



**State of Washington**  
**Washington Military Department**  
**Information Technology Division, Information**  
**REQUEST FOR PROPOSAL / RFP-12-PUR-041**  
**FOR**  
**Army National Guard Network Enhancements**

**INTRODUCTION:** Washington Military Department, Information Technology Division, is requesting proposals for upgrades to three major systems on the Army National Guard computer network. The Washington State Military Department has onsite engineers capable of installation, integration and programming of all the automation systems needed to achieve the goals of the agency. Request for Proposal (RFP) to solicit responses from qualified vendors to fulfill the parts list need to complete this project with some initial support for the installation, integration and programming of the systems and onsite support.

**Currently Installed System(s)**

Washington Military Department, Information Technology Division's (WMD, ITD) currently installed equipment on the Army National Guard network:

Cisco 6509 core router, 2800 and 3800 routers and 3560, 3960, 3750 series Cisco POE switches

The components listed will allow us to update and configure WAAS, 6509 core router, and ACS. SRE to be set up as a virtual server. Install the initial router at our Kent Readiness Center. Upgrade 6509 core switch. Set up and configure for VSS. Install new supervisor for the current 6509. Install and configure new 6509 with VSS. ACS – set up and configure for SSH on routers and switches. The systems were initially installed in 2008. The intent of this RFP is to solicit bids that **maximize the reutilization of existing hardware.**

**Vendor Response:**

**Parts List: (All items need to be vendor specific unless otherwise noted)**

Description	Manufacturer	Part Number	Qty
Cat 6500 Supervisor 720 with 2x 10Gbe and 3x1GE MSFC3 PFC3C	CISCO	VS-S720-10G-3C=	1
Bootflash for SUP720-64MB-RP	CISCO	BF-S720-64MB-RP	1
SP adapter for SUP720 and SUP720-10G0	CISCO	CF-Adapter-SP	1

Catalyst 6500 Compact Flash Memory 1GB	CISCO	MEM-C6K-CPTFL1GB	1
10GBASE-LR X2 Module	CISCO	X2-10GB-LR	2
Catalyst 6500 SUP 720 10G Policy Feature Care 3C	CISCO	VS-F6K-PFC3C	1
Catalyst 6500 Multilayer Switch Feature Care (MSFC) III-8	CISCO	VS-F6K-MSFC3	1
Catalyst 6500 SUP 720 with 2 10GBE ports	CISCO	VS-S720-10G	1
CAT6000-VSS720 IOS Advanced IP Services SSH	CISCO	SV33AIK9-12233SXI	1
Catalyst 6500 Enhanced 9 slot chassis, 15RU, no Fan Tray	CISCO	WS-C6509-E	1
CAT6000-VSS720 IOS Advanced IP Services SSH	CISCO	SV33AIK9-12233SXI	1
4000Watt AC Power Supply for US	CISCO	WS-CAC-4000W-US	2
Cat 6500 Supervisor 720 with 2x 10Gbe and 3x1GE MSFC3 PFC3C	CISCO	VS-S720-10G-3C=	1
Bootflash for SUP720-64MB-RP	CISCO	BF-S720-64MB-RP	1
SP adapter for SUP720 and SUP720-10G0	CISCO	CF-Adapter-SP	1
Catalyst 6500 Compact Flash Memory 1GB	CISCO	MEM-C6K-CPTFL1GB	1
10GBASE-LR X2 Module	CISCO	X2-10GB-LR	2
Catalyst 6500 SUP 720 10G Policy Feature Card 3C	CISCO	VS-F6K-PFC3C	1
Catalyst 6500 Multilayer Switch Feature Card (MSFC) III-8	CISCO	VS-F6K-MSFC3	1
Catalyst 6500 SUP 720 with 2 10GBE ports	CISCO	VS-S720-10G	1
C6K 8 port 10 Gig Ethernet Module with DFC3C (req.X2)	CISCO	WS-X6708-10G-3C	1
Catalyst 6500 Dis Fwd Card for WS-X67xx modules	CISCO	WS-F6700-DFC3C	1
Cat6500 8 PORT 10 Gig Ethernet Module (req. DFC and X2)	CISCO	WS-X6708-10GE	1
Catalyst 6500 24 port GigE Mod: fabric-enabled (Req SFPs)	CISCO	WS-X6724-SFP	1
Catalyst 6500 Central Fwd Card for WS-X67xx modules	CISCO	WS-F6700-CFC	1
Catalyst 6500 256MB DDR, xCEF720 (67xx interface, DFC3A)	CISCO	MEM-XCEF720-256M	1
Catalyst 6500 48 port GigE Mod: fabric-enabled (Req SFPs)	CISCO	WS-X6748-SFP	1
Catalyst 6500 Central Fwd Card for WS-X67xx modules	CISCO	WS-F6700-CFC	1
Catalyst 6500 256MB DDR, xCEF720 (67xx interface, DFC3A)	CISCO	MEM-XCEF720-256M	1
Catalyst 6500-E Chassis Fan Tray	CISCO	WS-C6509-E-FAN	1
8x58NBD Service, Catalyst 6509	CISCO	CON-SNT-WS-C6509	1

