

Skagit County Government
Request for Proposal for
Juvenile Detention Communication System



November 17, 2017

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1. INTRODUCTION

Skagit County, a political subdivision of the State of Washington, is requesting proposals from qualified Proposers to provide, install, and maintain a juvenile detention phone system for the Office of Juvenile Courts detention facility. The Juvenile Detention Phone System (JDPS) is to provide juvenile inmates access to telephone systems.

Skagit County Juvenile Detention is approximately 7000 square feet. The Facility located at 605 South 3rd St Mt Vernon WA . It also holds low to maximum security juvenile offenders. It has 19 single cell rooms . There is a school room , recreation room and kitchen .We also have staff facilities.

The current schedule for the project intends for the facility to be operational and prepared to accept inmates in 1st quarter 2018.

2. TECHNICAL LANDSCAPE

A Kiosk and Web site capability will additionally be needed in order for families and friends to put funds in for inmate accounts.

Detention administration staff will also need access to the web site to administer the system and generate required reports.

Currently a kiosk is available in the Public Safety building at 600 South 3rd Street in Mount Vernon, Washington. This building is directly across the street from the Juvenile Detention facility. It is envisioned that the current Kiosk would be replaced and moved to the first floor of the detention facility as part of the implementation of the new system. The Vendor will provide internet access to the Kiosk.

The current detention facility uses standard telecommunications 2 wire to connect 4 (four) phones. Three of these phones are currently allocated to visitation and the fourth is allocated to attorney discussion. The Proposer will be able to install phones at the current locations.

3. PROJECT SCOPE

The scope of this project is to identify, select and contract with, and engage a Proposer who will provide the JDPS.

Days of operation and phone calls are 7 days a week, 24 hours a day. Our average daily population is 8. Unlike the County jail, we do not like to hold juvenile for long periods of time so our turnover numbers are large. We expect our number to rise with the growth of the county population.

Skagit County Juvenile Detention Administration must be able to record and monitor phone calls that are going out and into the facility. We would like be able to identify each juvenile by name when they have an account. We need to be able to capture calls and transfer the recordings for possible court proceedings.

Skagit County does not require Proposers to provide public pay phones or workstations. The minimum functional requirements that must be met are located in the file ***S8 – Minimum Functional Requirements.xlsx***.

3.1 Communications

It is the responsibility of the Proposer to read and understand all parts of the Request for Proposals. All communications regarding this Request for Proposals from Proposers and other interested parties must be directed through:

Michael Almvig

Skagit County Information Services
1800 Continental Place
Mount Vernon, WA 98273
(360) 416 - 1300
E-MAIL: rfp@co.skagit.wa.us

The individual identified above is the sole point of contact for any inquiries or information pertaining to this RFP.

Proposers who request a clarification of the RFP requirements may submit written questions to the RFP contact person by **3:30 p.m. (PST) on January 4, 2018**. All questions and responses will be provided to all Proposers who have submitted a letter of intent pursuant to section 4.1 and 4.2. Skagit County reserves the right to update RFP requirements. Skagit County will use electronic mail and our Access Skagit County Web site, www.skagitcounty.net/rfp, to notify Proposers of RFP questions and/or changes.

Due a high volume of spam, all questions to the RFP submitted by electronic mail are to include:

“Skagit County JDPS RFP Questions” in the Subject area of the electronic message.

Skagit County assumes no responsibility for unanswered questions without the correct information in the subject line or delays caused by delivery service.

4. PROPOSAL INSTRUCTIONS, FORMAT CONTENT AND SUBMISSION

4.1 Schedule

This request for proposals will be managed according to the following schedule:

Formal Release of RFP to Proposers	December 4, 2017
Deadline for Proposer Letter of Intent	January 3, 2018 3:30 PM (PST)
Deadline for Proposer Questions	January 4, 2018 3:30 PM (PST)
Deadline for Question Response	January 8, 2018 3:30 PM (PST)
Deadline for Receive Proposer's Response	January 11, 2018 3:30 PM (PST)
Proposer Phase I Notification	January 25, 2018 3:30 PM (PST)
Anticipated Proposer Functional Demonstrations	TBD, If necessary
Anticipated Final Proposer Selection	February 1, 2018
Anticipated Contract Negotiations and Finalization with Proposer	February 15, 2018

4.2. Letter of Intent

All Proposers intending on submitting a proposal to this RFP are required to submit a letter of Intent to bid by **3:30 PM (PST) January 3, 2018**. The letter should identify the following information:

- Company Name
- RFP Contact for Company
- Address for Company Contact
- Phone Number/Fax Number for Company Contact
- E-mail address for Company Contact

The Letter of Intent must be electronically mailed. The letter does not commit the Proposer to respond to the RFP. All Proposers who have submitted a letter of intent will receive notification of proposal changes or responses to questions submitted by other competitors.

