

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

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ NO. 05-08**

PROJECT TITLE: LIBRARY PRESERVATION NEEDS ASSESSMENTS

PROPOSAL DUE DATE: July 30, 2004

EXPECTED TIME PERIOD FOR CONTRACT: October 18, 2004–August 26, 2005

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

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Purpose

The Office of the Secretary of State, Washington State Library Division, hereafter called the "AGENCY," is initiating this Request for Qualifications and Quotations (RFQQ) to solicit proposals from qualified consultant(s) to complete library preservation needs assessments in five or more libraries in Washington State. The selected consultants will travel to each library, meet with key library personnel, conduct an assessment of the facility and the collection, review key policies, develop recommendations appropriate to the library and submit a written report detailing both the assessment, and any conclusions and recommendations.

Background

In 2003, the Washington Preservation Initiative began with the purpose of assisting libraries of all types and sizes in Washington State to preserve collections of materials with significant historical or cultural value, thus assuring the long-term access to these collections. A state-wide preservation needs assessment of the state's libraries was recently completed and preliminary results are now available. Other initiative activities have included a number of workshops ranging from disaster preparedness to identifying and eradicating pests to the care of photography collections. The first round of a preservation grants program will conclude at the end of August 2004 and a second grant cycle was recently advertised. The preservation needs assessments proposed as part of this RFQQ will allow libraries without the necessary expertise to obtain assistance to review facilities and collections and identify needed change and improvement.

A seven member committee advises the project manager on initiative (project) development and implementation. Members represent a variety of library types and sizes including public and private academic institutions, the Washington State Library, public libraries, and business. Meetings are held on an as needed basis, normally every two to three months.

Web pages pertaining to the Washington Preservation Initiative are maintained by the Washington State Library and may be accessed at: <http://www.secstate.wa.gov/library/libraries/projects/preservation.aspx>. Other pages of interest relate to the 2004 initiative proposal and the 2003 and 2004 competitive grant cycles. These pages may be accessed at: http://www.secstate.wa.gov/library/libraries/dev/council/2004/proposals_submitted.aspx and <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>.

The Initiative is funded by the Institute of Museum and Library Services (IMLS) through the Library Services and Technology Act (LSTA) and is sponsored by the Washington State Library.

1.2 OBJECTIVES AND DELIVERABLES

The key objectives resulting from this request are to:

- A. Identify experienced consultants available to assist Washington libraries with preservation needs assessments;
- B. Complete five or more preservation needs assessments in libraries that do not have the preservation expertise to complete this task.

Deliverables:

The selected consultant(s) will work directly under the supervision of the Washington Preservation Initiative Project Manager. The consultant will collaborate with the AGENCY'S staff and the statewide advisory committee as needed. The selected consultant(s) will complete the deliverables described below.

The Washington Preservation Initiative (WPI) of the Washington State Library will require consultants to complete preservation overview surveys of five or more Washington libraries. The survey will cover the current preservation environment, a building survey, and assessment of collection preservation needs. The survey will include a site visit to each library to review the facilities and collections of the library and interview relevant staff to identify preservation needs. A written report will be prepared for each library to provide recommendations on the development of a comprehensive preservation plan for the library to address their preservation needs and set priorities for preservation action. Libraries to be surveyed will be selected by the WPI Advisory Committee based on a competitive process. It is anticipated that contract negotiations will result in a series of specific dates for the conduct of the assessment and the receipt of completed preservation assessment reports.

Specific Responsibilities of the Selected Consultant:

A. Coordinate with state library personnel

Coordinate with the Washington State Library preservation initiative project manager to schedule site visits to the libraries selected for the survey.

B. Contact key library personnel

Contact key library personnel either by phone or another means prior to arriving on-site to:

- Determine if a previous needs assessment has been conducted. If so, when was it completed, what was the scope of the assessment, and what were the recommendations and conclusions.
- Determine if any preservation policies, procedures, or plans are in place.
- Indicate what information needs to be forwarded to the consultant prior to the visit, or is to be gathered, organized, and available upon arrival of the Consultant for use during the site visit.
- Begin to determine the existing institutional, administrative, financial, and procedural environment.

C. Travel to selected libraries

Work with the preservation initiative project manager to arrange dates for the conduct of the preservation assessments and to arrange travel itinerary. Travel to the selected libraries in Washington state minimizing travel and travel costs to the extent possible.