ASR 1004 Sec+HA bundle w/ESP-20G, RP1, SIP 10, AESk9 License	CISCO	ASR1004-20G-SHA/K9	1
Cisco ASR 1004 Power Supply	CISCO	ASR1004-PWR-AC	2
Power Cord, 110V, Right Angle	CISCO	CAB-AC-RA	2
Cisco ASR1000 SPA Interface Processor 10, Bundle Component	CISCO	ASR1000-SIP 10-BUN	1
Cisco 5 Port Gig Ethernet Shared Port Adapter	CISCO	SPA-5X1GE-V2	1
SPA for ASR1000,	CISCO	ASR1000-SPA	1
2 Port Clear Channel T3/E3 Shared Port Adapter	CISCO	SPA-2X T3/E3	1
SPA for ASR1000,	CISCO	ASR1000-SPA	1
8 Port Channelized T1/E1 to DS) Shared Port Adapter	CISCO	SPA-8XdhT1/E1	1
SPA for ASR 1000	CISCO	ASR1000-SPA	1
Cisco ASR1000 Route Processor 1, 4GB DRAM, Bundle Component	CISCO	ASR1000-RP1-BUN	1
Cisco ASR1000 RP1 40GB HDD	CISCO	M-ASR1K-HDD-40GB	1
Cisco ASR1000 RP1 4GB DRAM	CISCO	M-ASR1K-RP1-4GB	1
Encryption Right To Use Feature Lic for ASR1000 Series	CISCO	FLASR1-IPSEC-RTU	1
Firewall Right To Use Feature Lic for ASR1000 Series	CISCO	FLASR1-FW-RTU	1
Flex, Pack Insp. Right to Use Feature Lic ASR1000 Series	CISCO	FLASR1-FPI-RTU	1
SW Redundancy Right To Use Feature Lic for ASR 1000 Series	CISCO	FLASR1-IOSRED-RTU	1
Cisco ASR1000 Embedded Services Processore, 20G	CISCO	ASR1000-ESP20	1
Csico ASR1000 Series RP1 Advance Enterprise Services	CISCO	SASR1R1-AESK9-34S	1
SMARTNET 8x5xNBD ASR1004 Chassis P/S	CISCO	CON-SNT-420GSAK9	1
SMARTNET 8x5xNBD ASR1000 Embedded Svc Processor, 20G, Crypt	CISCO	CON-SNT-A1ESP20	1
SMARTNET 8x5xNBD ASR1000 SPA Interface Processor	CISCO	CON-SNT-ASRSIPB	1
SMARTNET 8x5xNBD 5 Port Gig Ethernet Port Adapter	CISCO	CON-SNT-5X1GEV2	1
SMARTNET 8x5xNBD 2 Port T3/E3 Serial	CISCO	CON-SNT-2XT3E3	1
SMARTNET 8x5xNBD Flex Pack Insp. Right To Use Feat Lic	CISCO	CON-SNT-ASR1FP1	1
SMARTNET 8x5xNBD Encryption Right To Use Feat Lic	CISCO	CON-SNT-ASRIPSEC	1
SMARTNET 8x5xNBD Cisco ASR 1000 Series RP1 Advanced enter	CISCO	CON-SNT-AESK934S	1
SMARTNET 8x5xNBD 8 Port Channel T1/E1	CISCO	CON-SNT-8XchT1E1	1
SMARTTET 8x5xNBD Firewall Right To Use Feature Lic	CISCO	CON-SNT-ASR1FWRT	1

