



RFP #846

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, NOVEMBER 2, 2022

DUE DATE: WEDNESDAY, JANUARY 18, 2022 by 1:30 pm

Request for Proposal for:

SOFTWARE and IMPLEMENTATION SERVICES for a VITAL RECORDS (VR) SOLUTION

SUBMIT:

One (1) Original

Four (4) Complete Copies

One (1) Electronic Copy on Thumb Drive

of the Proposal to:

<u>Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

****Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name**

Refer Questions to Project Manager:

A'ndrea Lee

Program Manager | Public Health

Andrea.Lee@clark.wa.gov

Cell: 360-921-8166 | Desk: 564-397-7257

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

Request for Proposals

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Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County Public Health (CCPH) is soliciting Proposals from Proposers capable of satisfying the needs for providing software solutions and professional services to implement a new software systems environment to address the CCPH's needs related to Vital Statistics.</p> <p>CCPH's goal in this project is to implement new technology to replace its current software systems environment in order to support core processes within Vital Records.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at: https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.</p>
2. Background	<p>In the Vital Records program, we provide birth and death certificates to funeral homes and individuals. CCPH currently utilizes its Environment Public Health client permitting platform, EnvisionConnect, to function as a VR transaction platform. This is not best practice as EnvisionConnect was not designed for this purpose.</p> <p>Additional systems in use by CCPH to support related business processes include:</p> <ul style="list-style-type: none"> i. Workday: CCPH's Financial, Human Resources and Planning System. ii. WHALES: Washington Health and Life Events System provided by Department of Health. This is where the birth and death certificates are printed on official paper provided by Washington State Department of Health. iii. EDRS: Washington Electronic Death Registration System. This is used by funeral homes, medical professionals, and deputy registrars in connection with approving and issuing burial transmit permits to dispose of the remains. iv. Office Applications: Adobe, MS Word, Excel, Outlook, Teams, Crystal, and DocuSign. v. Zoom: Application used for conducting meetings.
3. Scope of Project	<p>We are seeking a cloud-based system to provide accounting applications for invoicing/AR creation, cash receipting, and the ability to export to our financial platform. The system will serve an inventory management function to track and issue serial numbered vital records certificates that, upon issue, will be of various types with differing costs. (Example: a death certificate, birth certificate, informational only copy, and more). Additionally, we need a secure online public interface where orders can be requested and paid for in advance by individuals or businesses and subsequently filled by our office. The online public interface will need to be compliant with Washington State RCW 70.58A to verify requestor's eligibility to receive the record. CCPH is seeking to procure and implement a comprehensive, integrated Vital Records system that will support:</p>

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	<ol style="list-style-type: none"> 1. Cloud-based cash management system whose products provide account applications which can process accounts receivable. 2. The system must provide a secure online user interface/portal to allow public and funeral homes to request vital records and issue payment for orders. 3. Has the capability to seamlessly integrate billing data to export CSV reporting capabilities. 4. Multiple fees for each type of certificate with several categories. 5. Make a request for multiple types of vital records certificate(s) (e.g., informational copies, short form documents, Veteran). 6. The system can create a report in Excel format that shows payment requests for the WA State Dept. of Health with appropriate calculations (accounting of fees required by RCW 70.58A.560). 7. The system has the ability to set up a fee schedule by vital records document type, including effective and termination dates to the fees. 8. A monthly log of all numbered paper certifications issued and destroyed in a format provided by the state registrar (RCW 70.58A.570). 9. A monthly summary of the number of certifications and informational copies issued by vital life event type in a format prescribed by the state registrar (RCW 70.58A.570). 10. The system must preserve the security, integrity, and confidentiality of vital records and vital statistics. 11. The system supports user-friendly, real-time reporting, querying, and dashboard functionality to support improved data analytics.
<p>4. Project Funding</p>	<p>Clark County Public Health has received from the Clark County Council an appropriation of Federal American Rescue Plan Act (ARPA) grant funds for this project. Proposals shall include the true estimated cost to perform the work irrespective of the appropriated funds for this work.</p> <p>The anticipated cost for the services described herein consists of one-time implementation costs, including, but not limited to any necessary configuration or customization, is \$250,000, and annual costs, including but not limited to routine maintenance and potential vendor hosting, not to exceed an average of \$60,000 for the first five years of the contract. The Proposer's proposal shall include the Proposer's true estimated cost to perform the work irrespective of the budgeted funds for this work.</p> <p>COMPLIANCE WITH AMERICAN RESCUE PLAN ACT REQUIREMENTS Awarded agencies must comply with all applicable requirements listed in the Department of the Treasury Final Rule, the Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds, and Office of Management & Budget (OMB) Memorandum M-21-20.</p> <p>Subrecipients will be required to provide the County with a valid Unique Entity ID (UEI) number prior to contract award. UEIs can be obtained at https://sam.gov/content/entity-registration.</p>