Electronic mail letter of intent shall be sent to rfp@co.skagit.wa.us. Once your letter of intent is received you will receive a confirmation via electronic mail. Each letter of intent shall identify the electronic submission by submitting the proposal with the phrase:

"Skagit County JDPS RFP Letter of Intent" in the Subject area of the electronic message.

4.3 Submission of Proposal

4.3.a Submission Deadline

All Proposer responses and proposals must be received no later than 3:30 PM (PST) on January 11, 2018. Late or incomplete proposals may be rejected. Proposers should note that this is a firm deadline. Skagit County does not contemplate any extension of the deadline noted herein.

4.3.b Submission

All proposals MUST be sent by electronic mail to rfpproposal@co.skagit.wa.us and must be time stamped by Skagit County's system as received as specified in section 4.1. Once your proposal is received you will receive a confirmation via electronic mail. Each submitted proposal shall identify the electronic submission by submitting the proposal with the phrase:

"Skagit County JDPS RFP Response" in the Subject area of the electronic message.

Skagit County assumes no responsibility for delays caused by delivery service.

4.3.c Copies

All responding Proposers shall submit one (1) original response of their response to this Request for Proposals.

4.3.d Proposal Materials

Proposals must be in Microsoft Word 2010 or higher or Adobe PDF format (with Microsoft Excel attachments remaining in their native formats).

Prospective Proposers must provide the following materials as part of their proposal:

- Cover Letter

- Completed Skagit County Proposal Forms (as provided as part of this Request for Proposals)

- Signed Proposer's Certification and Formal Offer of Proposal

4.3.e Legibility and Organization

Proposals must be typed or printed, must be written in English and must be legible and reasonably organized. Pages must be consecutively numbered. Responses must mirror the numbering order used throughout this RFP.

4.3.f Completeness of Response

Proposers must include responses to all of the provisions and items of this RFP using the forms provided herein for their responses.

5. RFP AND PROPOSAL TERMS AND CONDITIONS

5.1 Right to Withdraw Proposals

Proposals may be withdrawn at any time before proposal deadline.

5.2 Right to Reject/Accept Proposals

Skagit County reserves the right to accept any proposal or, at its discretion reject any or all proposals.

5.3 Right to Modify Proposals

Skagit County reserves the right to, but is not obligated to; modify minor irregularities in proposals received.

If discrepancies between sections or other errors are found in a proposal, Skagit County may reject the proposal. Proposers are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish Proposers obligations to Skagit County.

5.4 Additional Information

Skagit County reserves the right to request and/or obtain additional information as required.

5.5 Skagit County Not Responsible for Proposal Expenses

Receipt of a proposal does not obligate Skagit County to pay any expenses incurred by the Proposer in the preparation of proposal or obligate Skagit County in any other respect.

5.6 RFP, Proposals Do Not Obligate

Neither the publication nor distribution of the RFP, or the receipt of proposals, constitutes any obligation or commitment on the part Skagit County.

5.7 Proprietary Information/Public Disclosure

Any information contained in the proposal that is proprietary must be clearly designated. Even if information in a proposal is marked “confidential” or “proprietary”, such information may be subject to public disclosure pursuant to applicable law (including, but not limited to RCW 42.56). Marking the entire proposal as “proprietary” or “confidential” will neither be accepted nor honored. If a public records request is received for a Proposer’s proposal, Skagit County will comply according to the Public Records Act, Chapter 42.56 Revised Code of Washington (RCW).

By submitting a proposal, all Proposers recognize and agree that any proposal, information, documents, data, etc. provided to the County may be subject to disclosure pursuant to applicable law (including, but not limited to RCW 42.56), and any Proposer submitting a proposal expressly waives any claim(s) for damages against the County arising from and/or related to the release of any information provided to the County which is subject to public disclosure (as determined by the County, at the County’s sole judgment and discretion), even if such information is arguably exempt from disclosure pursuant to applicable law.