SMARTNET 8x5xNBD SW Redundancy Right To Use Feature Lic	CISCO	CON-SNT-ASR1IOS	1
SMARTNET 8x5xNBD Cisco ASR1000 Route Processor	CISCO	CON-SNT-ASRRP1B	1

Description	Manufacturer	Part Number	Qty
Cat 6500 Supervisor 720 with 2x 10Gbe and 3x1GE MSFC3 PFC3C	CISCO	VS-S720-10G-3C=	1
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Catalyst 6500 Multilayer Switch Feature Care (MSFC) III-8	CISCO	VS-F6K-MSFC3	1
Catalyst 6500 SUP 720 with 2 10GBE ports	CISCO	VS-S720-10G	1
CAT6000-VSS720 IOS Advanced IP Services SSH	CISCO	SV33AIK9-12233SXI	1
Catalyst 6500 Enhanced 9 slot chassis, 15RU, no Fan Tray	CISCO	WS-C6509-E	1
CAT6000-VSS720 IOS Advanced IP Services SSH	CISCO	SV33AIK9-12233SXI	1
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Catalyst 6500 Compact Flash Memory 1GB	CISCO	MEM-C6K-CPTFL1GB	1
10GBASE-LR X2 Module	CISCO	X2-10GB-LR	2
Catalyst 6500 SUP 720 10G Policy Feature Card 3C	CISCO	VS-F6K-PFC3C	1

Description	Manufacturer	Part Number	QTY
Cisco 2951,2x SRE 900, WAAS Ent M, SRE-V, 4GB RAM, 768MB CF	CISCO	C2951-WAAS-UCSE/K9	2
64 Channel High-density voice and video DSP module	CISCO	PVDM3-64	2
4 Port 3rd Gen Multiflex Trunk Voice/WAN Int. Card T1-E1	CISCO	VVIC-4MFT-T1/E1	2
4 Port Voice Interface Card FXS and DID	CISCO	VIC3-4FXS/DID	2
Console Cable 6 ft with USB Type A and Mini B	CISCO	CAB-Console-USB	2
AC Power Cord (NA) C13, NEMA 5-15P, 2.1m	CISCO	CAB-AC	2
Cisco 2921/2951 AC Power Supply	CISCO	PWR-2921-51-AC	2
512MB to 4GB DRAM Upgrade (2 2GB DIMM) for Cisco 2951 ISR	CISCO	MEM-29521-512U4GB	2
Security License for Cisco 2901-2951	CISCO	SL-29-SEC-K9	2
Unified Communication License for Cisco 2901-2951	CISCO	SL-29-UC-K9	2
Communications Manager Express or SRST - 25 Seat License	CISCO	FL-CME-SRST-25	4
Cisco Communications Manager or SRST 100 Seat License	CISCO	FL-CME-SRST-100	4
Cisco Survivable Remote Site Telephony License	CISCO	FL-SRST	2
Cisco 2951 IOS Universal	CISCO	S2951UK9-15202T	2
512MB Compact Flash for Cisco 1900, 2900, 3900 ISR	CISCO	MEM-CF-512MB	2
256MB Compact Flash for Cisco 1900, 2900, 3900 ISR	CISCO	MEM-CF-256MB	2
PI Base License for Cisco 2901-2951	CISCO	SL-29-IPB-K9	2
Cisco Config Pro Express on Router Flash	CISCO	ISR-CCP-EXP	2
Integrated Management Controller Express for 2951	CISCO	SW-2951-IMCE 1.0-K9	2
Services Ready Engine (SRE) 910 Service Module for Bundles	CISCO	SM-SRE-910-BUN-K9	2
4GB Very Low Profile SDRAM Upgrade for SRE (for total 8GB)	CISCO	SM-MEM-VLP-4GB	2
500GB Hard Disk Drive for SRE 710 and 910	CISCO	SM-HDD-SATA-500GB	2
4GB Very Low Profile SDRAM Upgrade for SRE (for total 8GB)	CISCO	SM-MEM-VLP-4GB	2
Configuration Container for UCS Express on SRE 900	CISCO	SM9-UCSE	2
Paper License for SRE Vmware ESXi	CISCO	FL-SRE-V-HOST	2
Configure Hard Drives as RAID 1 (Mirror)	CISCO	DISK-MODE-RAID-1	2
Vmware vSphere Hypervisor (EXSi) software for SRE 9xx	CISCO	SW-SRE-V9-2.0-K9	2
Services Ready Engine (SRE) 910 Service Module for Bundles	CISCO	SM-SRE-910-BUN-K9	2
2GB Very Low Profile SDRAM for SRE service modules	CISCO	SM-MEM-VLP-2GB	4
500GB Hard Disk Drive for SRE 710 and 910	CISCO	SM-HDD-SATA-500GB	2
WAAS Software Container for SRE SM 900	CISCO	SM9-WAAS	2
WAAS Enterprise License for SRE SM. Medium Deployment	CISCO	WAAS-ENT-SM-M	2
WAAS 4.4 SW Image for Cisco SRE SM	CISCO	SF-WAAS-4.4SM-K9	2
SMARTNET 8x5xNBD for C2951-WAAS-UCSE/K9	CISCO	CON-SNT-2951WAUC	2
SW APP SUPP + UPGR SRE 910 (4-8GB MEM, 2x, 500GB 7K HDD, 2C CP	CISCO	CON-SAU-SMSRE9	2
SW APP SUPP + UPGR SRE 910 (4-8GB MEM, 2x, 500GB 7K HDD, 2C CP	CISCO	CON-SAU-SMSRE9	2
GE SFP, LC Connector LX/LH transceiver	CISCO	GLC-LH-SM+	4
Electronic PAC to upgrade SRE Vmware ESXi with Vcenter Agent	CISCO	L-FL-SRE-VC-UPG=	2
WAAS SRE SM Upgrade from Enterprise to Enterprise L	CISCO	WAAS-UPG-SM-EM2EL	2

