NOTE: If you download this RFP from the Department of Commerce website, you are responsible for sending your name, address, email address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or bidder questions/agency answers.

PROJECT TITLE: Better Health through Housing

PROPOSAL DUE: August 21, 2019 at 3:00pm, Pacific Time, Olympia, WA

ESTIMATED TIME PERIOD FOR CONTRACT: September 16, 2019 – June 30, 2021

APPLICANT ELIGIBILITY: This procurement is open to those applicants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Applicants
3. Proposal Contents
4. Evaluation and Award
5. Exhibits
   A. Certifications and Assurances
   B. Service Contract with General Terms and Conditions
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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

A small number of emergency department (ED) patients—who are often poor and suffering from chronic conditions such as diabetes, congestive heart failure, renal disease, mental illness, and disordered substance use—account for a disproportionately large share of ED-related healthcare costs. A significant percentage of this group is chronically homeless. The direct health consequences of homelessness and the associated difficulties establishing consistent and adequate healthcare contribute to these disproportionate costs. The chronically homeless have an increased risk of poor outcomes from persistent disease, and they live up to 15 years less than the average American.

In response to this need, the Washington State legislature funded the Department of Commerce to create a pilot program to achieve “better health through housing” in collaboration with an Accountable Community of Health (ACH). The pilot will establish partnerships between an ACH, hospitals, and housing providers and will be modeled after the Better Health through Housing (BHH) program implemented in Chicago, Illinois starting in 2015 (https://housingforhealth.org/bhh/). BHH is founded on a collaboration between hospitals and local housing providers to provide services that facilitate and support permanent housing placement for homeless high-utilizers of emergency medical services.

The Chicago BHH model follows the process below:
- Identification of eligible participants in a hospital setting and referral to BHH program
- Outreach to engage in program
- Bridge housing (as needed)/housing search
- Permanent housing move-in
- Ongoing supportive case management

The Washington State Department of Commerce (Commerce) has approximately $350,000 in funding to award for each year of the 2019-2021 biennium that begins July 1, 2019 to implement a BHH pilot program in Washington. COMMERCE intends to award a single contract to an Accountable Community of Health (ACH) to work with one or more hospitals and housing providers to implement the BHH model in their respective region.
1.2. OBJECTIVES AND SCOPE OF WORK

Objectives of BHH Pilot Project

The objective of the BHH model is to link health care and supportive housing to end homelessness and improve health outcomes (https://housingforhealth.org/bhh/).

The Legislature has directed COMMERCE to expand the provision of permanent housing to an extremely vulnerable population, with reasonable retention rates; reduce emergency services utilization; and reduce costs associated with the decreased delivery of emergency services to the priority population.

Scope of Work

Program Requirements. The ACH will work with a hospital(s) and permanent supportive housing (PSH) provider(s) in their region to plan for and implement a BHH pilot project. At the time of application submission, the applicant must be able to demonstrate formal agreements with a hospital and (as applicable) local PSH providers and supportive housing service providers. The formal agreements must be specific to this pilot program. Formal agreements may include Memorandum of Understanding, Letter of Intent, or a similarly binding agreement to participate if awarded the contract. The contract may be withdrawn if formal agreements among all parties are not in place by September 15, 2019.

As written in Substitute House Bill 1109, §129.50, the BHH project must prioritize providing PSH assistance to people who:
(1) Are homeless or at imminent risk of homelessness;
(2) Have complex physical health or behavioral health conditions; and
(3) Have a medically necessary condition, risk of death, negative health outcomes, avoidable emergency department utilizations, or avoidable hospitalization without the provision of PSH, as determined by a vulnerability assessment tool.

The ACH will work with the Hospital to identify and prioritize high frequency emergency department utilizers within the priority population criteria described above.

PSH units may be in multifamily housing projects with units set aside for such purposes, or in scattered-site private, market rate housing. The applicant (and as applicable, the selected hospital) shall work with PSH providers to determine the best PSH assistance local investment strategy to expedite the availability of PSH for people eligible to receive assistance through the pilot project.

Implementation of BHH Pilot Project. Applicants must describe in detail how the BHH program model will be implemented in their region, including, but not limited to:

- The roles and responsibilities of the ACH, Hospital, and other engaged entities;
- How the hospital will assess and identify the BHH program population. This includes a definition of the target population, identification of an assessment tool (including justification for the appropriateness of the tool and proof of its validity), and description of how the assessment tool will be used to identify eligible clients;
- Strategies for contacting and engaging the identified BHH program population. Include outreach strategies that do not rely on engaging program participants at time of discharge from the Hospital;
- How eligible BHH program participants will be connected to permanent and/or PSH providers, including:
  o Referral processes (e.g. case conferencing or equivalent method of wrap-around care, where hospital staff, support service providers, and housing providers are working collaboratively to manage a client’s transition from homelessness to housing)
  o Placement processes (e.g., whether a client is placed in bridge housing first and then long-term housing or directly into long-term housing);
• Ongoing supportive case management (such as referral of eligible participants to Supportive Housing Services);

The applicant must provide justification for any deviations from the BHH program model. COMMERCE reserves the right to request modification to the BHH program model proposed by the applicant.

