

REQUEST FOR PROPOSALS

Facility Needs Assessment

for

**North East King County Regional Public Safety
Communications Agency (NORCOM), Bellevue, Washington**



RFP #2016-01

RELEASE DATE: 7/25/2016

DATE DUE: 9/23/2016

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1.0 PROPOSER'S CHECK LIST

This checklist is being provided for convenience only and identifies the documents to submit with each proposal. Any proposals received without this information may be considered non-responsive and not be considered for award.

Note: Any proposal submitted which does not adequately address all aspects required in the specifications may be rejected at the discretion of the NORCOM for noncompliance.

Six copies (original and 5 copies) and one electronic copy of your proposal must be received by the NORCOM by the date and time specified. The original should be clearly identified.

The following information is to be included in your proposal.

Completed Proposal Signature Sheet

Completed Non-Collusion Affidavit Form

All Information in the Content of Proposal Section

Any Additional Information as Required in the RFP

2.0 RFP INTRODUCTION

2.1 Introduction

North East King County Regional Public Safety Communications Agency (NORCOM), a 9-1-1 Public Safety Answering Point and Dispatch Center, was founded in 2007 by an Inter-local agreement between 14 Fire Agencies and 5 Law Enforcement Agencies and is located in Bellevue, Washington. NORCOM handles emergency, fire, police and medical calls and provides dispatch services for 19 police/fire/EMS agencies covering a service area of approximately 1,400 square miles of North King County.

Since 2009, NORCOM has operated out of a 13,100 square foot facility located in Bellevue. This facility currently houses a total of 87 personnel including 62 Telecommunicators, 6 Communications Room Supervisors, 9 Information Technologists, and 10 Administrative Personnel.

2.2 Project Summary

NORCOM is requesting proposals from Consultants to provide an assessment of existing facilities with respect to survivability, redundancy, future capacity, and overall adequacy; and to provide a feasibility study, proposed programming, site recommendations, and cost estimate for a consolidated, redundant, and survivable stand-alone 911 Communications Center either as a remodel of an existing structure or a new facility.

The Scope of Work for the project is being provided and is to be used as a guide when responding to this Request for Proposal.

2.3 Background Information

Currently, the 9-1-1 Communications function is housed at Bellevue City Hall at 450 110th Ave NE. NORCOM has been under a lease agreement for the existing space since July 1, 2009. The lease expires on June 30, 2016 with the ability to continue to lease the space with a three year notice of termination required. Since 2009, NORCOM has seen fluctuations in staffing & positions in all units including Operations, IT, and Administration. Based on a recent staffing and workload study, NORCOM is now seeking this facility needs assessment. The City of Bellevue does not have additional space available to lease adjacent to the current space. NORCOM is assessing the adequacy, survivability, future capacity, and redundancy of its existing facilities, its current satellite/backup facility located within the City of Redmond campus, and recommendations about future space needs which might require relocation to another building and/or different backup facilities.

2.4 Minimum Requirements

Minimum requirements are estimated at this time to include:

- Appropriate square footage to meet needs assessment
- Secure site [sufficient setbacks to protect from blast threats and maintain hard barriers to thwart vehicle approaches]

- Potential for at least two stories [equipment room below computer consoles to keep cable runs short]
- Able to withstand earthquake, volcano, biological, chemical, terrorist, and other foreseeable hazards [capable of continuous and independent operation under all conditions]
- Ability to work despite loss of commercial power grids and emergency power generator
- Located within the service area of NORCOM
- Personnel amenities [staff break areas, kitchens, quiet rooms, bunk rooms, locker rooms, secure outdoor retreats, fitness rooms, natural lighting in operational areas, secure parking, conference and training rooms for multiple uses]
- Capacity and capability to prevent failure of hard-wired 9-1-1- phone lines and/or overwhelming volumes of incoming calls
- Capacity and capability to address loss of commercial cellular phone and personal digital assistant infrastructure, and eventual loss of coverage
- Space for future growth and expansion
- Energy efficient electrical, plumbing and mechanical systems
- Possible co-location with new facilities planned by agencies served by NORCOM
- Fully functional and redundant backup facility to allow continuance of essential functions of NORCOM should occupation of primary facility not be possible.