D. Site visit

On the one day site visit to each library the consultant shall:

- Review the library's facilities as they may impact the preservation of their collections.
- Examine the collection.
- Interview relevant staff to determine concerns and issues related to the preservation of materials.
- Document the current preservation environment and preservation needs.
- Answer the question, "Are preservation policies and plans that are in place effective, and are they being followed?"
- Clarify questions about information that was provided before arriving on-site.

- Request additional information that the library will need to forward in order to develop the recommendations and written report.
- E. **Develop recommendations appropriate to the library**
Based on the information gathered, develop recommendations appropriate to the library and its institutional environment.
- F. **Written report**
Submit a written report to the library and to the Washington State Library detailing both the assessment, and any conclusions and recommendations. The Consultant shall note or include resources that might help the library implement the recommendations.
- G. **Follow-up**
Provide follow-up assistance not later than three months and at six months. At three months, provide phone or e-mail follow-up one-on-one with each library where an assessment was completed. The purpose of this contact is to answer questions that may have arisen as the library reviews the preservations needs assessment report. The total time for completion of this task is not anticipated to exceed four hours per library or three days in total for all libraries.
- At six months, provide a telephone conference call with all of the libraries where an assessment was completed. The purpose of this conference call will be to collectively talk about progress in implementing recommendations and facilitate discussion on solutions to common problems. Total time for completion of this task is not anticipated to exceed one day for conference call preparation, two to three hours for the conference call, and one day to complete any final follow-up activity.
- H. **Evaluation**
Complete a final report for the use of the Washington State Library and the Washington Preservation Advisory Committee summarizing the work completed and providing conclusions and/or recommendations for focusing future preservation efforts based on the consultants work and observations in these libraries.

1.3 MINIMUM QUALIFICATIONS

Firms responding to this RFQQ must have the following qualifications:

- A. Eligible to be licensed to do business in the State of Washington. Prior to starting work, the selected firm must have appropriate licenses, as required. See <http://www.ofm.wa.gov/contracts/psc/psc3.pdf> Section 3.4 Contractor's Washington Business License for general information on the requirement or <http://dor.wa.gov/content/doingbusiness/> for information pertaining to out-of-state business and the master application form. Out of state consultants may wish to determine if a temporary business license is applicable to their situation.
- B. Five (5) years experience in conducting library preservation projects and preservation needs assessments.

1.4 FUNDING AND COMPENSATION

The AGENCY has budgeted an amount not to exceed \$30,000 for services and travel covered by this solicitation. The preference of the AGENCY will be to use a single consultant to complete the assessments. Consideration will be given to using more than one consultant if the availability of the selected consultant is limited.

Compensation will be paid after receipt of the following deliverables:

- A. the satisfactory completion and acceptance of individual library needs assessment reports;
- B. completion of individual library follow-up;
- C. completion of the joint conference call; and
- D. completion of the final report for the use of the Washington State Library and the Washington Preservation Advisory Committee.

Travel expenses related to air travel, car rentals, mileage, lodging, per diem and similar expenses will be reimbursed independently of payment for deliverables.

Any contract awarded as a result of this procurement is contingent upon the availability of funding. Funding is provided through the federal Library Services and Technology Act (LSTA) from the Institute of Museum and Library Services (IMLS). As a recipient of LSTA funds from the AGENCY and the IMLS, the Contractor is required to credit the AGENCY and IMLS in all related publications, use of materials, and activities in conjunction with the use of LSTA funds from this contract. The AGENCY reserves the right to increase or decrease the amount available.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFQQ is tentatively scheduled to begin on or about October 18, 2004 and to end no later than August 26, 2005. 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, Washington State Library Division, is the agency of the State of Washington that is issuing this RFQQ.

Consultant – 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.

Letter of Intent - A letter stating the consultant's interest in submitting a proposal prior to the deadline as indicated in the Estimated Schedule of Procurement Activities in Section 2.3.

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

Request for Qualifications and Quotations (RFQQ) – Formal procurement document in which a service or need is identified, and to permit the consultant community to submit Qualifications and Quotations that meet the need outlined above.

1.7 ADA

The AGENCY complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQQ Coordinator to receive this RFQQ in Braille or on tape.

2. GENERAL INFORMATION FOR CONSULTANTS

2.1 RFQQ COORDINATOR

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

Name	Susan Barrett
Address	PO Box 42460
City, State, Zip Code	Olympia, WA 98504-02460
Street Address	6880 Capitol Boulevard
City, State, Zip Code	Tumwater, WA 98501
Phone Number	360-570-5561
Fax Number	360-586-7575
E-Mail Address	sbarrett@secstate.wa.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. Consultants 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 Consultant.

