

**STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ NO. 12-05**

**PROJECT TITLE: MICROGRAPHIC SERVICES - MICROFILM PROCESSING AND
DUPLICATING SERVICES**

PROPOSAL DUE DATE: December 30, 2011

EXPECTED TIME PERIOD FOR CONTRACT: 12 calendar months

**CONTRACTOR ELIGIBILITY: This procurement is open to those Contractors that satisfy
the minimum qualifications stated herein.**

CONTENTS OF THE QUALIFICATIONS AND QUOTATIONS

- 1. Introduction**
- 2. General Information for Contractors**
- 3. Proposal Contents**
- 4. Evaluation and Award**
- 5. Exhibits**
 - A. Certifications and Assurances**
 - B. Sample Purchased Service Contract with General Terms and Conditions**
 - C. Washington State Standards for the Production and Use of Microfilm**
 - D. Microfilm Box Label Example**

TABLE OF CONTENTS

1. Introduction	1
1.1 Purpose and Background.....	1
1.2 Objective	1
1.3 Minimum Qualifications	1
1.4 Funding	1
1.5 Period of Performance	2
1.6 Definitions.....	2
2. General Information for Contractors	2
2.1 RFQQ Coordinator	2
2.2 Estimated Schedule of Procurement Activities	2
2.3 Submission of Proposals.....	3
2.4 Proprietary Information/Public Disclosure	3
2.5 Revisions to the RFQQ	3
2.6 Minority & Women-Owned Business Participation.....	4
2.7 Acceptance Period	4
2.8 Responsiveness.....	4
2.9 Most Favorable Terms	4
2.10 Contract and General Terms & Conditions	4
2.11 Costs to Propose.....	4
2.12 No Obligation to Contract.....	5
2.13 Rejection of Proposals	5
2.14 Commitment of Funds.....	5
2.15 Electronic Payment	5
2.16 Insurance Coverage.....	5
3. Proposal Contents	5
3.1 Letter of Submittal	5
3.2 Qualification Section	6
3.3 Cost Proposal.....	8
4. Evaluation and Contract Award	9
4.1 Evaluation Procedure	9
4.2 Evaluation Weighting and Scoring	9
4.3 Oral Presentations may be Required	9
4.4 Notification to Proposers	9
4.5 Debriefing of Unsuccessful Proposers	9
4.6 Protest Procedure	10
5. RFQQ Exhibits	10
Exhibit A Certifications and Assurances	11
Exhibit B Sample Personal Service Contract including General Terms and Conditions (GT&Cs)	
Exhibit C Washington State Standards for the Production and Use of Microfilm	
Exhibit D Microfilm Box Label Example	

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Office of the Secretary of State, Archives and Records Management - Imaging Services, hereafter called "AGENCY," is initiating this Request for Qualifications and Quotations (RFQQ) to solicit proposals from firms interested in participating on a project to:

Provide micrographic processing services for the AGENCY that meets the most current version of the Washington State Standards for the Production and Use of Microfilm. The number of estimated rolls needing processing and/or duplicating per annum will be:

Digital-to-Analog: 1,200 reels
Processing and/or Browntoning: 5,100 reels
Duplication: 350 reels

1.2 OBJECTIVE

A contractor is required to assume the microfilm processing and duplication work for the Washington State Archives. A successful solicitation will include the following required activities:

- Must be available Monday through Friday of a business work week for consultation of current or ongoing projects via email or by phone
- Receive packages of electronic images and targets, separated by roll, and delivered via File Transfer Protocol (FTP), for conversion to 16 mm or 35mm silver-halide microfilm. Must provide us with at least 2 copies of software for specific digital-to-analog conversion equipment used, if necessary.
- Process/develop 16mm and 35mm microfilm
- Browntone 16mm and 35mm microfilm
- Inspect developed microfilm to ensure that the Washington State Standards for the Production and Use of Microfilm (Exhibit C) are met
- Return microfilm rolls in individual "acid free" paper boxes with labels as described in Exhibit D
- Provide written documentation of microfilm inspection results
- Create diazo duplicates for 16mm or 35 mm film
- Create silver duplicates for 16mm or 35 mm film
- Create duplicate microfiche

1.3 MINIMUM QUALIFICATIONS

The Contractor must be licensed to do business in the state of Washington. The Contractor must have ten (10) years experience in 16mm and 35mm microfilm processing, silver and polyester duplication, Browntone processing, and be able to produce 16mm and 35mm microfilm via an FTP site. All work for this contract must be completed within the continental United States, preferably the State of Washington.