3.0 PROPOSAL SCHEDULE

3.1 Anticipated Schedule of RFP Process

The tentative schedule of events concerning this RFP is as follows: NORCOM reserves the right to adjust these dates at its sole discretion.

Tasks	Estimated Date
Release Request for Proposal	7/25/16
Pre-Submission Conference	8/9/2016 1200 hours
Letter of Interest due	8/19/2016
Proposer Inquiries to RFP Due	8/19/2016
Written questions and answers provided by NORCOM	8/26/2016
Proposal due from Vendor	9/23/2016
Finalists Notified/Short List Released	10/21/2016
Oral Presentations by Selected Vendors	11/14-18/2016
Notification of selected firm/team	12/7/2016
Contract award/Governing Board Approval	12/9/2016

Work begins	12/12/2016
Project Completion/Acceptance	3/31/2017

This is a tentative schedule and may be altered.

3.2 Pre-Submission Conference

A pre-submission conference will be held for the purpose of answering questions and clarifying the requirements and specifications relevant to the procurement.

3.3 Letter of Interest

All proposers intending to submit a proposal to this RFP are requested to submit a letter of interest to Sheryl Mullen (see contact information in 3.3). The letter should identify the following information:

- ❖ Company Name
- ❖ RFP Contact for Company
- ❖ Address for Company Contact
- ❖ Phone Number for Company Contact
- ❖ E-mail Address for Company Contact

The Letter of Interest may be issued via letter or electronically mailed and must be received no later than 8/19/16. It is highly recommended that proposers submit the Letter of Interest as soon as possible to ensure that all notification regarding this procurement is received. The letter does not commit the proposer to respond to the RFP. All proposers who have submitted a Letter of Interest will receive notification of proposal changes or responses to questions submitted by other competitors.

3.3 Proposer Inquiries to RFP

Inquiries concerning this procurement are to be directed to:

Sheryl Mullen
Accreditation, Facilities, and Continuity of Operations Manager
NORCOM
P.O. Box 50911
Bellevue, WA 98015-0911
Email: smullen@norcom.org
Phone: 425-577-5676

All questions concerning the RFP must reference the RFP page number, section heading, and paragraph. Please state the question as concisely as possible. All questions regarding this RFP must be received in writing by no later than 8/19/2016.

The list of submitted questions with their respective answers will be e-mailed to all proposers who submitted a Letter of Interest and posted to NORCOM's web site by 8/26/2016.

Proposers are directed specifically not to contact any staff other than specified personnel identified above for any purpose. Unauthorized contact of any personnel may be cause for rejection of the proposer's RFP response.

3.5 Revisions to the RFP

All revisions to this RFP will be in the form of a written addenda, and no oral revision should be relied on by any Proposer for any purpose. Any addenda issued supplementing this Request for Proposal document shall be acknowledged when the Proposer's submit their proposal. Failure to acknowledge any addenda issued may result in a non-responsive submittal. The information submitted during the question and answer timeframe listed above is not considered an addenda.

3.6 Proposal Clarification

Any Proposer may be notified to clarify their proposals. This action shall not be construed as negotiations or an indication of intentions to award. Due to the timeliness of the project, the Proposer must be able to provide the information within 24 hours.

3.7 Contract Period

The duration of the consultant agreement(s) has not yet been determined. A desirable conclusion date will be determined based on the proposals. It is preferred, however, that the study would conclude no later than 3/31/2017.

3.8 Contract Award

Proposals must provide sixty (60) days for acceptance by NORCOM from the due date for receipt of proposals. NORCOM reserves the right at its sole discretion to reject any and all proposals received without penalty. The final selection, if any, will be that proposal which, in the sole judgment of NORCOM after review of all submissions, best meets the requirements set forth in the RFP. Final Contract is subject to NORCOM Governing Board approval.