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FEDERAL CONTRACT PROVISIONS

Recipients of ARPA funds are subject to required federal, state and county contract provisions and applicable portions of the [2 CFR PART 200](#). These supplementary conditions are subject to change. Applicants approved for funding will be required to enter a contractual agreement with the County that outlines general grant obligations and reporting requirements. ARPA includes language that may require grant subrecipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds are met. Applicants are expected to be familiar with these requirements and willing to comply with all terms and conditions of federal, state, and local awards.

ADVERSELY IMPACTED POPULATIONS

The U.S. Treasury Final Rule outlines how socially and economically underrepresented and/or historically excluded populations are among the hardest hit communities of the COVID-19 pandemic. In accordance with ARPA guidelines, proposers are encouraged to describe how their programs will help eliminate or reduce disparities experienced by adversely impacted populations.

ELIGIBLE USES

The ARPA Final Rule provides eligible use categories and has separate and distinct standards for assessing whether a use of funds is eligible within each category. Standards, restrictions, or other provisions in one eligible use category may not apply to others. Specific and detailed information on eligible uses under ARPA can be found in the [ARPA Final Rule](#).

PERFORMANCE AND REPORTING REQUIREMENTS

Transparency and public accountability for the use of ARPA funds are critical to upholding program integrity and public trust. Program and Fiscal Performance will be publicly reported.

ARPA-SPECIFIC REPORTING

Additional reporting may be required under ARPA including, but not limited to, information regarding project status and project demographic distribution. These reports must be submitted in an electronic format that will be determined by the County. Additional information regarding the ARPA reporting requirements can be found in the ARPA SLFRF Compliance and Reporting Guidance. More information on compliance and reporting requirements can be found in [ARPA SLFRF Compliance and Reporting Guidance](#).

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

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<p>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 247 1511 810"> <tr> <td>Proposals Due</td> <td>January 18, 2023</td> </tr> <tr> <td>Pre-Submittal Meeting</td> <td>November 14, 2022</td> </tr> <tr> <td>Questions and Answers Due</td> <td>January 11, 2023</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>January 20 – February 3, 2023</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>February 6 – 10, 2023</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>February 17, 2023</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>February 17 – 28, 2023</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>March 1, 2023</td> </tr> <tr> <td>System Deployment</td> <td>September 1, 2023</td> </tr> </table>	Proposals Due	January 18, 2023	Pre-Submittal Meeting	November 14, 2022	Questions and Answers Due	January 11, 2023	Proposal Review/Evaluation Period	January 20 – February 3, 2023	Interviews/Demonstration	February 6 – 10, 2023	Selection Committee Recommendation	February 17, 2023	Contract Negotiation/Execution	February 17 – 28, 2023	Contract Intended to Begin	March 1, 2023	System Deployment	September 1, 2023
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<p>6. Employment Verification</p>	<p>To be considered responsive to this formal Clark County RFP, all proposers shall submit before, include with their response or within 48 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>																		

Section IB	Work Requirements
<p>1. Required Services</p>	<p>The proposer selected in response to this RFP shall provide the software and professional services that are necessary to successfully: assess current business processes and workflows, define areas of alignment to the proposed software solution as well as gaps and define action plans to better align any processes and gaps to out-of-the box software functionality within a reasonable tolerance, train CCPH staff on the use/configuration/maintenance/security/etc., of the proposed software solution, assist with the configuration of the software solution, develop defined integrations with other software systems, assist with testing of the proposed software solution including resolution of defects and configuration errors, support the overall implementation process with those tasks and deliverables as is commonplace to the implementation of an enterprise software solution including but not limited to; project management, project governance, organizational change management, communication strategies, and preparation of the CCPH for live production use of the proposed software solution. The manner in which proposers' approach each of these tasks, and the degree to which the division of labor falls upon the vendor or CCPH, will be at the discretion of the proposing</p>