All materials received in response to this RFP shall become the property of Skagit County.

5.8 Proposal Evaluation and Contractor Selection

The Proposals will be evaluated by a team of people from Skagit County. The Skagit County Juvenile Detention Phone System Team is made up of people from the Skagit County Jail and Information Services. Other staff may participate where their expertise will be of value. Skagit County will initially check the Proposer’s proposal to validate all information required to conform to this RFP is included. Absence of required information may be cause for rejection.

The team will evaluate the responses based on the follow criteria:

Evaluation Criteria – Phase One	Pass/Fail
Minimum Functional Requirements	Pass/Fail
	Meets Expectation
Experience (references, client retention, litigation, bidder responsibility etc.)	1-5
Service (Installation, customer service, maintenance/response times, reporting)	1-5
Rates, Billing and Commission	1-5
Evaluation Criteria – Phase Two	Meets Expectation
Functional Demonstration	1-5
Overall State of Technology and Functionality	1-5
Total Points Available	

Rating Key

- 1 - Does Not Meet Expectations
- 2 - Minimally Meets Expectations (significant gaps and significant compromise required)
- 3 - Mostly Meets Expectations (small amount of gaps and/or small amount of compromise required)
- 4 – Meets Expectation
- 5 – Exceeds Expectations.

5.9 Phase One Evaluation and Notification

Proposers will be given a Pass/Fail on the minimum functional requirements in S8 – Minimum Functional Requirements.xlsx. Any Proposer that does not meet the minimum requirements will result in an **automatic disqualification and elimination**.

*In the event that **no or only a few** Proposers meet all of the minimum functional requirements, Skagit County has the discretion to evaluate proposals that **do not** meet all the minimum functional requirements in Phase One.*

Experience will be evaluated on a satisfaction rating between 1 -5. Provided client references may be contacted at this time. Proposer must meet Proposer Responsibility Requirements in Exhibit A

During Phase One, Skagit County will select **up to the top 3** Proposers, **with a satisfaction rating of at least a 3**, and invite them to Skagit County to participate in Functional Demonstrations. The selected Proposers will be notified in writing or email by the date indicated in paragraph 4.1.

5.10 Functional Demonstration of Top Proposers

Each of the selected top Proposers may be required to demonstrate their product at Skagit County. Skagit County will discuss each of the requirements with the Proposer and ask to have the requirements demonstrated.

5.11 Site Visits

Skagit County may choose to conduct site visit(s) to Proposer’s clients as part of the evaluation process. The site visits may be used to determine the successful Proposer, and will be conducted following scheduled functional demonstrations, if requested by Skagit County. Evaluations of the Proposer client sites will be based on the following:

- Assessment of the Proposer’s service during system implementation
- Assessment of the quality of Proposer’s ongoing support
- Overall user satisfaction with the system

5.12 Phase II Evaluations and Final Proposer Selection

Skagit County will select the Proposer that has, in Skagit County's judgment, the best overall communication proposal. The selected Proposer will be notified in writing or email by the date indicated in paragraph 4.1. Skagit County will start contract negotiation with this Proposer.

5.13 Negotiations

Skagit County will enter into negotiations with the Proposer selected in Phase II as discussed in 5.12. This may include cost, technical, financial, contractual or other clarifications needed to make a decision. Skagit County reserves the right to also negotiate with the other high rated Proposers in the event it is determined by Skagit County that the selected Proposer and Skagit County might not agree to contract terms.

5.14 Final Authority

The final authority to award contracts as a result of this RFP rests solely with Skagit County.

5.15 Sub-Out Components

It is acceptable for a Proposer to sub-out components of the system; however there will be one contract and the Proposer shall be designated as responsible for the complete proposal solution.

6. TECHNICAL SPECIFICATIONS AND SERVICE

The Proposer is required to answer each of these items on Form C, Technical Specifications and Service in their response using the forms provided. As part of the Proposer's detailed proposal, the Proposer is free to go into detail as these may be considered by Skagit County as key product differentiators.

Complete the attached Form C, Technical Specifications and Service on page 19.

7. RATES, BILLING AND COMMISSION

There shall be no charge to the County for inmate telephone services. All line fees, billing and collection expenses, installation and equipment costs, liability for fraudulent use of any part of the system, uncollectible billings, carrier fees, governmental fees and any other direct or indirect costs associated with providing the systems pursuant to this RFP shall be the responsibility of the Proposer.