3.9 Withdrawl Of Responses

- Proposals may not be withdrawn for a period of 180 days after the time set for the proposal opening.
- Proposals may be withdrawn prior to the time set for the proposal opening. Such requests must be in writing.

3.10 Protest Procedure

This procedure is available to Proposers who submitted a proposal in response to this RFP. Proposer is allowed three (3) business days from the announcement of the selected vendor to file a written protest of the procurement with AFC Manager. Protests may be submitted by facsimile, but should be followed by the original document.

Proposers 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 Proposers 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 AFC Manager.

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

1. Errors in computing the score; or
2. Non-compliance with procedures described in the procurement document.

Protests not based on one of the foregoing 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) NORCOM's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of protest, a protest review will be held by the AFC Manager and NORCOM. The AFC Manager and NORCOM 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.

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

4.0 RESPONSE REQUIREMENTS AND CONDITIONS

4.1 Proposal Response Instructions

The Proposal must be received **no later than 3:00 pm (P.S.T.) on 9/23/2016** at the following address:

By US Mail	By Hand Delivery or Delivery Service
NORCOM ATTN: Sheryl Mullen, AFC Manager PO Box 50911 Bellevue, WA 98015-0911	NORCOM ATTN: Sheryl Mullen 450-110 th Ave NE – 7 th Floor W Bellevue, WA 98004-5514

Proposals must be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of responder
- Project title: NORCOM Facility Needs Assessment

- RFP #2016-01

Failure to comply with the requirements of this RFP may result in disqualification.

E-mail and facsimile bids will not be considered. Proposers shall have sole responsibility for delivery of bids on time and to the proper location. Proposals received subsequent to the time and date specified above will not be considered.

4.2 Acceptance of Proposal Content

The contents of the proposal of the successful proposer will become contractual obligations if a contract ensues.

4.3 Contract and General Terms and Conditions

The apparent successful proposer will be expected to enter into a contract, which is substantially the same as the contract, and its general terms and conditions, attached as Exhibit B. In no event is a Proposer to submit its own standard contract terms and conditions in response to this RFP. The Proposer may submit exceptions in the manner specified in the Certifications and Assurances section, Exhibit A to this RFP. NORCOM will review requested exceptions and determine in its sole judgment whether each exception is material or immaterial. In the event of any conflict between the terms of this RFP and the terms of the Draft Professional Services Agreement attached as Exhibit "B" the provisions of Exhibit "B" shall control.

4.4 Responsiveness

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

NORCOM reserves the right, in its sole discretion, to waive irregularities deemed by NORCOM in its sole judgment to be immaterial; to waive immaterial defects and to waive any and all informalities. NORCOM also reserves the right to reject any and all responses; issue subsequent requests or to not issue a contract.

4.5 Cost To Propose

NORCOM will not be liable for any costs incurred by the Proposer 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.

4.6 No Obligation To Contract

This RFP does not obligate NORCOM to contract for services specified herein.

5.0 PROPOSAL FORMAT AND INSTRUCTIONS

5.1 Proposal Format

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals should be prepared as simply as possible and provide a straightforward concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy, completeness, and clarity of content. Next to each section is the maximum number of pages allowed for that section. All parts, pages, figures, and tables should be numbered and clearly labeled.

Proposers are required to submit one (1) original with signatures, five (5) hard copies and one (1) electronic version of the proposal. The proposal shall be organized into the following major sections:

Section	Title	Maximum Allowed Pages (Font Size 12)
	Title Page	1
	Table of Contents	1
1	Executive Summary	3
2	Proposer Background and Qualifications	2
3	References & Related Experience	4
4	Responses to Requirements (Scope of Work & Deliverables)	15
5	Fee for Services Proposed	2
6	Dunn & Bradstreet Business Report	No page limit
7	Non-Collusion Affidavit	1
8	Proposal Signature Sheet	1

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Proposers not adhering to the page limit listed above may be disqualified.