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	<p>vendors based upon the successful and recommended methodology that has been employed on similarly situated public health departments within the municipal sector.</p> <p>The following information establishes the expectation of the minimum level of project management documentation to be provided by Proposers as a part of, but not exclusively, the resulting implementation services offered. As part of the implementation scope, following signing of a contract, the selected Proposer shall develop and provide CCPH with the following items:</p> <ul style="list-style-type: none"> A. Project Management Plan: a detailed Implementation Project Plan that, at a minimum, includes the following: <ul style="list-style-type: none"> 1. Objectives 2. Deliverables and Milestones 3. Project Schedule 4. Resource Management Processes 5. Scope Management Processes 6. Schedule Management Processes 7. Risk Management Processes B. Training Plan C. System Interface Plan D. Testing and Quality Assurance Plan E. Pre- and Post-Implementation Support Plan F. System Documentation G. Risk Register <p>Attachment D shows a list of our desired and critical features. Applicants can add comments but are not required to as it is a reference document only. Proposal Response Forms of this RFP. All of Proposer's personnel providing goods and services under the resulting contract shall possess the necessary skills, experience, and knowledge, to perform their assigned duties. In the event assigned personnel are providing non-conforming or unsuitable services, CCPH shall notify the vendor and provide the opportunity to rectify the deficiency. If unable to cure the nonconforming services, the vendor shall remove from the project and replace the vendor personnel that CCPH deems unsuitable for the project with a resource possessing the necessary skills, experience, and knowledge, to perform their assigned duties in a satisfactory manner. CCPH shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the selected proposer. Such upgrades shall be provided at no cost to CCPH so long as a valid maintenance and support agreement, or if applicable software as a service licensing agreement, is in place.</p>
<p>2. County Performed Work</p>	<p>CCPH intends to have functional and technical resources available during Project implementation, though it is noted that CCPH does not anticipate dedicating staff full-time to the implementation in addition to managing their core job responsibilities. This applies to both CCPH functional resources as well as technical resources from Clark County. Proposers shall clearly indicate in the proposal responses the estimated level of CCPH resource involvement in the implementation process, in order to allow CCPH to perform adequate planning. CCPH requests that Proposers clearly articulate estimated staffing considerations in their responses.</p>
<p>3. Deliverables & Schedule</p>	<p>CCPH acknowledges that each Proposer will bring forward for consideration its own unique approach and methodology to the implementation process, and as such specific deliverables are not being prescribed as a requirement, beyond the requirement for weekly status update meetings to be delivered through the project duration including written agendas provided at</p>

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	<p>minimum twenty-four (24) hours in advance of scheduled meetings. Any and all deliverables must be submitted to CCPH for review and approval or rejection. It will be CCPH's sole determination as to whether any tasks have been successfully completed and are acceptable. Signed acceptance is required from CCPH prior to approval of an invoice for payment. If a deliverable is not accepted, CCPH will provide the reason, in writing, within ten (10) business days, or as otherwise mutually agreed-upon, of receipt of the deliverable. If the deliverable is of such complexity that additional time is required, CCPH will so notify the Vendor within the ten (10) business day period and include an estimated date by which Vendor can expect a response. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These dates are subject to negotiation. During the implementation process following contract signing, in the event implementation project schedule delays occur at no fault of CCPH and at the sole fault of the implementing vendor, CCPH shall not be held responsible for any additional costs associated with such delays and any tasks assigned to CCPH shall similarly be extended equal to the delays caused by the vendor.</p>
4. Place of Performance	<p>Contract performance may take place onsite at CCPH's facility, or remotely, or through a blended approach of onsite and remote delivery, subject to then-current prevailing public health guidance and agreement between the parties. At the time of release of this RFP, CCPH anticipates the majority of the initial work will be performed remotely unless otherwise justified by the proposer.</p>
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for five (5) years and is intended to begin on March 1, 2023 and end February 28, 2028.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of ten (10) additional years, in one (1) minimum – five (5) maximum (1 - 5) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p>
6. Prevailing Wage (When Applicable)	<p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more <u>and</u> completed three or more public works projects <u>or</u> received and completed training on prevailing wage and public works requirements.</p> <p>Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</p> <p>http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>

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7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
8. Americans with Disabilities Act (ADA) Information	<p>Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing ADA@clark.wa.gov or by calling 564-397-2322.</p>
9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence,</p>

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combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

E. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

F. Professional / Cyber Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

G. Pollution and Asbestos Liability

If hazardous material is encountered during any construction, the Project Manager must be notified immediately, and if any work is done to remove it, any Proposer performing work shall obtain and keep in effect during the term of the contract, Pollution Liability Insurance, including Asbestos Liability covering bodily injury, property damage, environmental damage, including any related clean-up costs. Combined single limit should be a minimum of \$1,000,000.00 per occurrence.