## **New System Objectives and Expectations**

Washington Military Department, Information Technology Division, has defined several objectives and expectations for its new enterprise communications system. The most important are:

Reduce manpower need to setup basic events

Reduce administration and maintenance complexity

Reduce maintenance staff requirements

Simplify system upgrades

Enhance system performance

Survivability and reliability

Easily accommodate expansion and new technologies (example: adding HDMI)

Easily accommodate growth

Improve user productivity via new applications

Extend core features and functionality to provide adequate support to WAARNG

Improve user productivity

**Vendor Response:**

## **LICENSING AND ACCREDITATION STANDARDS**

- This project will be conducted in-house. All hardware and programming code will be owned and maintained by the Washington State Military Department TSG-DL staff.

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## **EXPERIENCE OF THE CONSULTANT**

### **Direct Experience**

### **Vendor Qualifications**

### **Market Share**

Identify your company's current market share in reference to the supplying the proposed items.

**Vendor Response:**

### **Company Stability and Focus**

Describe the financial stability of your company. What is your annual revenue, including historical data from the past five years? Has your company declared bankruptcy in the past five years? If so, what is the status of your restructuring and when do you expect to emerge from bankruptcy protection?

**Vendor Response:**

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY**

- If federal funds are the basis for this contract, the Contractor must certify that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal department or agency.

- If requested by Washington Military Department, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this contract shall be incorporated into this contract by reference.
- Further, the Contractor agrees not to enter into any arrangements or contracts related to this contract with any party that is on the “General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs” which can be found at [www.epls.gov](http://www.epls.gov).

## **COST PROPOSAL**

Total cost based upon estimate of work required: 20 hours per week average and 16 week completion time. Contractor shall include travel as part of the contract price and does not need to break out travel separately. Any travel or subsistence reimbursement allowed under the contract shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended and in agreement with federal rates (Federal Travel Regulations regarding travel costs cannot exceed max rates as set by the GSA).

## **REFERENCES**

Exhibit C contains a Bidder reference form. Bidder is responsible for providing its references with the form. The RFP Coordinator must receive a **minimum of three** reference forms, from different organizations. The references must be from non-Bidder related organizations. These completed reference forms must be sent to the RFP Coordinator directly from the reference. Bidders are encouraged to contact the RFP Coordinator to determine if this requirement has been met, as failure to receive the required references could be cause for disqualification. A **maximum of three** reference forms will be used for evaluation purposes and they will be the first three received for a Bidder.

Failure of the three (3) reference sources to provide references in the time specified shall result in disqualification of the bidder as nonresponsive.

References must be tied to experience noted in the Bidder’s Proposal “Direct Experience”. All references must support the minimum qualifications experience stated in the **Mandatory Qualifications** section.

