration**

- a. Provide weekly updates and monthly reporting utilizing a template provided by the DOH. This will include performance metrics; engagement, education, and outreach updates; communications highlights; and overall spend per contract activity.
- b. Meet with the DOH, at a cadence to be determined, to review contract successes, challenges, solutions, and potential changes.

The DOH Team and the contractor shall agree on any new terms to this contract together and may involve input from partners. Minor changes to the activities or deliverables in this contract may be made via email with DOH Program Support approval. Substantive changes require a mutual written amendment executed by duly authorized signatories for both contractor and DOH.



**BID CERTIFICATIONS AND ASSURANCES**

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

1. I/we declare that all answers and statements made in the bid are true and correct.
2. The prices and/or cost 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 bid.
3. The attached bid is a firm offer for a period of 60 days following receipt, and it may be accepted by the DOH without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this bid, 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 bid or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the DOH will not reimburse me/us for any costs incurred in the preparation of this bid. All bids become the property of the DOH, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Information that has been determined to be proprietary or confidential has been clearly marked and included in this bid as a separate document.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we declare that we are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Federal department or agency from participating in transactions

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Signature of Bidder

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Title

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Date

**EXHIBIT B-1 CONTRACTOR CERTIFICATION  
WAGE THEFT PREVENTION – RESPONSIBLE BIDDER CRITERIA  
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

*Prior to awarding a contract, agencies are required to determine that a bidder is a 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include a contractor certification that the contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).*

Procurement No. DOH  
RFQQ#26833

Procurement Solicitation Dated: \_\_\_\_\_

I hereby certify, on behalf of the firm identified below, as follows (check one):

**NO WAGE VIOLATIONS.** This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.45, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement or solicitation date.

**OR**

**VIOLATIONS OF WAGE LAWS.** This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.45, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement or solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make this certification on behalf of the firm listed herein.

FIRM NAME: \_\_\_\_\_  
Name of Contractor/Bidder – Print full legal entity name of firm

By: \_\_\_\_\_  
Signature of authorized person                      Print Name of person making certifications for firm

Title: \_\_\_\_\_                      Place: \_\_\_\_\_  
Title of person signing certificate                      Print city and state where signed

Date: \_\_\_\_\_

Return Contractor Certification to Procurement Coordinator at:  
[bids@doh.wa.gov](mailto:bids@doh.wa.gov)

**EXHIBIT C, EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS  
WASHINGTON STATE GOODS & SERVICES CONTRACTS CERTIFICATION**

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Health is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

**Procurement No.: DOH-RFQQ 26833-0**

I hereby certify, on behalf of the firm identified below, as follows (check one):

**NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

**OR**

**MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: \_\_\_\_\_

Name of Contractor/Bidder – Print full legal entity name of firm

By: \_\_\_\_\_

Signature of authorized person

\_\_\_\_\_

Print Name of person making certifications for firm

Title: \_\_\_\_\_

Title of person signing certificate

Place: \_\_\_\_\_

Print city and state where signed

Date: \_\_\_\_\_

Return Contractor Certification to Procurement Coordinator at: [bids@doh.wa.gov](mailto:bids@doh.wa.gov)

## EXHIBIT E - Bidder Certification

### Proclamation 21-14 - COVID-19 Vaccination Certification

To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in [RCW 43.06.220](#), issued [Proclamation 21-14 – COVID-19 Vaccination Requirement](#) (dated August 9, 2021), as amended by [Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (dated August 20, 2021) and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.

Department of Health Procurement #: DOH RFQQ 26833

I hereby certify, on behalf of the firm identified below, as follows (check one):

