



Request for Proposal

RFP 2023-05-PS

***Leave Management &
Administration Services***

REQUEST FOR PROPOSAL

LEAVE MANAGEMENT & ADMINISTRATION SERVICES

PROPOSALS DUE BY:	August 8 th , 2023 at 5:00 pm PDT <i>Proposals received after this date and time will not be considered for award.</i>
SUMITTAL INFORMATION:	Proposals must be submitted via email to Solicitations@SouthSound911.org <i>The RFP number and Project name must be noted in the subject line; otherwise, the proposal may be considered as non-responsive to the RFP.</i>
PRE-BID MEETING INFO:	None
INQUIRY DEADLINE:	Please submit all inquiries and questions regarding this RFP to Tori.Umemoto@SouthSound911.org by July 26, 2023 at 5:00 pm PDT.
FINAL ADDENDUM ISSUE DATE:	July 31, 2023
PUBLIC OPENING:	There will be no public opening.
PROCUREMENT CONTACT:	Tori Umemoto, Senior Accountant 253-287-4809 Tori.Umemoto@SouthSound911.org
ALTERNATE POINT OF CONTACT:	Janet Caviezel, Finance Director 253-287-4804 Janet.Caviezel@SouthSound911.org





REQUEST FOR PROPOSALS

RFP No. 2023-05-PS

Leave Management & Administration Services

South Sound 911 (herein after referred to as “Agency”) is accepting **PROPOSALS** for the above solicitation until **5:00 p.m., Pacific Daylight Saving Time (PDT), August 8th, 2023**. Proposals received after this date and time will not be considered for award. Proposals are not typically opened and read aloud.

Only proposals submitted via email to Specifications@SouthSound911.org will be accepted for this solicitation. Emails sent to other Agency emails will not be reviewed.

The RFP number and Project Name must be noted in the subject line; otherwise, the proposal may be considered as non-responsive to the RFP.

Proposals will be held, un-opened, until the stated deadline, at which time they will be recorded and forwarded to a committee for evaluation and scoring in accordance with the criteria described in this RFP. The Agency reserves the right to conduct meetings, interviews, or request additional information or presentations from any potential contractors to ensure compatibility prior to contract award.

It is anticipated that the contract will be effective as soon as practicable.

Complete solicitation documents, South Sound 911 terms and conditions, as well as sample contract documents are available for viewing and download at www.SouthSound911.org/Finance/Purchasing/Bids/.

Additional information regarding the specifications may be obtained by contacting Tori Umemoto, Senior Accountant, at Tori.Umemoto@SouthSound911.org for general purchasing information.

Sincerely,
Janet Caviezel
Finance Director

South Sound 911 reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the Agency’s best interests. The Agency may, at its sole discretion, modify or amend any provision of this notice or the RFP.

TABLE OF CONTENTS

Section	Title	Page
I	Background, Purpose, & Objectives	1
II	Scope of Work	1
III	Optional Consulting Services	2
IV	Mandatory Minimum Qualifications	2
V	Selection Process & Evaluation Criteria	2
VI	Illustration of Key Dates	4
VII	Proposal Requirements	4
VIII	Submittal Requirements	5
IX	South Sound 911 Terms & Conditions	5

ATTACHMENTS

No.	Title	Page
1	Company Information	8
2	Questionnaire	9
3	Client References	10
4	Conflicts of Interest Statement	11
5	Proposal Acknowledgement and Signature Form	12

Section I – Background, Purpose, and Objectives

Background: South Sound 911 (“Agency”) is a voter-approved, consolidated public safety answering point (PSAP) for law enforcement, fire and emergency medical service (EMS) throughout Pierce County, Washington. The Agency serves its partner agencies through the provision of 24-hour emergency communications, records management, information technology, and administration services. South Sound 911 is governed by an 11-member Board of Directors of elected officials with representation reflective of the Agency’s customer base. The Agency is committed to enhancing public safety, which is exemplified through its culture rooted in its core principles of Respect, Integrity, Service, and Unity.