## **SIGNATURES**

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

## **STATE SALES TAX**

Bidders are required to collect and pay Washington State sales tax, if applicable, and any such tax must be included in their proposed price.

## **Basic Guidelines for RFP Evaluation and Proposal Selection**

There will be three general principles that will govern the RFP review, evaluation and selection process:

- Clear, complete and truthful responses to RFP clauses and requirements
- Satisfactory responses to vendor issues and system performance requirements as determined by Washington Military Department, Information Technology Division,
- Competitive cost solution based on Washington Military Department, Information Technology Division, financial analysis benchmarks
- Washington Military Department, Information Technology Division, will be the final arbiter for determining vendor compliance with these three general principles.

The vendor must confirm that it will accept Washington Military Department, Information Technology Division’s determination of vendor compliance to these general principles.

Bidders who do not meet these mandatory qualifications shall be deemed non-responsive and will not receive further consideration.

## **FUNDING**

The Department has Federal funding in the amount not-to-exceed \$275,000 for this project. Proposals in excess of \$275,000 will be rejected as non-responsive and will not be evaluated.

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

## **PERIOD OF PERFORMANCE**

### **ESTIMATED SCHEDULE OF ACTIVITIES**

Announcement on WEBS	July 18, 2012
Issue Request for Proposals	July 18, 2012
Proposals due <b>(5:00 p.m. PST)</b>	Aug 1, 2012
Evaluate Proposals	Aug 2, 2012
Announce Apparent Successful Bidder	Aug 2, 2012
Begin Negotiating Contract	Aug 3, 2012
Host Debriefing Conference (if requested)	Aug 6, 2012
File contract with OFM if needed no later than	Aug 7, 2012
Contract start date and contract Work begins (Notice to Proceed)	Aug 10, 2012
Contract ends	March 31, 2013

The Department reserves the right to revise this schedule.

## **FAILURE TO COMPLY**

The Bidder is specifically notified that failure to comply with any part of the Request for Proposals shall result in rejection of the proposal as non-responsive.

## **REVISIONS TO THE RFP**

The Department reserves the right to revise the RFP and to issue addenda to the RFP. The Department also reserves the right to cancel or to reissue the RFP in part, prior to the execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all those who received the RFP. Amendments to the work plan, if any, shall be at the sole discretion of the Department.

## **Basis for Responses**

Responses should be based only on the material contained in this RFP. This RFP includes official answers to Bidders' questions, amendments, addenda, and other material published by the Department pursuant to this RFP.

The Bidder is to disregard any previous draft material and any oral representations it may have received. All answers to the requirements of this RFP must clearly state how the requirement is met.

## **ACCEPTANCE PERIOD**

Submission of the proposal will signify the Bidder's agreement that its proposal and the contents thereof are valid for 90 days following the submission deadline and may become part of the contract that is negotiated between the Department and the Apparently Successful Bidder.

## **REJECTION OF PROPOSALS**

The Department reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The Department also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.



## **CONFLICT OF INTEREST**

The Bidder, their personnel, and subcontractors employed on this project shall not be party to any other contract funded by mitigation grant funds in Washington State during the term of this contract.

## **MOST FAVORABLE TERMS**

The Department reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Bidder can propose. There will be no best and final offer process. The Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Bidder's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the Department.

In no event is a Bidder to submit its own standard contract terms and conditions as a response to this RFP. The Bidder may submit exceptions or modifications to the proposed terms and conditions for consideration by the Department.

## **OBLIGATION TO CONTRACT**

This RFP does not obligate the state of Washington or the Department to contract for service(s) specified herein.

## **COSTS TO PROPOSE**

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

## **COMMITMENT OF FUNDS**

The Director of the Department or his delegate is the only individual who may legally commit the Department to the expenditures of funds for a contract resulting from the RFP. No work shall be conducted nor billed for under the proposed contract before the contract is fully executed and a Notice to Proceed letter is issued.

## **ELECTRONIC PAYMENT**

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

## **PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

All proposals received shall remain confidential until the Apparently Successful Bidder resulting from this RFP, if any, is announced by EMD's Director or the Director's designee. Thereafter, proposals shall be deemed public records as defined in Chapter 42.56 RCW (the Washington State statute pertaining to accessibility to public records), except as exempted in that chapter. Bidders are advised that the permissible exemptions from public disclosure pursuant to RCW 42.56 are very narrow in scope and strictly construed.