1.4 FUNDING

The AGENCY estimates that the yearly amount of work from this solicitation will be near \$55,000.

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

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFQQ is tentatively scheduled to begin on or about February 1, 2012 and to end twelve months later. Amendments extending the period of performance, if any, shall be at the sole discretion of the AGENCY.

1.6 DEFINITIONS

Definitions for the purposes of this RFQQ include:

Agency – The Office of the Secretary of State is the agency of the state of Washington that is issuing this RFQQ.

Contractor – Individual or company submitting a proposal in order to attain a contract with the AGENCY.

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

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

Request for Qualifications and Quotations (RFQQ) – a procurement document used when the project scope and associated tasks are well defined. The objective is to select the firm most qualified to perform the work defined in the RFQQ at a competitive price.

2. GENERAL INFORMATION FOR CONTRACTORS

2.1 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Contractor and the AGENCY upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Baylen Limasa
Address	6340 Capitol Blvd S.
City, State, Zip Code	Tumwater, WA 98504
Phone Number	360-236-5080
Fax Number	360-236-5096
E-Mail Address	baylen.limasa@sos.wa.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. Contractors are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Contractor.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	12/16/2011
Question and answer period	12/16 – 12/22/2011
Place addendum to RFQQ on WEBS: (if applicable)	12/23/2011
Proposals due	12/30/2011
Evaluate proposals	1/3/2012 – 1/6/2012
Conduct oral interviews with finalists, if required	1/9/2012
Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers	1/10/2012
Hold debriefing conferences (if requested)	1/11/2012 – 1/13/2012

Negotiate contract	1/11/2012 – 1/20/2012
Begin contract work	1/23/2012

The AGENCY reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Contractors are required to submit four (4) copies of their proposal. Two copies must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the AGENCY no later than 4:30 p.m., local time, on December 30, 2011.

The proposal is to be sent to the RFQQ Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFQQ Coordinator.

Contractors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. Contractors assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission.

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 AGENCY and will not be returned.

2.4 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the AGENCY.

All proposals received shall remain confidential until the award, if any, resulting from this RFQQ is announced by the AGENCY of the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the proposal that the Contractor desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to 42.17.340 must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Contractor is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The AGENCY will consider a Contractor's request for exemption from disclosure; however, the AGENCY will make a decision predicated upon chapter 42.17 RCW and chapter 143-06 of the Washington Administrative Code. Marking the entire proposal exempt from disclosure will not be honored. The Contractor must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping, as outlined in RCW 42.17.300. No fee shall be charged for inspection of contract files, but twenty-four (24) hours notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

2.5 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, addenda will be published on the Washington Electronic Business Solution (WEBS). For this purpose, any pertinent information and answers to substantive questions by potential Contractors shall be considered an addendum to the RFQQ and also placed in WEBS.

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

2.6 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by 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 or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and 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.

The established annual procurement participation goals for MBE is 8 percent and for WBE, 4 percent, for this type of project. These goals are voluntary. Bidders may contact OMWBE at 360/753-9693 to obtain information on certified firms.

2.7 ACCEPTANCE PERIOD

Proposals must provide thirty calendar (30) days for acceptance by AGENCY from the due date for receipt of proposals.