- BIDDER HAS A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN THAT COMPLIES WITH THE VACCINATION PROCLAMATION.* Bidder:
1. Has reviewed and understands Contractor’s obligations as set forth in [Proclamation 21-14 – COVID-19 Vaccination Requirement](#) (dated August 9, 2021), as amended by [Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (dated August 20, 2021);
  2. Has developed a COVID-19 Vaccination Verification Plan for Contractor’s personnel (including subcontractors) that complies with the above-referenced Proclamation;
  3. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  4. Complies with the requirements for granting disability and religious accommodations for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  5. Has operational procedures in place to ensure that any contract activities that occur in person and on-site at Agency premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Contractor personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
  6. Has operational procedures in place to enable Contractor personnel (including subcontractors) who perform contract activities on-site and at Agency premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation;
  7. Will provide to Agency, upon request, Contractor’s COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.
- OR
- BIDDER DOES NOT HAVE A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN.* Bidder does not have a current COVID-19 Contractor Vaccination Verification Plan and, if designated as the Apparent Successful Bidder, Bidder would not be able to develop and provide a COVID-19 Contractor Vaccination Verification Plan to ensure that Bidder’s personnel meet the COVID-19 vaccination requirements as set forth in the above-referenced Proclamation and provide the same to Agency within twenty-four (24) hours of such designation. [Note: Compliance with the Proclamation is mandatory. Bidders/Contractors who are not able to perform in compliance with the Vaccination Proclamation will not be evaluated.]

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: \_\_\_\_\_

Name of Bidder – Print full legal entity name of firm

By: \_\_\_\_\_

Signature of authorized person

\_\_\_\_\_   
 Print Name of person making certifications for firm

Title: \_\_\_\_\_

Title of person signing certificate

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Print city and state where signed

**Return to Procurement Coordinator with bid response.**

**Failure to submit will result in disqualification**

CONTRACT GENERAL TERMS AND CONDITIONS (GT&Cs)



<b>CONTRACT NUMBER:</b>	<b>SUB-RECIPIENT</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	<b>FFATA FORM REQUIRED</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**THIS AGREEMENT** is made by and between the State of Washington Department of Health, hereinafter referred to as DOH, and the party whose name appears below, hereinafter referred to as Contractor.

**CONTRACTOR NAME and ADDRESS:**

**UBI:**

**PURPOSE:**

**IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK:** The Contractor shall provide all the necessary personnel, equipment, materials, goods, and services and otherwise do all things necessary for or incidental to the performance of the work as described in Exhibit A, attached hereto, and incorporated herein.

**PERIOD OF PERFORMANCE:** Subject to its other provisions, the period of performance under this contract shall be from [ ] through [ ] unless sooner terminated as provided herein. Any work done outside of the period of performance shall be provided at no cost to DOH.

DOH at its sole discretion may amend the initial contract for up to four (4) additional one-year terms. This is not a guarantee of future work. Any such amendment will be contingent on available funding.

**DEPARTMENT OF ENTERPRISE SERVICES APPROVAL:** This contract may be required to be filed with the Department of Enterprise Services (DES) for approval under the provisions of Chapter 39.26 RCW. No contract or amendment required to be so filed is effective and no work thereunder shall be commenced, nor payment made therefore until ten (10) working days following the date of filing, and, if required, until approved by DES. In the event DES fails to approve the contract or amendment, the contract shall be null and void.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA):** If checked above, this contract is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at [www.dnb.com](http://www.dnb.com).

Information about your organization and this contract will be made available on [www.USASpending.gov](http://www.USASpending.gov) by DOH as required by P.L. 109-282. DOH's form, Federal Funding Accountability and Transparency Act Data Collection Form, is considered part of this contract and must be completed and returned along with the contract.

**CONSIDERATION:** The maximum consideration available under this contract shall not exceed \$TBD without a properly executed written amendment signed by representatives of both parties authorized to do so. Consideration includes but is not limited to all taxes, fees, surcharges, etc.

**Source of Funds:**

Federal: \$ TBD      State: \$ TBD      Other: \$ TBD      **TOTAL: \$ TBD**

Contractor agrees to comply with all applicable rules and regulations associated with these funds.

Unless otherwise indicated in this contract, any State funds which are unexpended as of June 30th will not be available for carry over into the next State fiscal year (July – June).

**INVOICES AND PAYMENT:** Contractor will submit invoices to the DOH Project Manager for all amounts to be paid. Invoices must reference this contract number and provide detailed information as requested. All invoices must be approved by DOH prior to payment; approval will not be unreasonably withheld. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget. DOH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance. The Contractor will not invoice for services if they are entitled to payment, have been, or will be paid by any other source for that service.