Rates charged to called parties are to be comparable to or lower than those currently charged by the dominant carriers in the county area. Additionally, the total cost of calls may not exceed what dominant carriers are allowed to charge as regulated by the Washington Utilities and Transportation Commission and FCC for operator assisted, station and person calls.

As part of the Proposer's proposal, we would expect a Proposer to offer a number of various calling plans and price models available to inmates and their friends and families. Skagit County expects Proposers to fully disclose the financial elements of their proposal.

7.1.a Commission payments must be made monthly and shall include a detailed accounting of call messages, call minutes, call charges, and commissions itemized by telephone, and as a system wide total. Detailed accounting of the above broken out by individual calls, emails/messages and visits made must be available to the County on request. Proposers must provide samples of all proposed reports with the proposal.

7.1.b The County retains the right to audit detail, costs and commission information for completeness and accuracy at any time during the life of the agreement.

Skagit County is requiring Proposers to provide a Call and Commission Analysis as part of the RFP response. If the Proposer wishes to use something other than a commission percentage (such as the support payment), they may do so.

Note: Please adjust Form D for the type of Payment you're proposing.

See Contract #C20170196 and Amendment # A20170100 at www.skagitcounty.net for current rate. A link to these documents follows:

<https://www.skagitcounty.net/Search/ContractAmendment/SelectedResults.aspx?wc='A20170100','C20170196'>

Complete the attached Form D, Call Cost and Commission Analysis on page 21.

8. MINIMUM FUNCTIONAL REQUIREMENTS

The Proposer must meet the minimum functional requirements listed. This section encompasses all of the inmate telephone, video visitation, and paperless request system requirements.

You must complete both the Y/N column and the 'Proposer Response to Requirement' section with as much detail as possible. Line items with an 'I' are not requirements, but are items that are required to be answered with as much detail as possible.

Proposers are to type in their answers into the space provided in '**Proposer Response to Requirement' Column (F)**'. Please create a master pdf file containing all requested screen shots, numbered to correspond to the RFP worksheet section and requirement number and attach it to the RFP response. Proposers are to attach PDF documents for sample reports that are requested in any of the requirement sections (i.e, 8.5 #5) and number the reports using the worksheet section and requirement number.

Complete minimum functional requirements located in S8 – Minimum Functional Requirements.xlsx.

9. OPTIONAL FEATURES

Proposers are encouraged to not only respond to the minimum functional requirements, but to offer information on additional Juvenile Detention Phone System options/features available with their solutions that would be of benefit/interest to Skagit County

Complete the attached Form E, Optional Features on page 23.

10. TRAINING PLAN

10.1 The Proposer shall provide a training plan that covers on-site training for all systems included in this RFP.

This plan shall identify:

- Training needs for Skagit County designated staff
- Scope and Objectives for each training session
- The number of hours/days for each training session
- Support staff required to attend each training session
- Estimated duration of each session
- Necessary resources required for each training session.
- Plan to continue operation of the jail while training staff
- Training methods (onsite or remote)

Training materials as necessary shall be delivered to Skagit County. An electronic version of training materials is highly desired.

A formal training plan between the chosen Proposer and Skagit County will be completed at a later date.

Complete the attached Form F, Training Plan on page 24.

PROPOSER RESPONSE CHECKLIST

This checklist is provided for the Proposer's convenience to insure that all required materials have been included in the Proposer's response. It is not required as part of the Proposer's response.

Form Name		✓
Cover Letter		
Company Information Form		
Company Background Information		
Company Experience		
Company Contact Information		
Anticipated Project Manager Information		
Customer Reference 1		
Customer Reference 2		
Customer Reference 3		
Technical Specifications and Service Form		
Call Cost and Commission Analysis		
S8 - Minimum Functional Requirements.xlsx		
Optional Features		
Training Plan		
Signed Proposer's Certification and Formal Offer of Proposal		
Form Proposer Responsibility – Declaration of Proposer		

SKAGIT COUNTY PROPOSAL FORMS

Skagit County reserves the right to request and/or obtain additional information as required.

FORM A

Company Information

The Company Information Form asks specific information about the company. Our intent is to verify the viability of the company to support Skagit County for the next several years.