5.1.1 EXECUTIVE SUMMARY (Section 1)

This part of the response to the RFP should be limited to an overview description of the proposed solutions and vendor experience. The summary should be oriented toward non-technical personnel, and be no more than 3 pages.

The complete name of the vendor and/or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their respective telephone numbers and email addresses shall be included in this section.

5.1.2 PROPOSER BACKGROUND AND QUALIFICATIONS (Section 2, Appendix A)

- A summary of the proposer's experience relevant to the scope of work including dates of relevant projects.
- A list of individuals who would be assigned to this work along with their resume.

Proposers must provide, at a minimum, the requested information about their company so that NORCOM can evaluate the stability and ability to support the requirements set forth in the response to the RFP.

Status of Firm: If a corporation, list state and date of incorporation. If other than a corporation list all general partners, joint ventures, persons or entities with an interest of ten percent (10%) or more in the Firm, indicating the title, if any, and the percentage of the interest of each.

Failure to Complete Prior Projects: Disclose whether Proposer has ever failed to complete implementation of a similar project within the last two (2) years. If so, list the entity for which the project was to be performed and explain why the work was not completed.

Litigation: State the case number and party names of all litigation the Proposer has been named in that has been filed since January 1, 2010. The Proposer may omit employment-related cases. It is not sufficient to state that litigation has no effect on this procurement. FAILURE TO DISCLOSE will result in disqualification of the Proposer.

NORCOM, at its option, may require a vendor to provide additional support and/or clarify requested information.

5.1.3 REFERENCES & RELATED EXPERIENCE (Section 3, Appendix B)

5.1.4 RESPONSES TO REQUIREMENTS (Section 4)

The proposal should contain the following elements in addition to submitting the, Proposal Signature Sheet, Personnel Inventory Form and Non Collusion Affidavit Form:

5.1.4.1 Proposed Scope of Work

- Assessment of current facilities as to capacity, redundancy, survivability, overall capacity to meet mission, and compliance with all known best practices and standards including, but not limited, to those published by International Building Code (IBC) National Fire Protection Association (NFPA) Standard #1221, National Emergency Number Association (NENA), Association of Public Safety Communications Officials, Inc.(APCO), Commission on Accreditation for Law Enforcement Agencies (CALEA), Federal Emergency Management Agency (FEMA) Documents 426 (Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings) and 452 (The Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks), Motorola Standards & Guidelines for Communications Sites, any additional essential building requirements or standards.
- Service delivery impact review and options.
- Meetings with NORCOM staff and participating agencies. Such meetings may include a questionnaire that the consultant will prepare, distribute, collect, and summarize to approximate program needs in the new facility.

- Meetings with all stakeholders to discuss interests/needs for preliminary site development/building placement and discussion of program questionnaire results.
- Estimating of construction costs for new facility based on stakeholder meeting results.
- Building pricing review meeting.
- Presentations to NORCOM staff, NORCOM Governing Board, and stakeholder agencies.
- Service delivery impact review and options.
- Site review and options based on current public and private property availability. Review and incorporation of any relevant findings or information from site and facility studies previously performed by South Sound 911 and Valley Communications. (Copies of such to be provided by NORCOM).
- Site visits to up to three existing 911 facilities in the Pacific Northwest to be determined by NORCOM

5.1.4.2 Proposed Deliverables

- Project document with square footage summaries/recommendations and Staff interview or survey report which will include adjacency diagrams.
- Preliminary site/building placement drawing.
- Concept level estimate for the new facility, including assumptions narrative.
- Site review and options based on current public and private property availability.

5.1.5 FEE FOR SERVICES PROPOSED (Section 5)

- **The fee for services proposed shall not exceed \$75,000.**
- The proposer's fee documentation shall be enclosed in a separate, sealed envelope, labeled as such.
- The number of hours and the cost for each of the major sections under the proposed scope of work and proposed deliverables.
- The amount to be billed to NORCOM by section and by total for such services rendered.
- All additional fees, expenses and reimbursement requirements.