Leave administration is currently centralized and managed by the Human Resources (HR) Department, which is comprised of the following staff: one Director, one full-time HR Generalist, and one Recruiting Coordinator. The HR Department’s responsibilities include: receiving, processing, evaluating, and determining eligibility of various leave requests; providing notices approval, denial, and/or need for additional information / clarification; communicating return to work status; managing and tracking leave and providing on-demand reports.

Leave types include, but are not limited to, the following:

- Washington State Paid Family Medical Leave (PFML)
- Family and Medical Leave Administration (FMLA)
- Americans with Disabilities Act (ADA)
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers’ Compensation (WC) governed by the Washington State Department of Labor & Industries (L&I)

As of October 1, 2022, FMLA is administered on a “rolling” 12-month period measured backward from the date that an employee uses any FMLA qualified leave. In some instances, employees may elect to run PFML and FMLA leave concurrently based on overlapping qualifying events between the two types of leave. Certain types of leave may be taken on a continuous, reduced, or intermittent schedule. The HR Department currently tracks intermittent leave frequencies and absences manually, resulting in a time-consuming process.

Purpose: Due to the complexities of various leave components referenced herein, *South Sound 911 is seeking an experienced vendor to lead its entire leave administration process.* The purpose of this RFP is to solicit proposals from qualified firms to standardize and manage leave administration processes as well as act as subject matter experts for Human Resources.

Section II – Scope of Work

South Sound 911 is seeking a contractor that will manage the leave administration process for the Agency, comprised of approximately 270 represented and non-represented employees (this number includes full-time and part-time employees, understanding that not all part-time employees are eligible under FMLA) as well as:

- Foster the employee and employer relationship through compliance and communication.
- Standardize and simplify the leave administration process to ensure adherence to relevant laws, regulations, and policies.
- Act as a subject matter expert to HR, including guidance on generating leave reports and analyzing data.

Section III – Optional Consulting Services

South Sound 911 is currently undergoing two major changes that directly impact the HR Department.

- 1) The Human Resources Director is retiring after 13 years of service to the Agency.
- 2) The Agency is in the process of implementing a new Enterprise Resource Planning (ERP) system, a significant component of which is dedicated to human resources capital management (HRCM). Implementation of the HRCM modules is scheduled to begin in September 2023.

As such, South Sound 911 is also interested in pursuing HR consulting services to provide:

- Support to the department during this transition for routine HR functions;
- Strategic guidance and expertise in developing a roadmap for the future state of the HR function, particularly in regards to the integration of streamlining policies and practices with the ERP system.

Section IV – Mandatory Minimum Qualifications

Proposers must demonstrate that they have the resources and capabilities to provide the materials and services as described herein. All proposers must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for offeror's proposal to be deemed non-responsible and rejected.

The following minimum qualifications shall be met in order to be eligible for this contract:

1. Proposer must demonstrate they have been in business providing various leave administration services for a minimum of the last five years, including providing services in the following:
 - Exempt and non-exempt staff of 150 employees or greater
 - Heavily regulated and safety-sensitive industries
 - Mixed labor environment including union and management personnel
2. Proposer must provide examples of the following documentation: *Case-related documentation such as Notice of Eligibility, Rights & Responsibilities; Medical Certification (for employees and for family members); Designation Notice; Return to Work Certification/Fit for Duty form; Letters to accompany Medical Certification regarding company requested Re-certification and Second/Third opinions and requesting clarification, and any other leave documentation as appropriate.*
3. Proposer agrees to execute the procurement of services on the Agency's Professional Services agreement. Only Proposers who are agreeable to this provision shall be considered for award of these services.

Although South Sound 911 prefers that each respondent submit only one proposal including all alternatives to the proposal that the respondent desires the Agency to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another respondent or proposal.

Section V – Selection Process & Evaluation Criteria

Selection Process

Proposals submitted in response to this RFP will be evaluated by a committee comprised of South Sound 911 personnel and other experts chosen at the discretion of the Agency. South Sound 911 will only consider proposals that 1) are received on or before the proposal submission deadline and 2) meet all the requirements of this RFP. South Sound 911 reserves the right to request a "best and final offer" from proposals meeting the minimum requirement.

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

South Sound 911 reserves the right to review details of services with potential contractors to ensure compatibility prior to contract award.