Company Information	
Company Name:	
Address:	
City, State Zip	
FAX Number	

Company Background Information	
Organizational Type/Structure:	
Date Incorporated	
Number of employees:	
Company Experience	
Years Proposer has conducted business in Washington State:	
Number of systems Installed for each component (telephone, video visitation and grievance), with focus on institutions of similar scale to Skagit County:	
Is there any pending litigation against the firm? Has there been any litigation against the firm in the last 3 years?	

<p>If so, attach a statement indicating the caption, cause number, Court, Counsel, and general summary.</p>	
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<p align="center">Company Contact Information</p>	
<p>Contact Name:</p>	
<p>Address:</p>	
<p>City, State Zip</p>	
<p>Phone Number</p>	
<p>E-Mail Address</p>	
<p>Web Site URL</p>	

<p align="center">Anticipated Project Manager</p>	
<p>Contact Name:</p>	
<p>Phone Number</p>	
<p>E-Mail Address</p>	
<p>Years' Experience</p>	
<p>Number Employees Working Under Project Manager</p>	

FORM B

References

Provide at least 3 customer references relevant to the scope of this contract. A brief description of the work performed must be provided for each reference. More than three references may be provided. For additional references, please add additional sheets with the requested information in the same format as shown below.

Customer Reference (1) Information:	
Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

Customer Reference (2) Information:

Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

Customer Reference (3) Information:

Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

FORM C

Technical Specifications and Service

Please use the space provided and give as much detail as possible for each section.

Technical Specifications & Service	
<p>Customer Service (Inmate & General Public) Please give a detailed description of your customer service for inmates and the general public for The Juvenile Detention Phone System. Please be sure to include call response times and if you have direct inmate customer service.</p>	
<p>Customer Support (Jail Staff) Please give a detailed description of your customer service for detention staff for The Juvenile Detention Phone System. Please be sure to include call response times, equipment replacement/repair times and the time it takes to address any failure within the system.</p>	
<p>Hardware/Software Architecture Please describe in broad terms, the Hardware and Software Architecture of your system. Address the amount and type of system hardware required for installation at the Skagit County Facility.</p>	

<p>Network and Telecommunications Requirements Please describe the Network, POTS, DID or PRI telecommunications requirements for implementation of your proposed system.</p>	
<p>Project Schedule and Implementation Timeline Please provide a basic timeline for implementation of your proposed solution.</p>	
<p>Warranty Please describe your warranty for the entire Juvenile Detention Phone System.</p>	
<p>Disaster Recovery Plan Please describe your disaster recovery plan for the entire Juvenile Detention Phone System.</p>	

FORM D

Call and Video Visitation Cost and Commission Analysis

1. Clearly state the proposed rates charged for intra-lata and inter-lata long distance calls including charge per message, charge for call duration, charge for operator assistance and any additional surcharges. Fully explain any additional charges that might be added, for example; charges for emails, video visits, etc.
2. Describe rate adjustments for evening, weekend and holiday calls, if any.
3. Commissions will be paid to the County based on gross revenues. No deductions from uncollectible calls, inability to bill, bad debt or any other costs associated with the provision of the Juvenile Detention phone system may be considered in commission calculation. Clearly state the commission to be paid to the County.

CALL TYPE	COLLECT			PRE-PAID COLLECT			DEBIT/PRE-PAID CARDS		
	Surcharge	First Minute	Each Add'l Minute	Surcharge	First Minute	Each Add'l Minutes	Surcharge	First Minute	Each Add'l Minute
Local									
INTRAlata/INTRAsate									
INTERlata/INTRAsate									
INTERlata/INTRAsate									
INTERstate									
International									
Proposer's Proposed Commission Rate (%)	%			%			%		

Describe rate adjustments:

Evening _____
 Weekend _____
 Holiday _____

Proposer shall identify all applicable fees and charges below:

Kiosk Deposit Fee: _____
 Collect Billing Fee: _____
 Pre-Paid Collect Transaction Fees: _____
 Additional Fees: _____

Calling and Visitation Plans:

Please describe any calling plans

Call Plan	
-----------	--

FORM E

Optional Features

Please use this space to describe any additional features or options that you feel may be relevant to this proposal. Include availability, limitation, extra expense and any effect on commission.

As part of the optional features, please include detailed description about your automated information system service through Interactive Voice Response (IVR).

FORM F

Training Plan

Please use this space to describe your training plan for all components of the RFP as discussed in Section 11.