5.1.6 DUNN & BRADSTREET BUSINESS REPORT (Section 6)

5.1.7 NON-COLLUSION AFFIDAVIT (Section 7, Appendix C)

5.1.8 PROPOSAL SIGNATURE SHEET (Section 8, Appendix D)

6.0 SELECTION PROCESS

6.1 Initial Screening and Oral Presentations

Initial screening of proposals will be conducted by a selection committee comprised of NORCOM representatives who will determine the ranking of the proposals. Invitations for oral presentations may be extended to a number of the higher ranking proposers at the discretion of the committee. The RFP Coordinator will contact the proposer(s) to schedule a date, time and location for such presentation. Commitments made by the Proposer at the oral interview, if any, will be considered binding. The RFP Coordinator will have the final approval of the successful proposer as recommended by the committee and the contract must be approved by the NORCOM Governing Board.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose proposal best meets the requirements of this RFP.

6.2 Selection of Criteria to be Evaluated

Selection of finalists will be primarily evaluated according to the following criteria:

1.	Qualifications and verifiable success in completing similar feasibility, programming and cost services for agencies of similar size, responsibility and complexity.	20%
2.	Demonstrated understanding of the scope of work and approach as shown in the proposer's written response	35%
3.	Ability to complete the work within the proposed timeframe and with realistic scheduling for each element of the process.	20%
4.	Fee for performing the work.	25%

6.3 Contract Award and Execution

NORCOM reserves the right to make an award without further discussion of the proposal submitted. NORCOM shall not be bound or in any way obligated until both parties have executed a vendor contract. NORCOM reserves the right to delay contract award and /or not to make a contract award.

All proposals submitted shall be valid for a period of one-hundred eighty (180) calendar days from the date of the proposal opening.

6.4 Finalize Contract & Approval

This selection phase will be used to finalize the contract terms and conditions. See Section 7, *Terms and Conditions*, for details. If NORCOM and the selected Proposer are unable to agree on terms and conditions at this point, NORCOM may exercise its right to negotiate with other Proposers. Every Proposer, by submitting a proposal, agrees to comply with all contract terms and conditions attached in Section 7; however, NORCOM reserves the right to add terms and conditions during contract negotiations.

NORCOM's obligation will commence when the NORCOM Governing Board approves the contract. Upon written notice to the Applicant, NORCOM may set a different

contract starting date, and all warranties and price guarantees, and other time sensitive conditions will be adjusted accordingly. NORCOM will not be responsible for any work done by the Applicant, even work done in good faith, if it occurs prior to the contract start date set by NORCOM.

7.0 TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

7.1 Business License and Taxation

The successful proposer and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and the City of Bellevue.

7.2 Insurance Requirements

The proposer awarded the contract will be subject to NORCOM's requirements for insurance reflecting the minimum amounts and conditions as defined below:

- A. Commercial General Liability - \$1,000,000 single limit combined for personal injury, property damage; \$2,000,000 aggregate. The commercial general liability policy shall be on an occurrence basis and shall include an endorsement naming NORCOM as an additional insured and stating that coverage under the policy is primary over and non-contributory with any insurance NORCOM may maintain.
- B. Automobile public liability and property damage - \$1,000,000 single limit combined for bodily injury and property damage.
- C. Professional liability or errors and omissions - \$1,000,000 combined single limit for errors and omissions resulting in monetary loss normally covered by professional liability insurance.

7.3 Workers' Compensation

The proposer shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

7.4 Proposals – Public Information

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this Bid/RFP shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

If the Bidder/Proposer considers any submittal document to be protected from disclosure under the law, the Bidder/Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The

Bidder/Proposer shall also submit an index with its Bid/Proposal identifying the affected page number(s) and location(s) of all such identified material. Marking the entire Bid/Proposal as “confidential” or “proprietary” is not acceptable and is grounds to reject such Bid/Proposal.