DOH will issue payment within 30 days of receiving a correct and complete invoice and approving the deliverable(s). DOH must receive correct and complete invoices within 60 days of the contract expiration date. Late invoices will be paid at the discretion of DOH and are contingent upon the availability of funds. Failure to submit a properly completed IRS form W-9 may result in delayed payments.

**GOVERNANCE:** In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- A. Federal statutes and regulations
- B. State statutes and regulations
- C. Contract amendments
- D. The contract (in this order)
  - 1. Special Terms and Conditions (Exhibit C if used – *Exhibit C, for purposes of this contract*)
  - 2. Federal compliance and Standard Federal Certifications and Assurances (Attachment 1) – *if applicable*
  - 3. Primary document (document that includes the signature page)
  - 4. Standard/General Terms and Conditions (Exhibit B)
  - 5. Statement of Work (Exhibit A)
  - 6. **DOH-RFQQ 26833-0** and the bidder's response

**UNDERSTANDING:** This contract, including referenced exhibits, attachments and documents included herein by reference, contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall exist or bind any of the parties hereto.

**Exhibit D**

**APPROVAL:** This contract shall be subject to the written approval of DOH Contracting Officer and shall not be binding until so approved. Only the Contracting Officer or his/her designee, by written delegation made prior to action, shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the Contracting Officer.

**IN WITNESS WHEREOF:** DOH and the Contractor have signed this contract.

CONTRACTOR SIGNATURE	DATE
PRINT OR TYPE NAME AND TITLE	
DOH CONTRACTING OFFICER SIGNATURE	DATE

**This contract has been approved as to form by the attorney general.**



**[NEGOTIATED FINAL STATEMENT OF WORK WILL BE INSERTED HERE WHEN  
CRAFTING AND EXECUTING A FINAL CONTRACT]**

## GENERAL TERMS AND CONDITIONS

### I. DEFINITIONS

As used throughout this contract, the following terms shall have the meanings set forth below:

1. "Allowable Cost" shall mean an expenditure which meets the test of the Uniform Guidance (2CFR 200) (see "I. Federal Compliance"). The most significant factors affecting allowability of cost are; 1) they must be necessary and reasonable, 2) they must be allocable, 3) they must be authorized or not prohibited under State or local laws and regulations, and 4) they must be adequately documented. For more specifics see Selected Items of Cost 2 CFR 200.420).
2. "Client" shall mean an agency, firm, organization, individual or other entity applying for or receiving services under this contract.
3. "Cognizant State Agency" shall mean the State agency from whom the sub-recipient receives federal financial assistance. If funds are received from more than one State agency, the cognizant State agency shall be the agency who contributes the largest portion of federal financial assistance to the sub-recipient, unless a cognizant State agency has been designated by OFM.
4. "Confidential Information " shall mean information that is exempt from disclosure under chapter 42.56 RCW, and other State or Federal statutes and regulations.
5. "Contractor" shall mean that agency, firm, provider, organization, individual or other entity performing services under this contract. It shall include any subcontractor retained by the prime contractor as permitted under the terms of this contract.

A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the Contractor. See §200.22 Contract. Characteristics indicative of a procurement relationship between the non-Federal entity and a Contractor are when the non-Federal entity receiving the Federal funds:

- A. Provides the goods and services within normal business operations;
  - 1) B. Provides similar goods or services to many different purchasers;
  - 2) C. Normally operates in a competitive environment;
  - 3) D. Provides goods or services that are ancillary to the operation of the Federal program; and
  - 4) E. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.
6. "Contracting Officer" shall mean that individual(s) of the Contracts and Procurement Office of DOH and his/her delegates within that office authorized to execute this contract on behalf of DOH.
7. "Department" shall mean the Department of Health (DOH) of the State of Washington, any division, section, office, unit or other entity of the department, or any of the officers or other officials lawfully representing DOH.