2.2 FREQUENTLY ASKED QUESTIONS

Answers to frequently asked questions will be posted to the AGENCY website for the information of all prospective respondents. Answers to frequently asked questions may be found at: <http://www.secstate.wa.gov/library/libraries/projects/preservation.aspx>.

2.3 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	June 14, 2004
Question and answer period	June 14–July 9, 2004
Letter of Intent to bid due	July 16, 2004
Proposals due	July 30, 2004
Evaluate proposals	August 2–13, 2004
Conduct interviews with finalists, if required	August 30, 2004
Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers	September 9, 2004
Negotiate contract	September 13–22, 2004
File contract with OFM (if required)	September 23, 2004
Begin contract work	October 18, 2004

The AGENCY reserves the right to revise the above schedule.

2.4 SUBMISSION OF PROPOSALS

A Letter of Intent to bid is required as part of the RFQQ process. The letter states the consultant’s interest in submitting a proposal prior to the deadline. The letter is submitted to the RFQQ Coordinator at the address noted in Section 2.1. The envelope should be clearly marked “Library Preservation Needs Assessments”. The Letter of Intent, whether mailed or hand delivered, must arrive at the AGENCY no later than 4:00 p.m., PDT, on July 16, 2004.

Consultants are required to submit six (6) copies of their proposals and samples of preservation needs assessment work. One copy must have original signatures and five copies may have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the AGENCY no later than 4:00 p.m., PDT, on July 30, 2004.

The proposal is to be sent to the RFQQ Coordinator at the address noted in Section 2.1. The envelope should be clearly marked “Library Preservation Needs Assessments” and be sent to the attention of the RFQQ Coordinator.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. Consultants 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.

2.5 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 contract, if any, resulting from this RFQQ is signed by the Director of the AGENCY and 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 Consultant 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 as well as the particular exception from disclosure upon which the Consultant 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 Consultant'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 Consultant 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.

2.6 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, the RFQQ Coordinator will share this information with all Consultants who have submitted a Letter of Intent to Bid. For this purpose, any pertinent information and answers to substantive questions by these Consultants shall be considered an addendum to the RFQQ.

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

2.7 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.

2.8 ACCEPTANCE PERIOD

Proposals must provide 75 days for acceptance by AGENCY from the due date for receipt of proposals.

2.9 RESPONSIVENESS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ. The Consultant 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.

2.10 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 Consultant can propose. There will be no best and final offer procedure. The AGENCY does reserve the right to contact a Consultant for clarification of its proposal.

The Consultant 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 Consultant'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.

2.11 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 Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant 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.

2.12 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the Consultant 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.

2.13 NO OBLIGATION TO CONTRACT

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

2.14 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.

2.15 COMMITMENT OF FUNDS

The Assistant of the Secretary of State and his/her 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.

2.16 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.

2.17 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, 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. CONTENTS

Qualifications 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 qualifications are to be submitted in the order noted below:

- A. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQQ).
- B. Management proposal
- C. Representative samples of preservation needs assessment work (can be a separate document)
- D. Cost proposal
- E. References

Qualifications 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 qualifications, but should assist the Consultant in preparing a thorough response.

Items in this section marked "mandatory" must be included as part of the qualifications 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 Consultant 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 Consultant's qualifications to perform the work requested.

3.2 MANAGEMENT PROPOSAL

A. Experience of the Consultant (SCORED)

Identify persons, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such persons. Provide resumes for the named persons, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that persons identified in its proposal will actually perform the assigned work. Any substitution must have the prior approval of the AGENCY. Qualifications/Experience will be scored on years of experience and level of experience related to the work outlined in Section 1.2 of the RFQQ and information provided in response to the items below.

1. Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
2. Include a list of contracts the Consultant has had during the last three years that relate to the Consultant's 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.
3. Describe the ability, and any limitations on travel, to meet and work with libraries throughout Washington state.
4. Business Information
 - a. 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.
 - b. State the name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.), if applicable.
 - c. Provide the legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
 - d. 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.
 - e. Provide the location of the facility from which the Consultant would operate, when not working at the AGENCY. Space and office equipment will also be provided at the AGENCY for the Consultant.
 - f. Identify any State employees or former State employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.

B. Availability (SCORED)

Describe the general availability of the consultant to complete the work during the time period specified in section 1.5.

C. Related Information (MANDATORY)

1. If the Consultant 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 Consultant'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 Consultant 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 Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Consultant'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 Consultant in the past five years, so indicate.