If a request is made for disclosure of such identified documents or portions thereof, NORCOM will determine whether the material is exempt from public disclosure. If, in NORCOM’s opinion, the material is subject to disclosure, NORCOM will notify Bidder/Proposer of the request and impending release and allow the Bidder/Proposer ten (10) days to take whatever action it deems necessary to protect its interests. NORCOM will cooperate with any legal action initiated by the Bidder/Proposer to prevent release; provided that all expense of such action shall be borne solely by the Bidder/Proposer, including any damages, attorney’s fees or costs awarded by reason of having opposed disclosure and Bidder/Proposer shall indemnify NORCOM against same. If the Bidder/Proposer fails or neglects to take such action within said period, NORCOM will release all materials deemed subject to disclosure. Submission of materials in response to this Bid/RFP shall constitute assent by the Bidder/Proposer to the foregoing procedure and the Bidder/Proposer shall have no claim against NORCOM on account of actions taken pursuant to such procedure.

7.5 Copyright and Confidentiality

Selected proposer shall maintain strict privacy of all NORCOM records, data and files (regardless of media), including any copyrighted material received from NORCOM. NORCOM will determine and assure compliance with all aspects of Public Records and Disclosure law. All responders agree and understand that some or all of the records related to this project may be subject to public disclosure under Washington law.

7.6 Litigation/Jurisdiction/Venue

Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney’s fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

7.7 Payment

NORCOM will pay invoices submitted by the selected proposer as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by NORCOM’s Finance Manager the payment will be processed and submitted to the proposer. Payment terms must adhere to the State of Washington codes and regulations.

7.8 Satisfaction of NORCOM Attorney

The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of NORCOM’s attorney.

7.9 Choice of Laws

The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

8.0 Appendices

APPENDIX A: Company Background

Company Name:	Address:
City:	State:
Zip:	Contact Name:
Telephone Number:	E-Mail Address:
Web Site Name & Address:	Total Number of Employees:
Number of Years in Business Providing Services:	

Status of Firm:
Failure to Complete Prior Projects:
Litigation:

APPENDIX B: Client References

1. Name of Client:	
Population:	Area Covered (square miles):
Total Agencies Served:	Physical Size of Agency:
Contact Name/Title:	Telephone:
Other Comments:	

2. Name of User:	
Population:	Concurrent Users:
Total Agencies Served:	Physical Size of Agency:
Contact Name/Title:	Telephone:
Other Comments:	

3. Name of User:	
Population:	Concurrent Users:
Total Agencies Served:	Physical Size of Agency:
Contact Name/Title:	Telephone:
Other Comments:	

APPENDIX C: Non-Collusion Affidavit Certificate

State of Washington)
)ss
County of King)

The undersigned, being duly sworn, deposes and say that the person, firm, association, co-partnership, or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvement described as follows:

NORCOM
Proposer named below

Institution Name

Authorized Signature

Sworn before me, this _____ day of _____, 2016.

Notary Public
in and for the State of Washington

APPENDIX D: Proposal Signature Sheet for Specification NO. 2016-01

All Proposals must be in ink or typewritten.

Submittals must be sent to Sheryl Mullen, P.O. Box 50911, Bellevue, WA 98015-0911. See 4.0 Response Requirements and Conditions.

We, the undersigned, hereby agree to execute the proposed contract and furnish services to NORCOM as submitted in our proposal and approved by NORCOM>

The undersigned states that he or she is authorized to submit a proposal on behalf of the corporation, partnership, or sole proprietorship listed below and further states that the corporation, partnership, or sole proprietorship is bound by the above offer.

The respondent agrees, by submitting a proposal under these specifications that in the event any litigation should arise concerning the submission of bids or the award of contract under this specification or request for bids, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of King.

Bidder/Contractors Registered Name

Signature of Person Authorized to Enter into
Contracts for Bidder/Contractor

ADDRESS

PRINTED NAME AND TITLE

CITY, STATE, ZIP

DATE

(AREA CODE) PHONE NO./FAX NO.

STATE BUSINESS LICENSE NO.

E.I. NO.
Federal Social Security No
Used on Quarterly Federal Tax Return
U.S. Treasury Department Form 941

STATE CONTRACTOR'S LICENSE NO.
See RCW CH 18.27