In the event that a Bidder desires to claim portions of the proposal as exempt from disclosure under the provisions of the aforementioned RCW, it is incumbent upon that Bidder to clearly identify those portions in a proposal transmittal letter. The transmittal letter must identify the page and particular exemption(s) from disclosure upon which it is making its claim. Further, each page claimed to be exempt must be clearly identified by the word "CONFIDENTIAL" printed on the lower right-hand corner of the page. **Designating the entire proposal as confidential is not acceptable and will not be honored.**

If an official request is made to view a Bidder's proposal, EMD will respond in accordance with RCW 42.56.250 et seq. If any of the specifically requested information is marked as "confidential" in the proposal, such information will not be made available until three (3) business days after the affected Bidder has been given telephone notice that the information has been requested.

If within those three (3) business days the affected Bidder has undertaken proceedings to obtain a court order restraining EMD from disclosure of the requested "confidential" information, EMD will not disclose such information until resolution of the court proceeding. Upon failure to make application for judicial relief within the allowed period, the information will be disclosed.

**Note:** The proposal of the Apparently Successful Bidder may be attached to the resulting contract and incorporated therein by that attachment. Therefore, as part of a public state agency contract, the entirety of the Apparently Successful Bidder’s proposal will be subject to public disclosure regardless of any claim of confidentiality or previously applicable statutory exemption. Nevertheless, should an Apparently Successful Bidder obtain a court order from a Washington State court of competent jurisdiction prohibiting disclosure of parts of its proposal prior to the execution of the contract incorporating the same, EMD will comply with the court order. The burden is upon an Apparently Successful Bidder to evaluate and anticipate its need to maintain confidentiality and to proceed accordingly. Timeliness will be of the essence; a delay in execution of the contract to accommodate a petition to the courts will not be allowed.

**EVALUATION AND CONTRACT AWARD**

**Basis for Evaluation**

The evaluation of the RFP response will be based only upon information provided, or associated, with the Bidder’s response to this document, including references. In light of this requirement, Bidders should take every precaution to assure that references can answer all pertinent questions posed of them and that answers to RFP items are complete. References are a critical part of the process and it is the Bidder’s responsibility to see that the reference forms are returned by the reference parties in a timely manner.

**EVALUATION TEAM**

An evaluation team, to be designated by the Department shall accomplish the evaluation of proposals, which will determine the proposal most responsive to the requirements stated in this RFP. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda that are issued. All such evaluation actions shall be documented.

**RESPONSIVENESS**

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Only responsive proposals that meet the minimum requirements will be forwarded to the evaluation team for further review. See Exhibit A for a checklist of responsiveness.

**Evaluation/AWARD BASED ON MULTIPLE FACTORS**

The evaluation process is designed to award the contract to the Bidder whose proposal best meets the requirements of this RFP. The final selection, if any, will be based upon the evaluation committee’s recommendation after analysis of the technical, experience, and cost elements of the proposal, and references.

The evaluation will be based only on the response and other documents related to the response, and not upon the evaluators’ external experience with, or perception of, the Bidder.

Each evaluator will score each criteria based on their interpretation of the effectiveness and efficiency of the Bidder’s response, and the averages of each evaluator’s scoring will be awarded to the Bidder.

<b>EVALUATION SCORING AND CRITERIA</b>	
The following weights will be assigned to the proposal for evaluation purposes (maximums):	
Technical Proposal	30 points
Experience	30 points
Cost Proposal	20 points
References	20 points
Total possible points	100 points

**(Proposals not receiving a minimum score of 75 points may be disqualified.)**

## **NOTIFICATION TO UNSUCCESSFUL BIDDERS**

Bidders whose proposals have not been selected for further negotiation or award will be notified in writing or electronically at the address given in the management proposal.

## **DEBRIEFING OF UNSUCCESSFUL BIDDERS**

Bidders who submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The RFP Coordinator must receive the request for a debriefing conference within two (2) business days after the Notification of Unsuccessful Bidder is provided to the Bidder. The debriefing must be held within two (2) business days following the deadline for requesting debriefings.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

## **PROTEST PROCEDURE**

This procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest regarding the result of the selection of the Apparently Successful Bidder with the RFP Coordinator.

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

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

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

A matter of bias, discrimination, or conflict of interest on the part of the evaluator.

Errors in computing the score.