2.8 RESPONSIVENESS

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

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

2.9 MOST FAVORABLE TERMS

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

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

2.10 CONTRACT AND GENERAL TERMS & CONDITIONS

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

2.11 COSTS TO PROPOSE

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

2.12 NO OBLIGATION TO CONTRACT

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

2.13 REJECTION OF PROPOSALS

The AGENCY 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 RFQQ.

2.14 COMMITMENT OF FUNDS

The Assistant Secretary of State or his delegates are the only individuals who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFQQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 ELECTRONIC PAYMENT

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

2.16 INSURANCE COVERAGE

Should a contract be awarded pursuant to this RFQQ, the Contractor will be required to provide insurance coverage as described in Exhibit B, Sample Personal Service Contract with General Terms and Conditions.

Worker's Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The State will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. PROPOSAL CONTENTS

Proposals must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating the major sections of the proposal. The sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQQ).
2. Qualifications.
3. Cost Proposal.
4. Examples of work.

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

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

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFQQ) must be signed and dated by a person authorized to legally bind the Contractor to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a

partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include a summary of the Contractor's qualifications to perform the work requested.

3.2 QUALIFICATIONS SECTION

3.2.1 Business Information

1. State the name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. State the name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.), if applicable.
3. Provide the legal status of the Contractor (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Provide the Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue.
5. Provide the location of the facility from which the Contractor would operate.
6. Identify any State employees or former State employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Contractor's organization. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Contractor may be disqualified from further consideration for the award of a contract.

3.2.2 Qualifications

a. **EXPERIENCE (SCORED)**

The Contractor should provide the following, at a minimum:

1. Describe the past ten (10) years experience of the Contractor in the Objective listed above that demonstrates the qualifications of the Contractor for the performance of the potential contract.
2. Describe the knowledge and experience in years in the following areas:
 - Receiving packages of electronic images via File Transfer Protocol (FTP), for conversion to 16 mm or 35mm silver-halide microfilm.
 - Processing/Developing 16mm and 35mm microfilm
 - Browntoning 16mm and 35mm microfilm
 - Inspecting microfilm to ensure that the Washington State Standards for the Production and Use of Microfilm, or the applicable ANSI standards, are met
 - Creating diazo duplicates for 16mm or 35 mm film
 - Creating silver duplicates for 16mm or 35 mm film
 - Creating duplicate microfiche
3. Describe any other relevant experience that demonstrates the qualifications of the Contractor for the performance of the potential contract
4. Include a list of contracts or work the Contractor has had during the last ten years that relate to the Contractors ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.
5. Describe where the work will be conducted physically. What levels of security are in place for the physical building and the employees?

b. REFERENCES (SCORED)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three business references for which work has been accomplished and briefly describe the type of service provided. The Contractor must grant permission to the AGENCY to contact the references. Do not include current AGENCY staff as references. References will be contacted for the top-scoring proposal(s) only.

c. RELATED INFORMATION (MANDATORY)

1. If the Contractor or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Contractor's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington state employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Contractor has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Contractor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Contractor's position on the matter. The AGENCY will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Contractor in the past five years, so indicate.

d. OMWBE Certification (Optional)

Include proof of certification issued by the Washington State Office of Minority and Women-Owned Business if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

e. SAMPLES OF WORK PORTFOLIO (SCORED)

Please provide sample microfilm rolls from past work experience which meets the Washington State Standards for the Production and Use of Microfilm, along with inspection results, for the following:

- Digital-to-Analog, 16mm
- Digital-to-Analog, 35mm
- Processed and Browntoned camera film, 16mm
- Processed and Browntoned camera film, 35 mm
- Diazo Duplicate, 16 mm
- Diazo Duplicate, 35 mm
- Silver Duplicate, 16 mm
- Silver Duplicate, 35 mm
- Duplicate Microfiche
- Acid-free paper microfilm box and label

Submit examples of work completed during past work experiences which are relevant to this potential contract. One copy is sufficient.