3.3 SAMPLES OF WORK (SCORED)

Submit examples of library preservation needs assessment work and/or preservation project reports that demonstrate the ability of the consultant to complete the work that will be required as part of this RFQQ. Excerpts of reports are acceptable if they are representative of the consultants work. When excerpts from reports are used, the inclusion of the table of contents and appendice listing from the report is encouraged. These can be placed in a separate folder, notebook or other format. Six copies should be provided. Samples of Work will be scored on the quality of the samples and their relevance to this RFQQ.

3.4 COST PROPOSAL (SCORED)

The total amount of the contract will not exceed \$30,000 including travel expenses.

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose qualifications and costs best meet the requirements of this RFQQ. Consultant(s) should show how they will maximize their activities in the most cost effective manner.

A. Identification of Costs

Identify the costs for performing the services described in section 1.2, Objectives and Deliverables. Base the identification of costs on the completion of five library preservation needs assessments. Identify the assumptions upon which the estimate is based. Since the specific locations for the work will remain unknown until the grant cycle is completed and awards are made, identify those factors, if any, which would require these costs to be adjusted.

The Consultant is to submit a detailed budget including staffing and other expenses necessary to accomplish the tasks and to produce the deliverables noted in section 1.2. Since most compensation will be paid after the receipt of deliverables, the budget should be arranged in four major sections. These sections are: 1) needs assessment reports, 2) individual library followup, 3) joint conference call, and 4) final report for the Washington State Library. Consultants are required to collect and pay Washington state sales tax, if applicable. Travel will be negotiated and considered separately as part of the contracting process. Travel expenses are not to be included in this cost proposal. Travel expenses will be based on the specific location of the work and the amount of travel required.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Washington State Office of Minority and Women's Business Enterprises.

When identifying factors that would require costs to be adjusted consider your past experience in conducting similar work. Do costs vary by the type of library in which the work is conducted, by the size of the facility, by the number of items in the collection, or by other factor? Identify and explain.

B. Computation

The cost proposal will be scored on the clear identification of staffing and other costs for the completion of the library preservation needs assessments and other activities, the assumptions which are associated with these costs, the identification of other factors that will need to be considered in developing the final contract, and the competitiveness of costs.

3.5 REFERENCES (SCORED)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three business references for whom work has been accomplished and briefly describe the type of service provided. The Consultant 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. References will be scored on meeting deadlines, ease of working relationships, understanding of the needs/goals of the client, and adaptability.

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 proposal for evaluation purposes:

Review of Written Proposals Management Proposal—33%	100 points (maximum)
Experience of the Consultant	
– years of experience performing library preservation needs assessments, library preservation projects, and similar work	
– level of experience related to the work outlined in section 1.2	
– demonstrates experience in working with libraries on preservation needs assessment projects	
– demonstrates experience in working with a variety of library types and sizes	
– demonstrates experience in working on library preservation projects	
Availability	
– the general availability of the consultant to complete the work during the time period specified	
Samples of Work—33%	100 points (maximum)
– quality of the reports and excerpts provided	
– relevance to this RFQO	
	<hr/> 50 points (maximum)

Cost Proposal—17%

- clear identification of staff and other costs associated with the conduct of the needs assessment and other activities (travel expenses will be negotiated separately as part of the contracting process since participating libraries have not yet been identified)
- identification of assumptions used in developing the cost proposal
- identification of factors that will require costs to be adjusted
- competitiveness of costs

Subtotal for Written Proposal 250 points (maximum)

References—17%

50 points (maximum)

- meeting deadlines
- ease of working relationship
- understanding the needs/goals of the client
- adaptability
- quality of assessments and assessment reports

GRAND TOTAL 300 POINTS (maximum)

References will be contacted for the top-scoring proposer(s) only, based on the written proposal. References will then be scored and included in the Grand Total.

4.3 INTERVIEWS MAY BE REQUIRED

Written submittals and oral/phone 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 interview and final determination of contract award. Should the AGENCY elect to hold oral/phone interviews, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by the Consultant at the oral/phone interview, if any, will be considered binding. The score from the oral/phone 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 Consultant letter is faxed/e-mailed to the Consultant. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Consultant'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 Consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing

conference, the Consultant 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.

Consultants 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 Consultants 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 (5) 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 Consultant which submitted a proposal, such Consultant 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 Personal Service Contract Format including General Terms and Conditions (GT&Cs)

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 75 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 75-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