Non-compliance with procedures described in the procurement document or Department policy.

Upon receipt of a protest, a protest review will be held by the Department. All available facts will be considered and the Department Director or his delegate will issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

Find the protest lacking in merit, uphold the Department's action, and reject the protest; or

Find only technical or harmless errors in the Department's acquisition process and determine the Department to be in substantial compliance and reject the protest; or

Find merit in the protest and provide the Department options which may include:

- Correct the errors and re-evaluate all proposals, and/or
- Reissue the solicitation document and begin a new process, or
- Make other findings and determine other courses of action as appropriate.

If the Department determines that the protest is without merit, the Department will enter into a contract with the Apparently Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## DEFINITIONS

Definitions for the purpose of this RFP include:

- **Agency / Department** = The Military Department is the agency of the State of Washington that is issuing this RFP.
- **RFP Coordinator** = A Department employee selected to perform the roles and responsibilities outlined in this RFP.
- **Vendor** = An individual or organization who may respond to solicitation and provide services.
- **Consultant** = An individual or organization being solicited to submit a bid proposal.
- **Bidder** = An entity intending to submit or submitting a proposal for the project.
- **Request for Proposals (RFP)** – Formal procurement where a service or need is planned but no specific service or method has been chosen. The purpose of an RFP is to permit the Bidder to suggest various approaches to meet the need at a given price.
- **Apparent Successful Bidder** = The Bidder selected by the evaluation team to be the best qualified to perform the project.
- **Selected Contractor** = The Bidder who has successfully negotiated the contract to perform the services requested by this RFP.

**AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**, PUBLIC LAW 101-336, 42 U.S.C. 12101 et seq. and its implementing regulations also referred to as the "ADA" 28 CFR Part 35.

The Department complies with the Americans with Disabilities Act (ADA). The ADA provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication. Bidders may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

If accommodations are needed to attend conferences (listed below), please notify the RFP Coordinator as soon as possible prior to the conference.

## MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

***"The Washington State Military Department urges all qualified women and minority owned businesses to participate."***

1. Governor's Directive 98-01: In accordance with the legislative findings and policies set forth in RCW 39.19, the State of Washington encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

**Note:** If a federal statute, regulation, grant, or contract term imposes federal requirements, such as participation goals, the contracts manager should consult with the assigned AAG to determine the appropriate language to include.

2. VOLUNTARY MWBE GOALS: The following voluntary numerical MWBE participation goals have been established for this solicitation/invitation:
  - a. Certified minority-owned businesses (MBE) - at least eight percent (**8%**) of the total contract consideration; and

- b. Certified women-owned businesses (WBE) - at least four percent (**4%**) of the total contract consideration.

These **goals are voluntary**, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents the following applies:

- No preference will be included in the evaluation of bids/proposals.
- No minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work.
- Bids/proposals will not be rejected or considered non-responsive on that basis.
- Bidders may contact OMWBE to obtain information on certified firms.

## RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the Department for this procurement. All communications between the Bidder and the Department upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name:	Lynne Woods
Title	Telecommunications Manager
Agency:	Washington Military Department
Technical contact:	SFC Scott Palmer Scott.d.palmer@us.army.mil
Address:	IT Division, Bldg 8
City, State, Zip Code:	Camp Murray, WA 98430
Phone Number:	(253) 512-8212
Fax Number:	(253) 512-8679
<a href="#">Email</a> Address:	lynne.m.woods6.nfg@mail.mil

Any other communication will be considered unofficial and non-binding on the Department. Bidders are to rely on written statements (including e-mail) issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Bidder.

## NUMBER OF PROPOSALS

Bidders are required to submit 1 printed copy of their proposal and 1 electronic copy on CD. The printed copy must have original signatures. The proposal, whether mailed or hand delivered, must be received by the RFP Coordinator no later than **5:00 p.m. (PST)**, local time, on **August 1, 2012**.

The proposal is to be sent to the RFP Coordinator at the address noted above. The envelope should be clearly marked to the attention of the RFP Coordinator, "**IP Telephony Communications System Proposal.**"

Bidders mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Bidders assume the risk for the method of delivery chosen. The Department assumes no responsibility for delays caused by any delivery service. Proposals shall not be transmitted using electronic media such as facsimile transmission or e-mail.