The applicant should also describe:
• The anticipated date of the first person screened;
• The number of unique persons to be screened and housed in a year, anticipated monthly caseload at full implementation, and number of months to full implementation;
• Process for reviewing progress of program participants through the model and a plan to address lack of progress;

This initiative should be distinguishable from existing programs or resources in the community through the creation of a unique model for housing and medical cost reductions. Applicants must describe how the proposed BHH program implementation does not duplicate any existing supportive housing services or programs that reduce costs associated with emergency medical services. Justification must be provided for any services or processes that are similar to existing State programs.

Outcomes and Performance Measures. The Washington State Department of Social and Health Service—Research and Data Analysis Division (DSHS-RDA) will design and conduct a study to evaluate the impact of the BHH pilot project. The study objectives include:
• Baseline data collection of the physical health conditions, behavioral health conditions, housing status, and health care utilization of people who receive PSH assistance through the pilot project;
• The impact on physical health and behavioral health outcomes of people who receive PSH assistance through the pilot project as compared to people with similar backgrounds who did not receive PSH assistance.
• The impact on health care costs and health care utilization of people who receive PSH assistance through the pilot project as compared to people with similar backgrounds who did not receive PSH assistance.

All clients screened for the program, regardless of whether the client is determined to be eligible for the program, must be entered into a participant log along with other information to be determined by the project evaluator. All clients who are deemed eligible for the BHH program must be entered into HMIS. If the selected applicant is in an HMIS data integration county (Clark, Pierce, Snohomish, or Spokane), monthly HMIS data extracts must be shared with DSHS-RDA and COMMERCE. All HUD data standards will be adhered to for the submission of HMIS data.

The Apparently Successful Bidder and the Hospital are required to support the evaluation of the BHH pilot project through the provision of identifiable client-level records and data from the Hospital. Additional data standards and data sharing agreements will be determined during the contracting process. The contractor should confirm they are able to endorse data sharing agreements necessary to support the DSHS-RDA evaluation.

Cost Proposal. The cost proposal should include a budget for all expenditures and funding associated with the BHH pilot program. Funding from COMMERCE is not to exceed $350,000 for each year of the 2019-2021 biennium that begins July 1, 2019. Applicants should provide a budget with sufficient detail that would allow the reviewers to understand how the applicants will meet program objectives and requirements and to assess the reasonableness of the budget. In addition, a budget narrative should describe and justify how funds will be dispersed among project partners. The budget narrative should distinguish between activities funded by COMMERCE and activities funded by other sources.
**Allowable Expenses.** COMMERCE funds may be expended on administrative costs, program operations, supportive services costs, and rental assistance. Applicants are strongly encouraged to use other funding sources to cover housing costs (e.g., Housing and Urban Development Housing Choice Voucher, Veterans Affairs Supportive Housing, Consolidated Homeless Grant, etc.) and other services (e.g., supportive housing services offered under the State's Medicaid waiver, mental health services offered under Washington's Medicaid state plan, etc.). Executed contracts resulting from this NOFA are on a reimbursement basis; monthly invoices must be submitted online via Commerce's online invoicing system. Monthly invoices must include all required supporting documentation, to be determined by Commerce.

Administrative costs may account for no more than **10%** of the total budget proposal per year. Allowable administrative costs should benefit the organization as a whole and cannot be attributed specifically to a particular program. Administrative costs may include the same types of expenses that are listed in program operations (such as IT staff and office supplies), with the provision that these costs are benefiting the agency as a whole and are not attributed to a particular program. Administrative costs may include, but are not limited to, the following: executive director salary and benefits; general organization insurance; organization wide audits; board expenses; organization-wide membership fees and dues; general agency facilities costs (including those associated with executive positions) such as rent, depreciation expenses, and operations and maintenance.

Operations expenses are directly attributable to a particular program. This includes salaries and benefits for staff costs directly attributable to the program, including but not limited to: program staff, information technology (IT) staff, human resources (HR) staff, bookkeeping staff, and accounting staff. Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery are also covered under operations expenses.

**Deliverables.** Program deliverables include:
- Participation in a twice-monthly phone conference with Commerce staff and staff from the DSHS-RDA to assess and advise program implementation, for a duration to be determined by Commerce.
- Submission of a monthly participant log detailing client status, screening and assessment information, service utilization, housing placements and retention, on a form to be developed by Commerce.
- Engagement with DSHS-RDA to develop periodic extracts of client health baseline and outcome data and transmit these data to DSHS-RDA.
- Annually report the progress and impact of the BHH housing pilot to the Joint Select Committee on Health Care Oversight by December 1st of each year.
- Program implementation milestones as defined by the applicant, including date of first screening.