H. Umbrella Liability Coverage

Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.

I. Additional Insured

Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.

All policies must have a Best's Rating of A-VII or better.

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11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <ul style="list-style-type: none">✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below: <p>To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.
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Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	<p>A Non-Mandatory Pre-Submittal meeting will be held on Monday, November 14, 2022 at 10:00 am Pacific Time. The meeting will be held by Microsoft Teams using both telephone and video.</p> <p>Proposers wishing to participate shall email A'ndrea Lee at Andrea.Lee@clark.wa.gov no later than 8:00 am Monday, November 14, 2022 to receive the meeting information.</p> <p>The format of the Pre-Submittal Meeting will be an overview of the RFP, its contents, the RFP Schedule of Events, and additional topics. Following the overview, Vendors will be able to ask questions related to the RFP or the overall process. CCPH will attempt to answer all questions at that time, but answers provided shall not be binding. Following the Pre-Submittal Meeting, CCPH will post online the material questions asked and their respective answers and as necessary, an addendum.</p>
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is January 10, 2023 by 12:00 pm.</p> <p>An addendum will be issued no later than January 13, 2023 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed twenty (20) pages, excluding resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p>

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	<p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p> <p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Provide relevant details on the Project Team assigned to the project, including but not limited to, Consultant Title, Contact Information, and services offered.
3. Management Approach	Describe the management methods that will be used to facilitate the planning processes. Provide a description, including relevant tools and frameworks, of the Consultant's approach to planning, facilitating, and development.
4. Respondent's Capabilities	<p>Describe the qualifications and experience of all consulting staff who will be assisting with the project including but not limited to; knowledge, education, positions held, years & type of experience and examples of historical work products. The following key qualifications will be considered:</p> <ul style="list-style-type: none"> • Education (degree(s) and/or certificate(s)) of contractor staff scheduled to participate if awarded the contract • Demonstrated facilitation skills • Demonstrated project management experience • Must include a minimum of three (3) organizational references, including name, address, phone number and email address

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5. Project Approach and Understanding	See Attachment D - Note: attachment is optional
6. Proposed Cost	One-time implementation costs, including, but not limited to any necessary configuration or customization, not to exceed \$250,000. Annual costs, including but not limited to routine maintenance and potential vendor hosting, not to exceed an average of \$60,000 for the first five years of the contract.
7. Employment Verification	Please refer to section 1A.6. – E-Verify IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection												
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.												
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 653 1421 1031"> <tr> <td>Technical Capabilities / Demonstration</td> <td>30</td> </tr> <tr> <td>Experience / Work History</td> <td>20</td> </tr> <tr> <td>Training & Implementation</td> <td>20</td> </tr> <tr> <td>Cost</td> <td>20</td> </tr> <tr> <td>References</td> <td>10</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Technical Capabilities / Demonstration	30	Experience / Work History	20	Training & Implementation	20	Cost	20	References	10	Total Points	100
Technical Capabilities / Demonstration	30												
Experience / Work History	20												
Training & Implementation	20												
Cost	20												
References	10												
Total Points	100												
Section IIIB	Contract Award												
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>												
2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract. The contract resulting from this RFP shall be in form and content satisfactory to the County and shall include, without limitation, the terms and conditions provided for in this RFP and such other terms and conditions as the County deems necessary and appropriate. The standard of performance for the contract resulting from this RFP shall be in accordance with the highest applicable standards in the software industry. The initial contract price will be based on prices submitted by the Selected Proposer, subject to contract negotiations with the County, and shall remain firm for the initial term of the contract unless otherwise mutually modified through a change order initiated by the County due to a change in scope .</p> <p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p>												

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3. Award Review	The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .
4. Orientation/Kick-off Meeting	Unless otherwise so mutually agreed-upon by CCPH and the selected Proposer during the contract negotiation and scope refinement process, CCPH expects the selected Proposer mobilize within thirty (30) days of contract signing and assign project team members; schedule an initial kick-off meeting and develop a preliminary schedule for (at minimum) the first two (2) months of the implementation.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.