Training Plan

FORM G

Proposer's Certification and Formal Offer of Proposal:

By signing and dating below, the Proposer affirms that the information provided in this proposal response and any included materials are true and correct, and that by signing, the signer certifies that he or she is authorized to enter into agreements on behalf of the Proposer.

Do you certify that you are not on the Comptroller General's list of ineligible contractors nor the list of parties excluded from Federal procurement or non-procurement programs? Yes No

THE UNDERSIGNED have hereunto set their hands or caused their duly authorized officers to submit this proposal, all as of the ____ day of _____, 2018.

By signing below, you certify in writing that all Proposer proposal terms, including prices, will remain in effect for a minimum of 180 days after the Proposal Due Date, that all proposed hardware and system software has been operational at a non-Proposer owned customer site for a period of 90 days prior to the Proposal Due Date, and that all proposed capabilities can be demonstrated by the Proposer.

Additionally you certify that all information provided within this proposal response is accurate.

Person duly authorized by company to submit and certify this proposal (print name:)

Signature: _____

DATE _____

Proposer agrees that submission of this proposal to Skagit County, with a duly authorized officer or representative named above constitutes a binding agreement by Proposer to Skagit County to preserve the price submitted for 180 days. Skagit County will accept a named individual in lieu of a signature so that this document can be electronically submitted (provided that a signed printed proposal shall be provided by the County upon request by the County). Proposer agrees that changing the proposal cost within this 180 day period may void the proposal response by the Proposer and Skagit County may eliminate the proposal from further evaluation.

SUPPLEMENTAL PROPOSER RESPONSIBILITY – DECLARATION OF PROPOSER

In accordance with the Contract Provisions Proposer must provide the following sworn statement relevant to the supplemental Proposer responsibility applicable to the project.

Name of Proposer: _____
Address: _____
Telephone No. _____
E-Mail: _____

I, the undersigned declarant, as the duly authorized representative on behalf of (herein the "Proposer") hereby make this declaration on the basis of facts within the scope of my firsthand knowledge and authority to which I am competent to testify:

1. I hereby certify, swear, and affirm under penalty of perjury, that the Proposer has not been convicted of a crime involving bidding on a contract within the five (5) year period immediately preceding the bid submittal deadline for the project; and
2. I hereby certify, swear and affirm under penalty of perjury, that the Proposer has not had any public contracts terminated for cause by any State, Federal, or local government agency during the five (5) year period immediately preceding the bid submittal deadline for the project.
3. I hereby certify, swear and affirm under penalty of perjury, that the Proposer meets all requirements and conditions set forth in the Supplemental Proposer Responsibility.
4. I hereby certify, swear and affirm under penalty of perjury, that the Proposer meets all requirements and conditions set forth in the Request for Bid for Juvenile Detention Phone System Proposer Responsibility Exhibit A. (Please see Paragraph C. of Exhibit A)

Signed under penalty of perjury under the laws of the State of Washington this _____ day of _____, 2018 at _____ Washington.

Name of Proposer: _____
By: _____
Print Name: _____
Title: _____

STATE OF WASHINGTON)
)ss.
COUNTY OF SKAGIT)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was duly authorized that he/she signed this instrument, on oath stated that he/she was duly authorized execute the instrument and acknowledged it as the _____ of _____ to be free and voluntary act of such party for the uses and purposes herein mentioned.

Dated this _____ day of _____, 2018.

(SEAL)

Notary Public

Print name: _____

Residing at: _____

My commission expires: _____

PRIOR EXPERIENCE/QUALIFICATIONS

Proposer: _____
(Type or Print Company Name)

I, Proposer shall indicate in detail below its prior experience/qualifications including number of continuous years in the business of Juvenile Detention Phone System similar to the system specified herein and all additional requirements set forth in the Supplemental Proposer Responsibility.

By signing below, I hereby certify that the above information is true and correct.

Proposer Signature: _____ Date _____

Exhibit A

Request for Bid for Juvenile Detention Phone System Proposer Responsibility.