COMMERCE reserves the right to change the deliverables schedule.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Program Management</td>
<td></td>
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<tr>
<td>Contract Execution</td>
<td>No later than September 16, 2019</td>
</tr>
<tr>
<td>Twice-monthly phone calls with ACH, Hospital and other relevant entities as needed</td>
<td>At contract execution date until date determined by COMMERCE</td>
</tr>
<tr>
<td>Report to Joint Select Committee on Health Care Oversight</td>
<td>No later than December 1, 2019</td>
</tr>
<tr>
<td>Report to Joint Select Committee on Health Care Oversight</td>
<td>No later than December 1, 2020</td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td></td>
</tr>
<tr>
<td>Develop health baseline and outcome data extract in collaboration with evaluator.</td>
<td>Produce first extract by April 1, 2020</td>
</tr>
</tbody>
</table>
1.3 MINIMUM QUALIFICATIONS

Minimum qualifications include:
- Applicant is an Accountable Community of Health in the State of Washington
- Applicant is licensed to do business in the State of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.
- Ability to demonstrate formal agreements (MOUs, letter of intent, or similarly binding agreement) among partner hospitals, service providers, housing providers, and the ACH, for the purposes of this pilot program.

1.4 FUNDING

COMMERCE has budgeted an amount not to exceed $700,000 (not to exceed $350,000 in any fiscal year) for this project. Proposals in excess of this amount of funding from COMMERCE will be considered non-responsive and will not be evaluated.

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

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about September 16, 2019 and to end on June 30, 2021. Amendments extending the period of performance, if any, shall be at the sole discretion of the COMMERCE.

COMMERCE reserves the right to extend the contract for two one-year periods.

1.6 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

**Accountable Community of Health:** Regional entity as defined under the Medicaid Transformation Project that will contract with the Hospital and other engaged entities to implement the BHH pilot program.

**Apparent Successful Contractor:** The Applicant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

**Applicant:** Individual or company interested in the RFP and that may or does submit a proposal in order to attain a contract with the AGENCY.

**Better Health through Housing:** An alliance of 28 supportive housing agencies across Chicago and Cook County dedicated to bridging the gap between the housing and health care sectors.
Better Health through Housing Pilot Program: Pilot program to be implemented by the ACH, Hospital, and other engaged entities in Washington.

Contractor: Individual or company whose proposal has been accepted by COMMERCE and is awarded a fully executed, written contract.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

Department of Social and Health Services – Research and Data Analysis: DSHS-RDA is a division within DSHS providing data, analytics, and decision support tools to improve the delivery of services to DSHS, the Department of Commerce, and partner agencies within Washington state.

Foundational Community Supports: Foundational Community Supports (FCS) is a program offering benefits for supportive housing and supported employment for Medicaid-eligible beneficiaries with complex needs. Amerigroup Washington, Inc. will work with housing and employment providers to help clients find and maintain jobs; acquire stable, independent housing; and gain the necessary skills to be successful.

HMIS Data Integration County: A county not using the Washington state wide HMIS system, requiring periodic upload of local data into the state HMIS data warehouse. Currently includes Clark, Pierce, Snohomish, and Spokane counties.

Hospital: Refers to the hospital or hospitals the Accountable Community of Health will work with to implement the BHH pilot program.

Homeless Management Information System (HMIS): A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

Local Permanent Supportive Housing Provider: A housing provider within the service area of the contract with permanent supportive units for program participants.

Permanent Housing: Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible.

Permanent Supportive Housing: Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

Proposal: A formal offer submitted in response to this solicitation.

Proposer: Individual or company that submits a proposal in order to attain a contract with COMMERCE.

Request for Proposals (RFP): Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Applicant community to suggest various approaches to meet the need at a given price.

Supportive Housing Services: Supportive housing combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities.

1.8 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.
2. GENERAL INFORMATION FOR APPLICANTS

2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this procurement. All communication between the Applicant and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Jefferson Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:jeff.spring@commerce.wa.gov">jeff.spring@commerce.wa.gov</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>360.725.2991</td>
</tr>
</tbody>
</table>

Any other communication will be considered unofficial and non-binding on COMMERCE. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>July 29</td>
</tr>
<tr>
<td>Question &amp; answer period</td>
<td>July 29-August 12</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>August 5</td>
</tr>
<tr>
<td>Answers to Q&amp;A posted no later than</td>
<td>August 12</td>
</tr>
<tr>
<td>Proposals due</td>
<td>August 21</td>
</tr>
<tr>
<td>Evaluate proposals</td>
<td>August 21-29</td>
</tr>
<tr>
<td>Evaluation Team conference</td>
<td>August 28</td>
</tr>
<tr>
<td>Conduct oral interviews with finalists, if required</td>
<td>August 29</td>
</tr>
<tr>
<td>Announce “Apparent Successful Contractor” and send notification via email to unsuccessful proposers</td>
<td>August 30</td>
</tr>
<tr>
<td>Hold debriefing conferences (if requested)</td>
<td>September 4</td>
</tr>
<tr>
<td>Negotiate contract</td>
<td>September 9-13</td>
</tr>
<tr>
<td>Begin contract work</td>
<td>September 16</td>
</tr>
</tbody>
</table>

COMMERCE reserves the right to revise the above schedule.
2.3 BIDDERS’ CONFERENCE

An online pre-proposal conference is scheduled to be held on August 5 at 1:30 p.m., Pacific Time. All prospective Applicants are encouraged to attend; however, attendance is not mandatory. Applicants are discouraged from contacting Chicago BHH staff prior to notice of award. Chicago BHH staff will be available for questions during the bidder’s conference.