8. "Equipment" shall mean an article of non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more.
9. "Noncompliance" shall mean if a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in §200.207 Specific conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances:
  - A. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
  - B. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
  - C. Wholly or partly suspend or terminate the Federal award.
  - D. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
  - E. Withhold further Federal awards for the project or program.
  - F. Take other remedies that may be legally available.
10. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers. Personal information includes "protected health information" as set forth in 45 CFR § 164.50 as currently drafted and subsequently amended or revised and any other information that may be exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other State and Federal statutes.
11. "Reimbursement" shall mean that DOH will repay the Contractor for allowable costs incurred under the terms of this contract.
12. "Sensitive Data" shall mean data that is held confidentially, and if compromised, may cause harm to individual citizens or create a liability for the State.
13. "Specific Conditions"
  - 5) The Federal awarding agency or pass-through entity may impose additional specific award conditions as needed, in accordance with paragraphs (b) and (c) of this section, under the following circumstances:
    - 1) Based on the criteria set forth in §200.205 Federal awarding agency review of risk posed by applicants;

- 2) When an applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
  - 3) When an applicant or recipient fails to meet expected performance goals as described in §200.210 Information contained in a Federal award; or
  - 4) When an applicant or recipient is not otherwise responsible.
- 6) These additional Federal award conditions may include items such as the following:
- 1) Requiring payments as reimbursements rather than advance payments;
  - 2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
  - 3) Requiring additional, more detailed financial reports;
  - 4) Requiring additional project monitoring;
  - 5) Requiring the non-Federal entity to obtain technical or management assistance; or
  - 6) Establishing additional prior approvals.
- 7) The Federal awarding agency or pass-through entity must notify the applicant or non-Federal entity as to:
1. The nature of the additional requirements;
  2. The reason why the additional requirements are being imposed;
  3. The nature of the action needed to remove the additional requirement, if applicable;
  4. The time allowed for completing the actions if applicable, and
  5. The method for requesting reconsideration of the additional requirements imposed.
- 8) Any specific conditions must be promptly removed once the conditions that prompted them have been corrected.
14. “Subcontractor” shall mean a person, partnership, or company, not in the employ of or owned by the Contractor, who is performing all or part of those services under a separate contract with or on behalf of the Contractor. The terms “subcontractor” and “subcontractors” mean subcontractor(s) in any tier
15. “Subrecipient” shall mean a non-Federal entity that received a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2 CFR 200.93)

Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- A. Determines who is eligible to receive what Federal assistance;
- B. Has its performance measured in relation to whether objectives of a Federal program were met;
- C. Has responsibility for programmatic decision making;
- D. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- E. In accordance with its contract, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of a pass-through entity.

16. "Successor" shall mean any entity which, through amalgamation, consolidation, or other legal succession becomes invested with rights and assumes burdens of the first contractor/ vendor.

**II. GENERAL CONDITIONS**

1. **ACCESS TO DATA** – In compliance with chapter 39.26 RCW, the Contractor shall provide access to data generated under this contract to DOH, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor’s reports, including computer models and methodology for those models. The Contractor agrees to make personal information covered under this contract available to DOH for inspection or to amend the personal information, as directed by DOH. Contractor shall, as directed by DOH, incorporate any amendments to the personal information into all copies of such personal information maintained by the Contractor or its subcontractors.
2. **ADVANCE PAYMENTS PROHIBITED** – No payment in advance or in anticipation of services or supplies to be provided under this contract shall be made by DOH.
3. **AMENDMENTS** – This contract may be amended by mutual written contract of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
4. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35** – The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications.
5. **ASSIGNABILITY** – Neither this contract nor any claim arising under this contract shall be transferred or assigned by the Contractor without prior written consent of DOH.
6. **ATTORNEYS’ FEES** – In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney’s fees and costs.
7. **CHANGE IN STATUS** - In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify DOH of the change. Contractor shall provide notice as soon as practicable, but no later than thirty days after such a change takes effect.
8. **CONFIDENTIALITY/SAFEGUARDING OF INFORMATION** – The use or disclosure by any party, either verbally or in writing, of any Confidential Information shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as other applicable Federal and State laws and administrative rules governing confidentiality. Specifically, the Contractor agrees to limit access to Confidential Information to the minimum amount of information necessary, to the fewest number of people, for the least amount of time required to do the work. The obligations set forth in this clause shall survive completion, cancellation, expiration, or termination of this contract.