3.3 COST PROPOSAL (SCORED)

For the purpose of submitting a cost proposal, the estimated annual number of rolls to be provided during the period of this contract is:

- | | |
|--|-------------|
| • Digital-to-Analog, 16mm (2.5 mil, 215') = | 960 Reels |
| • Digital-to-Analog, 35mm (4 mil, 100') = | 240 Reels |
| • Processed and Browntoned camera film, 16mm (2.5 mil, 215') = | 4,080 Reels |
| • Processed and Browntoned camera film, 35 mm (4 mil, 100') = | 1,020 Reels |
| • Diazo Duplicate, 16 mm (2.5 mil, 215') = | 280 Reels |
| • Diazo Duplicate, 35 mm (4 mil, 100') = | 70 Reels |
| • Silver Duplicate, 16 mm (2.5 mil, 215') = | 20 Reels |
| • Silver Duplicate, 35 mm (4 mil, 100') = | 80 Reels |
| • Duplicate Microfiche = | 100 Sheets |

To be considered responsive to this RFQQ, the cost proposal should detail at least the following:

- Price per acid-free paper microfilm box with label
- Any roll charges, if used
- Price per image of Digital-to-Analog film, 16 mm film and 4,000 images per roll
- Price per image of Digital-to-Analog film, 35 mm film and 500 images per roll
- Price per roll for processed and browntoned 16 mm film
- Price per roll for processed and browntoned 35 mm film
- Price per roll for browntoned only 16 mm film
- Price per roll for browntoned only 35 mm film
- Price per roll for diazo duplicate, 16 mm film
- Price per roll for diazo duplicate, 35 mm film
- Price per roll for silver duplicate, 16 mm film
- Price per roll for silver duplicate, 35 mm film
- Price per sheet of duplicated fiche
- Shipping & handling fees
- Any other charges not described above

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

A. Identification of Costs

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Contractors are required to collect and pay Washington state sales tax, if applicable.

B. Computation

The score for the cost proposal will be computed by dividing the lowest cost bid received by the Contractor total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

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

AGENCY, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral interview.

4.2 EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the request for Micrographic Services

Qualifications – 70%		
Experience	30 points (Maximum)	30 points
Samples of Work Portfolio	40 points (maximum)	40 points
Cost Proposal – 20%	20 points (maximum)	<u>20 points</u>
Sub-Total		90 points
References – 10%	15 points (maximum)	<u>10 points</u>
Grand Total for Proposal		100 points

References will be contacted for the top-scoring proposer(s) only and will then be scored and added to the total score.

4.3 ORAL PRESENTATIONS MAY BE REQUIRED

Written submittals and oral interviews, if considered necessary, will be utilized in selecting the winning proposal. The AGENCY, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for an oral interview and final determination of contract award. The AGENCY will contact the finalists to schedule a date, time and location for oral interviews. Interviews may be conducted in person or via telephone, at the sole discretion of the AGENCY. Commitments made by the Contractor at the oral interview, if any, will be considered binding. The score from the interview will be considered independently and will determine the apparently successful proposer.

4.4 NOTIFICATION TO PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via FAX or by e-mail.

4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days after the Notification of Unsuccessful Contractor letter is faxed/e-mailed to the Contractor. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Contractor'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.

4.6 PROTEST PROCEDURE

This procedure is available to Contractors who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Contractor is allowed three (3) business days to file a protest of the acquisition with the RFQQ Coordinator. Protests may be submitted by facsimile, but should be followed by the original document.

Contractors protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Contractors 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 facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQQ 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 AGENCY policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) AGENCY'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by the AGENCY. The AGENCY director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

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

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AGENCY's action; or
- Find only technical or harmless errors in the AGENCY's acquisition process and determine the AGENCY to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the AGENCY 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 AGENCY determines that the protest is without merit, the AGENCY will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFQQ EXHIBITS

- Exhibit A Certifications and Assurances
- Exhibit B Sample Personal Service Contract including General Terms and Conditions (GT&Cs)
- Exhibit C Washington State Standards for the Production and Use of Microfilm
- Exhibit D Microfilm Box Label Example

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):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 calendar days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer

Title

Date