COMMERCe will be bound only to COMMERCe written answers to questions. Questions arising at the pre-proposal conference or in subsequent communication with the RFP Coordinator will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Applicant that has received a copy of the RFP or made the RFP Coordinator aware of its interest in this procurement.

2.4 SUBMISSION OF PROPOSALS

Electronic Proposals
The proposal must be received by the RFP Coordinator no later than 3:00 p.m., Pacific Time, in Olympia, Washington, on August 21, 2019.

Proposals must be submitted electronically as an attachment to an email to the RFP Coordinator, at the email address listed in Section 2.1. Attachments to email shall be in Microsoft Word or Excel format, or .pdf. Zipped files cannot be received by COMMERCe and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Applicant to the offer. COMMERCe does not assume responsibility for problems with Applicant’s email. If COMMERCe email is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless COMMERCe email is found to be at fault at COMMERCe’s sole determination. All proposals and any accompanying documentation become the property of COMMERCe and will not be returned.

2.5 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of COMMERCe. All proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Applicant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words “Proprietary Information” printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as “Proprietary Information,” COMMERCe will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the
Applicant fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours’ notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.6 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via email to all individuals who have made the RFP Coordinator aware of their interest. Such addenda will also be published on a COMMERCE webpage, located at http://www.commerce.wa.gov/serving-communities/current-opportunities/.

If you downloaded this RFP from the Agency website located at www.commerce.wa.gov, you are responsible for sending your name, email address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.7 DIVERSE BUSINESS INCLUSION PLAN

Responders will be required to submit a Diverse Business Inclusion Plan with their proposal. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

2.8 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

2.9 COMPLAINT PROCESS

Vendors may submit a complaint to COMMERCE based on any of following:

a) The solicitation unnecessarily restricts competition;

b) The solicitation evaluation or scoring process is unfair; or
c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the bid response
deadline. The complaint must meet the following requirements:

   a) The complaint must be in writing;
     b) The complaint must be sent to the RFP coordinator in a timely manner;
     c) The complaint should clearly articulate the basis for the complaint; and
     d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any
changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all
complaints and will be provided a copy of COMMERCE’S response. The complaint may not be raised
again during the protest period. COMMERCE’S action or inaction in response to the complaint will be
final. There will be no appeal process.

2.10 RESPONSIVENESS

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

COMMERCE also reserves the right at its sole discretion to waive minor administrative irregularities.

2.11 MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the proposal submitted.
Therefore, the proposal should be submitted initially on the most favorable terms which the Applicant
can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact
an Applicant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a
contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Applicant’s
proposal. It is understood that the proposal will become a part of the official procurement file on this
matter without obligation to COMMERCE.

2.12 CONTRACT GENERAL TERMS & CONDITIONS

The apparent successful contractor 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 an Applicant to submit its own standard contract terms and conditions in response to this solicitation.
The Applicant may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A
to this solicitation. All exceptions to the contract terms and conditions must be submitted as an
attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested
exceptions and accept or reject the same at its sole discretion.

2.13 COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Applicant in preparation of a proposal
submitted in response to this RFP, travel to or conduct of a presentation, or any other activities related
to responding to this RFP.

2.14 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified
herein.

2.15 REJECTION OF PROPOSALS
COMMERCE reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.16 COMMITMENT OF FUNDS

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.17 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be provided a form to complete with the contract to authorize such payment method.

2.18 INSURANCE COVERAGE

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the sample contract and its special terms and conditions attached as Exhibit C.
3. PROPOSAL CONTENTS
The submitted proposal will be evaluated using the following criteria and must meet all submission requirements noted below:

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<th>Description – HEADING</th>
<th>Score</th>
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<tr>
<td>3.1</td>
<td>Preamble</td>
<td>Letter of submittal</td>
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<tr>
<td>3.2.A</td>
<td>Technical</td>
<td>Problem Statement and Program Objectives</td>
<td>10 Points</td>
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<tr>
<td>3.2.B</td>
<td>Technical</td>
<td>Project Approach/Methodology</td>
<td>20 Points</td>
</tr>
<tr>
<td>3.2.C</td>
<td>Technical</td>
<td>Work Plan</td>
<td>5 Points</td>
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<tr>
<td>3.2.D</td>
<td>Technical</td>
<td>Project Schedule</td>
<td>5 Points</td>
</tr>
<tr>
<td>3.2.E</td>
<td>Technical</td>
<td>Outcomes and Performance Measurement</td>
<td>10 Points</td>
</tr>
<tr>
<td>3.2.F</td>
<td>Technical</td>
<td>Risks</td>
<td>10 Points</td>
</tr>
<tr>
<td>3.2.G</td>
<td>Technical</td>
<td>Deliverables</td>
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<td>3.3A</td>
<td>Management</td>
<td>Partnerships and Supporting Documents</td>
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<tr>
<td>3.3.B</td>
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<td>Project Team Structure and Internal Controls</td>
<td>5 Points</td>
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<td>3.3.D</td>
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<td>Related Institutional Experience</td>
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<tr>
<td>3.3.F</td>
<td>Management</td>
<td>References</td>
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<td>3.3.G</td>
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<td>Cost</td>
<td>Identification of Costs/Budget Narrative</td>
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<tr>
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<td></td>
<td>Diverse Business Inclusion Plan</td>
<td>Mandatory, Not Scored</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organizational Chart</td>
<td>Mandatory, Not Scored</td>
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<td>Total Possible Points</td>
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ELECTRONIC PROPOSALS:
Proposals must be written in English and adhere to the following formatting requirements: Font size must be at least 12-point on all materials; page must be 8.5” x 11” letter-size pages with 1” margins (top, bottom, and sides); all pages of the technical, management, and cost proposal must be paginated in a single sequence. Additional proposal specific formatting requirements are listed below. Materials are to be submitted electronically to the RFP Coordinator in the order noted below:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFP)
2. Technical Proposal (Word); double-spaced and no more than 25 pages.
3. Management Proposal (Word); double-spaced and no more than 10 pages.
4. Cost Proposal (Word); double-spaced and no more than 10 pages.
5. MOUs or other agreements between ACH and Hospital and other engaged entities (PDF)
6. Diverse Business Inclusion Plan (Exhibit B to this RFP)

Proposals 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 proposal, but should assist the Applicant in preparing a thorough response. Other non-mandatory appendices (2 maximum), if submitted, may be single-spaced and each page limit is 2 pages.

Items marked “mandatory” must be included as part of the proposal for the proposal 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.
3.1. LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Applicant and any proposed subcontractors:

A. Name, address, principal place of business, telephone number, and email address of legal entity or individual with whom contract would be written.

B. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)

C. Legal status of the Applicant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.

D. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Applicant does not have a UBI number, the Applicant must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.

E. Location of the facility from which the Applicant would operate.

F. Identify any state employees or former state employees employed or on the firm’s governing board as of the date of the proposal. Include their position and responsibilities within the Applicant’s organization. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.

3.2. TECHNICAL PROPOSAL (SCORED)

Refer to Section 1.2 OBJECTIVES AND SCOPE OF WORK in preparing the Technical Proposal. The Technical Proposal must contain a comprehensive description of services including the following elements:

A. Problem Statement and Program Objectives: Provide a complete and specific problem statement that identifies factors contributing to chronic homelessness in high emergency room utilizers, barriers to housing faced by chronically homeless individuals, and the ways in which chronic homelessness contributes to high medical costs in the proposed setting. Articulate the proposed program’s overarching objectives and provide an overview of how the program will reduce the identified costs, place chronically homeless individuals in long-term housing, and connect these individuals to supportive services.

B. Project Approach/Methodology: Include a complete description of the Applicant’s proposed approach and methodology for the project. This section should convey Applicant’s understanding of the proposed project and be aligned with the program objectives articulated in Section 3.2.A of the proposal.

C. Work Plan: Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP and outlined in the Section 3.2.B of the proposal. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Applicant’s knowledge of the subjects, skills, and services necessary to successfully complete the project. Include any required involvement of COMMERCE staff. The Applicant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
D. **Project Schedule**: Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that all requested deliverables are met.

E. **Outcomes and Performance Measurement**: Describe the impacts/outcomes the Applicants propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to the state agency.

F. **Risks**: The Applicant must identify potential risks that are considered significant to the success of the project. Include how the Applicant would propose to effectively monitor and manage these risks, including reporting of risks to the COMMERCE contract manager.

G. **Deliverables**: Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

3.3. MANAGEMENT PROPOSAL

A. **Partnerships and Supporting Documents (SCORED)**: Provide a description of the proposed partnerships between the entities participating in the project and demonstrate the existence of formal agreements (e.g., Memorandum of Understanding, Letter of Intent, or a similarly binding agreement) between the participating entities as they pertain to the proposed project.

B. **Project Team Structure and Internal Controls (SCORED)**: Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

C. **Staff Qualifications and Experience**: Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Applicant must commit that staff identified in its proposal will actually perform the assigned work. Commerce must receive prior notification of any staff substitution than those proposed.