A. Notification of Confidentiality Breach

Upon a breach or suspected breach of confidentiality, the Contractor shall immediately notify the DOH Privacy Officer at [dohprivacyofficer@doh.wa.gov](mailto:dohprivacyofficer@doh.wa.gov) . For the purposes of this contract, “immediately” shall mean within two calendar days.

The Contractor will take steps necessary to mitigate any known harmful effects of such unauthorized access including, but not limited to sanctioning employees, notifying subjects, and taking steps necessary to stop further unauthorized access. The Contractor agrees to indemnify and hold harmless DOH for any damages related to unauthorized use or disclosure by the Contractor, its officers, directors, employees, subcontractors, or agents.

Any breach of this clause may result in termination of the contract and the demand for return of all Information.

**B. Subsequent Disclosure**

The Contractor will not release, divulge, publish, transfer, sell, disclose, or otherwise make the Confidential Information known to any other entity or person without the express prior written consent of the Secretary of Health, or as required by law.

If responding to public record disclosure requests under RCW 42.56, the Contractor agrees to notify and discuss with the DOH Privacy Officer requests for all information that are part of this contract, prior to disclosing the information. The Contractor further agrees to provide DOH a minimum of two calendar weeks to initiate legal action to secure a protective order under RCW 42.56.540.

9. **CONFLICT OF INTEREST** – Notwithstanding any determination by the Executive Ethics Board or other tribunal, DOH may, in its sole discretion, by written notice to the Contractor, terminate this contract if it is found, after due notice and examination by DOH that there is a violation of the ethics in public service act, chapter 42.52 RCW, or any similar statute involving the Contractor in the procurement of, or performance of this contract.

In the event this contract is terminated as provided above, DOH shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of DOH provided for in this section shall not be exclusive are in addition to any other rights and remedies provided by law. The existence of facts upon which DOH makes a determination under this section shall be an issue and may be reviewed as provided in the “disputes” section of this contract.

10. **COVENANT AGAINST CONTINGENT FEES** – The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for the purpose of securing business. DOH shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability, or in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

11. **DEBARMENT** – The Contractor, by signature to this contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Federal department or agency from participating in transactions. The Contractor agrees to include the above requirement in all subcontracts into which it enters to complete this contract.
12. **DISPUTES** – The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this contract. Both parties will continue without delay to carry out their respective responsibilities under this contract while attempting to resolve the dispute under this section. When a genuine dispute arises between DOH and the Contractor regarding the terms of this contract or the responsibilities imposed herein which cannot be resolved at the project management level, either party may submit a request for a dispute resolution to the DOH Contracts Unit which shall oversee the following dispute resolution process: DOH shall appoint a representative to a dispute panel; the Contractor shall appoint a representative to the dispute panel; DOH's and Contractor's representatives shall mutually agree on a third person to chair the dispute panel. The dispute panel shall thereafter decide the dispute with the majority prevailing.

A party's request for a dispute resolution must:

- be in writing,
- state the disputed issues,
- state the relative positions of the parties,
- state the Contractor's name, address, and his/her department contract number,
- be mailed within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes to:

ATTN: Contracts and Procurement Manager  
DOH Contracts Unit  
PO Box 47905  
Olympia, WA 98504-7905

This dispute resolution process constitutes the sole administrative remedy available under this contract. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal.

13. **EFFECTIVE DATE** – Unless otherwise specified under period of performance, the effective date of this contract and subsequent amendments, if any, is the date of execution. The date of execution is the last date of signature of the parties to the contract. Contractor assumes all liability for any expenses incurred prior to the date of execution or in the event the contract/amendment is not executed.
14. **GOVERNING LAW** – This contract shall be governed by the laws of the State of Washington and applicable federal laws and regulations. The venue of any legal action or suit concerning this contract shall be the Thurston County Superior Court and all actions or suits thereon shall be brought therein.

15. **INDEMNIFICATION** – To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State of Washington, DOH, agencies of the State and all officials, and employees of the State, from and against all claims arising out of or resulting from the performance of the contract. “Claim” as used in this contract means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney’s fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors’ agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor’s or any subcontractor’s performance or failure to perform the contract. Contractor’s obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agencies, employees, and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless State and its agencies, officials, agents, or employees.