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

## PROPOSAL FORMAT

All proposals must be on eight and one-half by eleven inch (8 ½ x 11) paper and placed in binders with tabs separating the major sections of the proposal. The major sections shall include:

- Letter of Submittal, including signed Certifications and Assurances (Exhibit B of this RFP);
- Technical Proposal;
- Management Proposal;
- Cost Proposal; and
- References (Exhibit C of this RFP)

Responses to each question or request for information in the proposal must appear in the order presented in this RFP with the same headings and text used herein. This will not only be helpful to the evaluators of the proposal, but should assist the Bidders in preparing the response.

## **TECHNICAL PROPOSAL**

### **PROJECT SCOPE OF WORK**

#### **Vendor Response:**

## **RFP APPENDICES**

Exhibit A	Certification and Assurances
Exhibit B	Bidder Reference Form

Exhibit A

Certifications and Assurances

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

The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Department without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60 day period.

In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

I/we understand that the Department will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Department, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Bidder or to any competitor.

No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Exhibit B  
Bidder Reference Form

The Washington State Military Department is conducting a RFP for technical assistance in evaluating and conducting benefit-cost analyses for projects eligible for IP Telephony Communications System. Obtaining information from customer organizations that can validate the Bidder's capability to perform is critical to the state's evaluation process.

One of the proposed Bidders for this acquisition has designated your organization as one of its required references. This Bidder has selected your organization to respond with objective information concerning its skills.

Your firm is hereby authorized by the Bidder to complete this reference form relative to this acquisition, with the condition that all information will remain confidential between your firm, the Washington State Military Department, and any necessary evaluators/coordinators, subject to Washington State Public Disclosure Laws. Neither the Bidder nor any other firm will normally see your response.

The Washington State Military Department sincerely appreciates your assistance. To minimize the time required, we have prepared a form for your use. Additional pages may be attached if necessary. We may need to contact your organization for additional information.

Please complete the reference form and return it by facsimile, e-mail, or mail to:

Lynne Woods, RFP Coordinator

Telecommunications Manager

IT Division, Bldg 8

Camp Murray, WA 98430

Telephone: 253-512-8212

Fax: 253-512-8679

E-Mail: lynne.m.woods6.nfg@mail.mil

We prefer E-Mail (first choice), as mail delivery could result in the Bidder missing the deadline noted below.

If the fax number is busy for an extended period (one reason we prefer E-mail), please contact the RFP Coordinator at the number shown above for an alternate fax number.

**NOTE: To prevent the proposing Bidder from being disqualified, the RFP Coordinator must receive this form no later than 5:00p.m.(PST), on August 1, 2012.**



Exhibit C  
BIDDER REFERENCE FORM

**PART I—TO BE COMPLETED BY THE BIDDER**

Reference Name:

Company Name (if any):

Description of contact or work conducted by Bidder:

When were services performed?

Length of time required to perform services

**PART II—TO BE COMPLETED BY THE BIDDER'S REFERENCE**

Is the information shown in Part I accurate? If not, please correct.

For items 1 through 7 on the following page, please indicate the value that best represents your experience with the Bidder. Please use the following definitions:

- 0 = Failing
- 1 = Poor
- 2 = Less than average
- 3 = Below average
- 4 = Slightly below average
- 5 = Average
- 6 = Slightly above average
- 7 = Good
- 8 = Very good
- 9 = Excellent
- 10 = Superior
- N/A= Not Applicable

**REFERENCE FORM**

**SCORE**

- 1. How would you rate the level of services provided?  
(On time, in budget, delivered desired product, quality of product, etc.) \_\_\_\_\_
- 2. How would you rate the quality of service provided?  
(E.g. teamwork, commitment to getting the job done and commitment to customer service) \_\_\_\_\_
- 3. How would you rate the technical skills provided? \_\_\_\_\_
- 4. How well did the services provided work for you? \_\_\_\_\_
- 5. How would you rate the interpersonal skills shown? \_\_\_\_\_
  
- 6. What are the principal strengths?
  
  
  
  
  
  
  
  
  
  
- 7. Discuss the weaknesses, if any.
  
  
  
  
  
  
  
  
  
  
- 8. How satisfied were you with the completion of assigned duties?
  
  
  
  
  
  
  
  
  
  
- 9. Any other general comments you wish to provide?

My scores for this individual are based upon my experiences with them as follows:

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Company Name (if any)

\_\_\_\_\_  
Date