D. **Related Institutional Experience (SCORED)**

1. Indicate the experience the Applicant and any subcontractors have in the following areas:
   a. Case management of chronically homeless clients, including working with housing providers as well as mental health professionals.
   b. Community outreach with chronically homeless clients.
   c. Social work in a hospital / emergency room setting.
   d. Providing housing to homeless clients, including, but not limited to, operating shelters, renting and managing transitional units, working with landlords.

2. Describe other relevant experience that indicates the qualifications of the Applicant, and any subcontractors, for the performance of the potential contract.

3. Include a list of contracts the Applicant has had during the last five years that relate to the Applicant’s ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and email addresses.
E. Other Related Information (MANDATORY)

1. If the Applicant or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.

2. If the Applicant’s staff or subcontractor’s staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.

3. If the Applicant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Applicant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Applicant’s position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Applicant in the past five years, so indicate.

F. References (MANDATORY)

List names, addresses, telephone numbers, and email addresses of three (3) business references for the Applicant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to COMMERCE to contact these references and others, who from COMMERCE’S perspective, may have pertinent information. COMMERCE may or may not, at COMMERCE’S discretion, contact references. COMMERCE may evaluate references at COMMERCE’S discretion.

G. OMWBE Certification (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) if certified minority-, women-, or veteran-owned firm(s) will be participating on this project. For more information please visit: http://www.omwbe.wa.gov.

3.4. COST PROPOSAL

The maximum fee for this contract must not exceed the amount specified in section 1.4 to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Applicant of least cost, but rather to the Applicant whose proposal best meets the requirements of this RFP. However, Applicants are encouraged to submit proposals which are consistent with state government efforts to conserve state resources.

A. Identification of Costs/Budget Narrative (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Applicant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Provide a budget narrative that describes how funds will be dispersed among project partners and distinguishes between activities/services funded by
COMMERCE and other sources. Applicants are required to collect and pay Washington state sales and use taxes, as applicable.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises.
4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, at its sole discretion, may elect to invite the top-scoring firms as finalists for an oral presentation.

The RFP Coordinator may contact the Applicant for clarification of any portion of the Applicant’s proposal.

4.2. EVALUATION BREAKDOWN

In alignment with the criteria in Section 3, the following weighting will be assigned to the proposal for evaluation purposes:

- **Technical Proposal – 70%**
  - Problem Statement and Program Objectives
  - Project Approach/Methodology
  - Work Plan
  - Project Schedule
  - Outcome and Performance Measurement
  - Risks
  - Deliverables

- **Management Proposal – 20%**
  - Partnerships and Supporting Documents
  - Project Team Structure and Internal Controls
  - Staff Qualifications and Experience
  - Related Institutional Experience

- **Cost Proposal -- 10%**
  - Identification of Costs/Budget Narrative

COMMERCE reserves the right to award the contract to the Applicant whose proposal is deemed to be in the best interest of COMMERCE and the state of Washington.

4.3. ORAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals COMMERCE may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, COMMERCE will contact the top-scoring firm(s) from the written evaluation to schedule a date, time, and location. Commitments made by the Applicant at the oral interview, if any, will be considered binding.

The oral presentation will determine the apparent successful contractor.
4.4. NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparently Successful Bidder of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by email.

4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Applicant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Applicant Notification is emailed or faxed to the Applicant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Applicant Notification. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm’s proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer’s final score in comparison with other final scores without identifying the other firms or reviewing their proposals.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.6. PROTEST PROCEDURE

Protests may be made only by Applicants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth business day following the debriefing. Protests may be submitted by email or facsimile, but must then be followed by the document with an original signature.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator’s professional judgment on the quality of a proposal, or 2) COMMERCE’S assessment of its own and/or other agencies needs or requirements.
Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE’S action; or
- Find only technical or harmless errors in COMMERCE’S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE 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.
5. **RFP EXHIBITS**

- **Exhibit A**  Certifications and Assurances
- **Exhibit B**  Diverse Business Inclusion Plan
- **Exhibit C**  Service Contract Format with General Terms and Conditions
CERTIFICATIONS AND ASSURANCES

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

1. I/we declare that all answers and statements made in the proposal 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 proposal.

3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE 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 proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, 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 which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer 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 Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9. I/we grant COMMERCE the right to contact references and others who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFP.

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.