16. **INDEPENDENT CAPACITY OF THE CONTRACTOR** – The parties intend that an independent contractor relationship will be created by this contract. The Contractor and his or her employees or agents performing under the contract are not employees of DOH. The contractor shall not hold himself/herself out as nor claim to be an officer or employee of DOH or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

17. **INDUSTRIAL INSURANCE COVERAGE** – The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. Prior to performing work under this contract, the Contractor shall provide or purchase industrial insurance coverage for the Contractor’s employees, as may be required of an “employer” as defined in Title 51 RCW and shall maintain full compliance with Title 51RCW during the course of this contract. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, DOH may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. DOH may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by DOH under this contract and transmit the deducted amount to the Department of Labor and Industries, Division of Insurance Services. This provision does not waive any of the Department of Labor and Industries rights to collect from the Contractor.

Industrial insurance coverage through the Department of Labor & Industries is optional for sole proprietors, partners, corporate officers, and others, per RCW 51.12.020.

18. **INSURANCE** – The Contractor shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State should there be any claims, suits, actions, costs, damages, or expenses arising from any negligent or intentional act or omission of the Contractor or subcontractor, or agents of either, while performing under the terms of this contract.



The Contractor shall provide insurance coverage which shall be maintained in full force and effect during the term of this Contract, as follows:

- A. **Commercial General Liability Insurance Policy** - Provide a commercial general liability insurance policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
- B. **Automobile Liability** - In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the Contractor, automobile liability insurance shall be required. The minimum limit for automobile liability is:
  - 1) \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage
- C. The insurance required shall be issued by an insurance company/ies authorized to do business within the State of Washington, and shall name the State of Washington, and its employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. Contractor shall instruct the insurers to give DOH 30 days advance notice of any insurance cancellation.

Upon request, Contractor shall submit to DOH, a certificate of insurance which outlines the coverage and limits defined in the Insurance section. If a certificate of insurance is requested, Contractor shall submit renewal certificates as appropriate during the term of the contract.

- 19. **LICENSING, ACCREDITATION AND REGISTRATION** – The Contractor shall comply with all applicable local, State, and Federal licensing, accreditation, and registration requirements/standards, necessary for the performance of this contract.
- 20. **LIMITATION OF AUTHORITY** – Only the Contracting Officer or his/her delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract on behalf of DOH. No alteration, modification, or waiver of any clause or condition of this contract is effective or binding unless made in writing and signed by the Contracting Officer.
- 21. **NONDISCRIMINATION** – During the performance of this contract, the Contractor shall comply with all Federal and State nondiscrimination laws, regulations and policies.
- 22. **NONDISCRIMINATION LAWS NONCOMPLIANCE** – In the event of the Contractor's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled, or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with DOH. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the dispute's procedure set forth herein.

23. **OVERPAYMENTS AND ASSERTION OF LIEN** – In the event that DOH establishes overpayments or erroneous payments made to the Contractor under this contract, DOH may secure repayment, plus interest, if any, through the filing of a lien against the Contractor's real property, or by requiring the posting of a bond, assignment or deposit, or some other form of security acceptable to DOH, or by doing both.

24. **PRIVACY** – Personal information including, but not limited to “protected health information” collected, used, or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law. Contractor agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to personal information.

DOH reserves the right to monitor, audit, or investigate the use of personal information collected, used or acquired by the contractor through this contract. The monitoring, auditing, or investigating may include but is not limited to "salting" by DOH. Contractor shall certify the return or destruction of all personal information upon expiration of this contract. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless DOH for any damages related to the contractor's unauthorized use of personal information.

For the purposes of this provision, personal information includes but is not limited to information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, or other activities, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and other identifying numbers.

25. **PUBLICITY** – The Contractor agrees to submit to DOH all advertising and publicity matters relating to this contract wherein DOH’s name is mentioned or language used from which the connection of DOH’s name may, in DOH's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of DOH.

26. **RECORDS, DOCUMENTS, AND REPORTS** –The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by DOH, personnel duly authorized by DOH, the Office of the State Auditor, and Federal and State officials so authorized by law, regulation or agreement.