- A. Proposers must meet the minimum qualifications listed below:
 - a. Have a current Washington unified business identifier number.
 - b. If applicable, have industrial insurance coverage for the Proposer's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a Washington excise tax registration number as required in Title 82 RCW; and
 - c. Not be disqualified from bidding on any public contract under RCW 39.06.010 or 39.12.065(3).
- B. In addition to the Proposer responsibility criteria above, the Proposer must also meet the following relevant supplemental Proposer responsibility criteria applicable to the project:
 - a. The Proposer shall not currently be debarred or suspended by the Federal Government. The Proposer shall not be listed as a current debarred or suspended Proposer on the U.S. General Services Administration's "Excluded Parties List System" website. Proposer debarment or suspension status may be verified through this website: <http://www.epls.gov/>. County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these criteria. Proposer must also assure that any subcontractor working or supplying materials related to the work contemplated under the request for bids must not be currently debarred by the Federal Government.
 - b. The Proposer shall not owe delinquent taxes to the Washington State Department of Revenue, without a payment plan approved by the Washington State Department of Revenue. The Proposer shall not be listed on the Washington State Department of Revenue's "Delinquent Taxpayer List", which may be verified at the following website: http://dor.wa.gov/content/fileand_pataxes/latefiling/dtlwest.aspx. The County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - c. The Proposer shall not have been convicted of a crime involving bidding on a public contract within five (5) years prior to the bid submittal deadline. The Proposer shall provide a duly executed sworn statement (on the included form, or on a form otherwise determined to be acceptable by the County), that the Proposer has not been convicted of a crime involving bidding on a public contract. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - d. The Proposer shall not have a record of prevailing wage complaints filed against the Proposer within five (5) years prior to the bid submittal date that demonstrates a pattern of failing to pay workers prevailing wages, unless there are extenuating circumstances that are acceptable to the County. The Proposer shall submit a list of prevailing wage complaints filed against it within five (5) years of the bid submittal date along with a written explanation of each complaint, and how it was resolved. The County shall evaluate the explanations provided by the Proposer (and the resolution of each complaint) to determine whether the complaints demonstrate a pattern of the Proposer failing to pay its workers prevailing wages as required. The County may also

- evaluate complaints filed within the time period specified that were not reported by the Proposer. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
- e. The Proposer shall not have had any public or other contracts terminated for cause by the government agency during the five (5) year period immediately preceding the bid submittal deadline for the project, unless there are extenuating circumstances acceptable to the County. The Proposer shall provide a duly executed sworn statement (in the included form, or in a form otherwise determine to be acceptable to the County that the Proposer has not had any public contracts terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for the project. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - f. The Proposer shall not have a record of excessive claims filed against the retainage of payment bonds for public projects within three (3) years of the bid submittal date, that demonstrate a lack of effective management by the Proposer of making timely and appropriate payments to its subcontractors, suppliers, and workers, unless there are extenuating circumstances which are acceptable to the County.
 - g. Within two (2) years prior to the bid submittal date the Proposer shall not have received any willful safety violations, and the Proposer shall not have received more than two (2) serious safety violations (i.e., WISHA/OSHA written citations) for the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work was performed, regardless of whether such willful and/or serious safety violations have been abated or not. The Proposer shall provide County with a list of any and all willful and/or serious safety violations (i.e., WISHA/OSHA written citations) from the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work as performed, regardless of whether such willful and/or serious safety violations have been abated or not. The County may verify such information provided with the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work was performed. The County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
- C. All Proposers must supply and provide the forgoing described Proposer responsibility information, documentation, and materials to the satisfaction of the County. If a Proposer fails to supply the required Proposer responsibility documentation, information, or materials, then Proposer may be determined by the County to be non-responsive, and the bid may be rejected on this basis. If the County determines the Proposer does not meet the Proposer responsibility criteria above and is therefore not a responsible Proposer, the County shall notify the Proposer in writing with the reasons for its determination. If the Proposer disagrees with this determination it may appeal the determination within twenty four (24) hours of receipt of the County's determination by presenting additional written information to the County. The County will consider the additional information before issuing its final determination. If the County's final determination affirms that the Proposer is not responsible, the County will not execute a contract with any other Proposer until two (2) business days after the Proposer determined to be not responsible has received the final determination. Please note that the above-described information,

materials, and documentation request by the County for purposes of determining Proposer responsibility is not necessarily exclusive, and the County expressly reserves the right to request additional information, materials, and documentation as may be determine to be necessary or desirable by the County in order to evaluate and determine Proposer’s compliance with the above- described Proposer responsibility criteria. At all times, the County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with the forgoing Proposer responsibility criteria.