We (circle one) are / are not submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Applicant submitting this proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

______________________________  ____________________________
Signature of Proposer                  Date

______________________________  ____________________________
Printed Name                  Title
**DIVERSE BUSINESS INCLUSION PLAN**

Do you anticipate using, or is your firm, a State Certified Minority Business?  Y/N  
Do you anticipate using, or is your firm, a State Certified Women’s Business?  Y/N  
Do you anticipate using, or is your firm, a State Certified Veteran Business?  Y/N  
Do you anticipate using, or is your firm, a Washington State Small Business?  Y/N  

If you answered No to all of the questions above, please explain:
____________________________________________________________________________

Please list the approximate percentage of work to be accomplished by each group:
Minority  __%  
Women __%  
Veteran __%  
Small Business __%  

Please identify the person in your organization who will manage your Diverse Inclusion Plan responsibility:
Name: __________________  
Phone: __________________  
Email: __________________
Client Service Contract with

<Contractor organization name here>

through

<Name of COMMERCE program issuing/administering contract here>

For

<List project title, if applicable, and/or describe the primary purpose for the funding or the intended outcome/deliverables in approx. 25 words or less>

Start date: <Month> <Day>, <Year>
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### GENERAL TERMS AND CONDITIONS

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Attachment A, Scope of Work
Attachment B, Budget
**FACE SHEET**

Washington State Department of Community, Trade and Economic Development  
<Select Division, Board, or Commission>  
<Insert Unit or Office>  
<Insert Program(s) and/or Project(s)>

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<th>9. Federal Funds (as applicable)</th>
<th>Federal Agency</th>
<th>CFDA Number:</th>
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<td>&lt;Insert $ amount&gt;</td>
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<th>10. Tax ID #</th>
<th>11. SWV #</th>
<th>12. UBI #</th>
<th>13. DUNS #</th>
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<th>14. Contract Purpose</th>
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<td>&lt;Briefly describe contract purpose&gt;</td>
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</table>

COMMERCER, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment “A” - <insert title>, Attachment “B” – <insert title>, Attachment “C” – <insert title>, <etc.>

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<th>FOR CONTRACTOR</th>
<th>FOR COMMERCE</th>
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<td>&lt;insert name&gt;, &lt;insert title&gt;</td>
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APPROVED AS TO FORM ONLY  
BY ASSISTANT ATTORNEY GENERAL  
APPROVAL ON FILE
1. **CONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

2. **COMPENSATION**

COMMERCE shall pay an amount not to exceed $_____ for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Contractor’s compensation for services rendered shall be based on the following rates or in accordance with the following terms:

**EXPENSES**

Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Contractor for authorized expenses shall not exceed $_____, which amount is included in the Contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.

3. **BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE [not more often than monthly.]

The invoices shall describe and document, to COMMERCE’s satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number ____. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of $50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

**Duplication of Billed Costs**

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

**Disallowed Costs**

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

**NOTE:** Optional Provision - COMMERCE shall withhold 10 percent from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

4. **SUBCONTRACTOR DATA COLLECTION**
SPECIAL TERMS AND CONDITIONS
CLIENT SERVICE
STATE FUNDS

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work performed under this Grant performed by subcontractors and the portion of Grant funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. “Subcontractors” shall mean subcontractors of any tier.

5. 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 loss, or negligent or intentional act or omission of the Contractor or Subcontractor, or agents of either, while performing under the terms of this Contract.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Contractor shall provide COMMERCE thirty (30) calendar days’ advance notice of any insurance cancellation, non-renewal or modification.

The Contractor shall submit to COMMERCE within fifteen (15) calendar days of the Contract start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Contract, the Contractor shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

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

- **Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, 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.

- **Automobile Liability.** In the event that performance pursuant to this Contract involves the use of vehicles, owned or operated by the Contractor or its Subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

- **Professional Liability, Errors and Omissions Insurance.** The Contractor shall maintain Professional Liability or Errors and Omissions Insurance. The Contractor shall maintain minimum limits of no less than $1,000,000 per occurrence to cover all activities by the Contractor and licensed staff employed or under contract to the Contractor. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

- **Fidelity Insurance.** Every officer, director, employee, or agent who is authorized to act on behalf of the Contractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

  A. The amount of fidelity coverage secured pursuant to this Contract shall be $100,000 or the highest of planned reimbursement for the Contract period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.

  B. Subcontractors that receive $10,000 or more per year in funding through this Contract shall secure fidelity insurance as noted above. Fidelity insurance secured by Subcontractors pursuant to this paragraph shall name the Contractor as beneficiary.

  C. The Contractor shall provide, at COMMERCE’s request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days’ advance written notice of cancellation.
6. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- add any other attachments incorporated by reference on the Face Sheet
DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. “Authorized Representative” shall mean the Director and/or the designee authorized in writing to act on the Director’s behalf.

B. “COMMERCe” shall mean the Department of Commerce.

C. “Contract” or “Agreement” means the entire written agreement between COMMERCe and the Contractor, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. “Contractor” shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. “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.

F. “State” shall mean the state of Washington.

G. “Subcontractor” shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms “subcontractor” and “subcontractors” mean subcontractor(s) in any tier.

2. ACCESS TO DATA

In compliance with RCW 39.26.180, the Contractor shall provide access to data generated under this Contract to COMMERCe, the Joint Legislative Audit and Review Committee, and the Office of 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 the methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Contract shall be made by COMMERCe.

4. ALL WRITINGS CONTAINED HEREIN

This Contract 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 be deemed to exist or to bind any of the parties hereto.

5. AMENDMENTS

This Contract may be amended by mutual agreement 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.

6. 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.

7. ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCe.

8. ATTORNEYS’ FEES
SPECIAL TERMS AND CONDITIONS
CLIENT SERVICE
STATE FUNDS

Unless expressly permitted under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorneys’ fees and costs.

9. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. “Confidential Information” as used in this section includes:

1. All material provided to the Contractor by COMMERCE that is designated as “confidential” by COMMERCE;

2. All material produced by the Contractor that is designated as “confidential” by COMMERCE; and

3. All personal information in the possession of the Contractor that may not be disclosed under state or federal law. “Personal information” includes but is not limited to information related to a person’s name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver’s license number and other identifying numbers, and “Protected Health Information” under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

10. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COMMERCE may, in its sole discretion, by written notice to the CONTRACTOR terminate this contract if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract. Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The CONTRACTOR and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked with the COMMERCE program, including but not limited to formulating or drafting the legislation, participating in grant procurement planning and execution, awarding grants, and monitoring grants, during the 24 month period preceding the start date of this Grant. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the CONTRACTOR may be disqualified from further consideration for the award of a Grant.

In the event this contract is terminated as provided above, COMMERCE 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 COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by
law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the “Disputes” clause of this contract.

11. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE 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, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE 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. "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, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, 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. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

12. DISPUTES

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Contractor's name, address, and Contract number; and
- be mailed to the Director and the other party's (respondent's) Contract Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.
13. DUPLICATE PAYMENT

COMMERCE shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

14. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

15. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death 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 the destruction of tangible property including loss of use resulting therefrom.

The Contractor’s obligation to indemnify, defend, and hold harmless includes any claim by Contractor’s agents, employees, representatives, or any subcontractor or its employees.

The Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to the Contractor’s or any subcontractor’s performance or failure to perform the contract. The 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 agents, agencies, employees and officials.

The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, 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 its employees or agents performing under this Contract are not employees or agents of the state of Washington or COMMERCE. The Contractor will not hold itself out as or claim to be an officer or employee of COMMERCE 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 officer or employee under law. Conduct and control of the work will be solely with the Contractor.

17. INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. 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, COMMERCE may collect from the Contractor the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by COMMERCE under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I’s rights to collect from the Contractor.

18. LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended.

19. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

20. LIMITATION OF AUTHORITY
SPECIAL TERMS AND CONDITIONS
CLIENT SERVICE
STATE FUNDS

Only the Authorized Representative or the Authorized Representative’s 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. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

21. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Contract, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor’s non-compliance 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 COMMERCE. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the “Disputes” procedure set forth herein.

22. PAY EQUITY

The Contractor agrees to ensure that “similarly employed” individuals in its workforce are compensated as equals, consistent with the following:

a. Employees are “similarly employed” if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;

b. Contractor may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:

   (i) A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.

   (ii) A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.

   (iii) A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by the Department, if the Department or the Department of Enterprise services determines that the Contractor is not in compliance with this provision.

23. POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

24. PUBLICITY

The Contractor agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE’s name is mentioned, or language used from which the connection with the state of Washington’s or COMMERCE’s name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

25. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.
Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

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

The Contractor shall retain such records for a period of six 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 COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

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
If required by law, the Contractor shall complete registration with the Washington State Department of Revenue.

28. RIGHT OF INSPECTION
The Contractor shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent 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.

29. SAVINGS
In the event 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, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

30. SEVERABILITY
The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

31. SITE SECURITY
While on COMMERCE premises, the Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

32. SUBCONTRACTING
The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the
SPECIAL TERMS AND CONDITIONS
CLIENT SERVICE
STATE FUNDS

Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor’s duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor’s performance of the subcontract.

33. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

34. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Contractor’s income or gross receipts, any other taxes, insurance or expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

35. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar 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.

COMMERCE 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 COMMERCE to terminate the contract. A termination shall be deemed 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 COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

36. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

37. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE 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.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the “Disputes” clause of this contract.
COMMERCe may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCe against potential loss or liability.

The rights and remedies of COMMERCe 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 Authorized Representative, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to COMMERCe, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCe has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to COMMERCe and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCe;
6. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
7. Take such action as may be necessary, or as the Authorized Representative 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 COMMERCe has or may acquire an interest.

38. TREATMENT OF ASSETS

Title to all property furnished by COMMERCe shall remain in COMMERCe. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCe upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCe in whole or in part, whichever first occurs.

A. Any property of COMMERCe furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCe, be used only for the performance of this contract.
B. The Contractor shall be responsible for any loss or damage to property of COMMERCe that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
C. If any COMMERCe property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCe and shall take all reasonable steps to protect the property from further damage.
D. The Contractor shall surrender to COMMERCe all property of COMMERCe prior to settlement upon completion, termination or cancellation of this contract.

All reference to the Contractor under this clause shall also include Contractor’s employees, agents or Subcontractors.

39. WAIVER
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 COMMERCE.
Scope of Work
Budget