If the contract reimburses the Contractor for costs incurred in performance, the Contractor shall in addition maintain books, records, documents and other evidence of procedures and practices which

sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

27. **REGISTRATION WITH DEPARTMENT OF REVENUE** – The Contractor shall complete registration with the Washington State Department of Revenue, if applicable, and be responsible for payment of all taxes due on payments made under this contract.
28. **RIGHT OF INSPECTION** – The Contractor shall provide right of access to its facilities to DOH, or any of its officers, or to any other authorized employee or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract. The Contractor shall make available information necessary for DOH to comply with the client's right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The Contractor's internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of personal information obtained or used as a result of this contract shall be made available to DOH and the U.S. Secretary of the Department of Health & Human Services, upon request.
29. **RIGHTS IN DATA/COPYRIGHT** – Unless otherwise provided, all materials produced exclusively under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by DOH. DOH shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to DOH effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions that derive exclusively from the Contractor's work under this contract. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to DOH a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to DOH.

The Contractor shall exert all reasonable effort to advise DOH, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. DOH shall receive prompt written notice of each notice or claim of copyright infringement received by the Contractor with respect to any data delivered under this contract. DOH shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

30. **SECURITY OF INFORMATION** – Unless otherwise specifically authorized by the DOH IT Security Officer, Contractor receiving confidential information under this contract assures that:

- It is compliant with the applicable provisions of the Washington State Office of the Chief Information Officer’s policy, Securing Information Technology Assets, available at <https://ocio.wa.gov/policy/securing-information-technology-assets-standards>
- It will provide DOH copies of its IT security policies, practices and procedures upon the request of the DOH IT Security Officer.
- DOH may at any time conduct an audit of the Contractor’s security practices and/or infrastructure to assure compliance with the security requirements of this contract.
- It has implemented physical, electronic and administrative safeguards that are consistent with OCIO IT security standards and guidelines to prevent unauthorized access, use, modification or disclosure of DOH Confidential Information in any form. This includes, but is not limited to, restricting access to specifically authorized individuals and services through the use of:
  - Documented access authorization and change control procedures;
  - Card key systems that restrict, monitor and log access;
  - Locked racks for the storage of servers that contain Confidential Information or AES encryption (128bit or stronger) to protect confidential data at rest;
  - Documented patch management practices that assure all network systems are running critical security updates within 6 days of release when the exploit is in the wild, and within 30 days of release for all others;
  - Documented anti-virus strategies that assure all systems are running the most current anti-virus signatures within 1 day of release;
  - Complex passwords that are systematically enforced and expire at least every 180 days;
  - Strong (Two Factor) authentication mechanisms that assure the identity of individuals who access Confidential Information;
  - Account lock-out after 5 failed authentication attempts for a minimum of 20 minutes, or for Confidential Information, until administrator reset;
  - AES encrypted (128bit or stronger) sessions for all data transmissions.
  - Firewall rules and network address translation that isolate database servers from web servers and public networks;
  - Regular review of firewall rules and configurations to assure compliance with authorization and change control procedures;
  - Log management and intrusion detection/prevention systems;
  - A documented and tested incident response plan

Any breach of this clause may result in termination of the contract and the demand for return of all personal information.

31. **SEVERABILITY** – If any provision of this contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this contract which can be given effect without the invalid provision, and to this end the provisions of this contract are declared to be severable.

32. **SITE SECURITY** – While on DOH premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations. Failure to comply with these regulations may be grounds for revoking or suspending security access to these facilities. DOH reserves the right and authority to immediately revoke security access to Contractor

staff for any real or threatened breach of this provision. Upon reassignment or termination of any Contractor staff, Contractor agrees to promptly notify DOH.

33. **SUBCONTRACTING** – Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this contract without prior written approval of DOH. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to DOH for any breach in the performance of the Contractor’s duties. This clause does not apply to Hospitals and/or Medical Clinics that must contract with specialty physicians (e.g. anesthesiologists, radiologists, physicians groups, independent practitioners, etc.) nor does it include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances, and certifications set forth in this contract are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law.

If, at any time during the progress of the work, DOH determines in its sole judgment that any subcontractor is incompetent or undesirable, DOH shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work.

The rejection or approval by DOH of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the contract, nor be the basis for additional charges to DOH.

DOH has no contractual obligations to any subcontractor or vendor under contract to the Contractor. The Contractor is fully responsible for all contractual obligations, financial or otherwise, to their subcontractors.

34. **SURVIVABILITY** – The terms and conditions contained in this contract which by their sense and context, are intended to survive the completion, cancellation, termination, or expiration of the contract shall survive,

35. **SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE** – In the event contract funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this contract. Notice may include notice by facsimile or email to Contractor’s representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt

of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the contract will be terminated retroactive to the original date of termination. If the date Contractor gives notice, it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the contract will be terminated retroactive to the original date of termination.

36. **TAXES** – All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.
37. **TERMINATION FOR CONVENIENCE** – Except as otherwise provided in this contract, the Contracting Officer may, by TEN (10) calendar days written notice, beginning on the second day after the mailing, terminate this contract in whole or in part when it is in the best interests of DOH.

If this contract is so terminated, DOH shall be liable only for payment in accordance with the terms of this contract for services rendered prior to the effective date of termination.

38. **TERMINATION FOR DEFAULT** – In the event DOH determines the contractor has failed to comply with the conditions of this contract in a timely manner, DOH has the right to suspend or terminate this contract. Further, DOH may terminate this contract for default, in whole or in part, if DOH has a reasonable basis to believe that the contractor has:
- A. Failed to meet or maintain any requirement for contracting with DOH;
  - B. Failed to ensure the health or safety of any client for whom services are being provided under this contract;
  - C. Failed to perform under, or otherwise breached, any term or condition of this contract; and/or
  - D. Violated any applicable law or regulation.

Before suspending or terminating the contract, DOH shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within fourteen (14) days, the contract may be terminated or suspended. In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising, and staff time. DOH reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by DOH to terminate the contract. A termination shall be deemed to be a “termination for convenience” if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault, or negligence. The rights and remedies of DOH provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

39. **TERMINATION PROCEDURE** – Upon termination of this contract DOH may require the Contractor to deliver to DOH any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the Treatment of Assets clause shall apply in such property transfer.

DOH shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by DOH. In addition, DOH shall pay the amount agreed upon by the Contractor and the Contracting Officer for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by DOH, and (d) the protection and preservation of the property. If the termination is for default, the Contracting Officer shall determine the extent of the liability of DOH. Failure to agree with such determination shall be a dispute within the meaning of the Disputes clause of this contract.

DOH may withhold from any amounts due the Contractor for such completed work or services such sum as the Contracting Officer determines to be necessary to protect DOH against potential loss or liability.

The rights and remedies of DOH provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:

- Stop work under the contract on the date and to the extent specified in the notice;
- Place no further orders or subcontracts for materials, services, facilities except as necessary to complete such portion of the work not terminated;
- Assign to DOH, to the extent directed by the Contracting Officer, all of the rights, titles, and interest of the Contractor under the orders and subcontracts in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- Settle all outstanding liabilities and all claims arising out of orders or subcontracts, with the approval or ratification of the Contracting Officer to the extent he/she may require, which approval or ratification shall be final for all the purposes of this clause;
- Transfer title to DOH and deliver, as directed by the Contracting Officer, any property which, if the contract had been completed, would have been required to be furnished to DOH;
- Complete performance of such part of the work not terminated by the Contracting Officer; and,
- Take such action as may be necessary, or as the Contracting Officer may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which DOH has or may acquire an interest.

40. **WAIVER OF DEFAULT** – Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of DOH.

## Exhibit F – REFERENCE FORM

**Bidder is to complete and return the following information from three (3) different references with bid.**

Name of the entity for whom this reference applies:  (Note: Bidder submission of this form constitutes permission for Customer to contact the reference.)	
Contact Name of Reference:	Contact's E-mail:
Contact's Phone Number:	Time Frame of Services Provided:
What type of reference? (circle one or more) 1. Partner community-based organization for an outreach/engagement project 2. a subcontractor for an outreach/engagement project	
Description of outreach/engagement project performed by the organization/firm:	
How would you describe the effectiveness of the outreach/engagement project:	
In what areas did your partnership excel:	