The Agency, at its sole discretion, may require any proposer to augment or supplement its proposal or to meet with Agency’s designated representatives for an interview or presentation to further describe the proposer’s qualifications and capabilities. The requested information, interview, meeting or presentation shall be submitted or conducted, as appropriate, at a time and place the Agency specifies.

Additional information obtained after submittal will be considered by the evaluation committee.

Evaluation Criteria and Methodology

Proposals will be evaluated on the criteria below based on the responses provided in questionnaires, company references, and other information gathered during the solicitation process.

Specific factors will be applied to proposal information to assist the Agency in selecting the most qualified company for this contract.

The relative weight is intended as a general indication as to which criteria is most important to South Sound 911 and a general guide to the evaluators who participate in the process.

Criteria	Weight
Company and Personnel Qualifications <ul style="list-style-type: none"> ❖ Customer Service Philosophy ❖ Company References ❖ Proposer’s experiences with similar services / projects ❖ Customer service & key personnel that will be dedicated to South Sound 911 	30
Required Services & Scope of Work <ul style="list-style-type: none"> ❖ The degree to which the proposal meets the stated services and requirements ❖ Approach to Scope of Work ❖ Service level guarantee 	55
Value / Cost of Efforts <ul style="list-style-type: none"> ❖ Hourly rates, reimbursable expenses, and other costs for each service per task. <p><i>The evaluation process is not designed to simply award the contract to the lowest cost proposal but, rather, is intended to help with the selection process to choose the best combination of attributes, including price, based on the evaluation factors.</i></p>	15
Total Possible Points	100

Section VI – Illustration of Key Dates

Although the Agency intends to complete the selection and deployment processes using the below schedule, South Sound reserves the right to adjust or reschedule milestones as necessary.

Milestone / Event	Date	Time
Release Request for Proposal (RFP)	July 14, 2023	1600 PDT
Deadline for Vendors to Submit Questions	July 26, 2023	1700 PDT
Final Addendum Issued (Answers to Vendor Questions)	July 31, 2023	1700 PDT
Proposals Due	August 8, 2023	1700 PDT
Finalists Meetings / Interviews (Tentative)	TBD - Potentially 2nd / 3 rd week of August	
Notice of Award (Tentative)	August 23, 2023	
Contract Start Date	As soon as practicable	

Section VII – Proposal Requirements:

Proposal Format: One (1) electronic copy in searchable PDF or Word format.

Proposal Contents: The following items are required to be included in your proposal, in the order listed. *Deviation from this may render your proposal non-responsive.*

- Cover Letter:** The cover letter shall identify and introduce the proposer and provide other general information about the proposer's company.
- Executive Summary:** The Executive Summary should provide a complete and concise summary of proposer's background, area(s) and level(s) of expertise, relevant experience and ability to meet the requirements of this RFP. The Executive Summary should briefly state why proposer is the best candidate for the engagement.
- Company Information (Attachment 1):** Please complete and fill out Attachment 1.
- Questionnaire (Attachment 2):** Please provide detailed responses to the questionnaire. Respondents should describe in great detail how they propose to meet the specifications and scope of services as detailed in the RFP.
- Additional Information (Optional):** Please provide any other information that may provide value to the evaluation of the RFP.
- Fee Proposal:** Proposer should submit their fee proposal for all its services. Provide hourly rates for your firm and all subcontractors. If applicable, itemize the fee by project phase or other divisible unit completed, in dollars and percentage, or by deliverable. Proposer shall provide its best estimate of expenses including, but not limited to, travel and associated expenses. No qualification of the financial offer will be accepted. These rates shall be considered valid throughout the project.

7. **Client References (Attachment 3):** Please provide at least three references of accounts of similar scope using the form in Attachment 3. Please note we will not contact the references until we have discussed reference checks with you
8. **Conflicts of Interest (Attachment 4):** Submit conflicts of interest certifications.
9. **Proposal Signature Page (Attachment 5):** This must be signed and returned with the RFP.

Section VIII – Submittal Requirements

Proposal Responses: The Agency must receive responses to this RFP no later than the stated deadline: August 8th, 2023 at 5:00 pm PDT.

Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. South Sound 911 will not be responsible for unsuccessful submittal of documents. The response shall be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable.

Only proposals submitted via email to Specifications@SouthSound911.org will be accepted for this solicitation. Emails sent to other Agency emails will not be reviewed.

The RFP number and Project Name must be noted in the subject line; otherwise, the proposal may be considered as non-responsive to the RFP.

Section IX - Terms & Conditions

A. RESPONSIVENESS

Proposals must provide ninety (90) days for acceptance by South Sound 911 from the due date for receipt of proposals. All proposals will be reviewed by South Sound 911 to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. South Sound 911 reserves the right, in its sole discretion, to waive irregularities deemed by South Sound 911 to be immaterial.

B. ANSWERS TO RESPONDENT INQUIRIES

Any questions concerning the RFP must be submitted via email to Tori Umemoto, Senior Accountant, by the Vendor Question Submittal deadline stated in the RFP. South Sound 911 will not be responsible for unsuccessful electronic submittals. No further questions will be accepted after the stated time on that day. The answers to the questions submitted will be an Addendum and will be posted to the following website: www.SouthSound911.org/Finance/Purchasing/Bids/ by end of business within 3 working days. It is the Respondent's responsibility to check the website.

South Sound 911 will not be responsible for unsuccessful submittal of questions, and no further written questions will be accepted after the deadline stated above. South Sound 911 also reserves the discretion to group similar questions into one single answer or not to respond, in its discretion, including and not limited to when the information is confidential.

All communications concerning this acquisition should be directed to Tori Umemoto. Unauthorized contact regarding the RFP with any South Sound 911 employees may result in disqualification.

C. COSTS TO PREPARE PROPOSAL

South Sound 911 is not liable for any costs incurred by the Respondent for the preparation of a proposal submitted in response to this RFP, for conducting any presentations to South Sound 911, or any other activities related to responding to this RFP.

D. PROPOSALS PROPERTY OF SOUTH SOUND 911

All proposals, accompanying documentation and other materials submitted in response to this RFP shall become the property of South Sound 911 and will not be returned.

E. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

To the fullest extent permitted under law, all proposals received shall remain confidential until the evaluation is completed and the vendor is selected and approved. Thereafter, proposals shall be deemed public records. **See Standard Terms and Conditions Sections 1.17 and 2.25.**

F. SOUTH SOUND 911 TERMS AND CONDITIONS

The standard terms and conditions published at: www.SouthSound911.org/Finance/Purchasing/Bids/ are part of this specification and are binding on all respondents submitting responses to a request for bids, proposals, qualifications and information.

G. CONTRACT OBLIGATION

The apparent successful Respondent(s) will be expected to enter into a contract with South Sound 911, which is substantially the same as the sample contract or sample professional services contract, and its general terms and conditions. See the purchasing page of the South Sound 911 website.

H. POST-EVALUATION

1. Notification of Selected Responses

Respondents will be notified when a selection has been made of responses that are eligible for further evaluation, if applicable, or when a selection has been made of apparent successful Respondent(s). Failure to include an e-mail address may result in no notification.

2. Protest Procedures

Respondents submitting a protest to this procurement shall follow the procedures described herein. All protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the Respondent under this procurement.

All protests shall be in writing and signed by the protesting party or an authorized agent. The protest shall state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the South Sound 911 Executive Director.

Only protests stipulating an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document shall be considered. Protests not based on procedural matters will not be considered.

In the event a protest may affect the interest of any other Respondent, such Respondent(s) will be given an opportunity to submit their views and any relevant information on the protest to the South Sound 911 Executive Director.

Upon receipt of a protest, a protest review will be held by the South Sound 911 Executive Director to review the procurement process utilized. This is not a review of responses submitted or the evaluation scores received. The review is to ensure that procedures described in the procurement document were followed, all requirements were met, and all Respondents were treated equally and fairly.

Protests shall not be accepted prior to notification of selected Respondents. Protests shall be received within two (2) business days from the date of the notification. The South Sound 911 Executive Director or his/her delegate will then consider all the information available to him/her and render a written decision within five (5) business days of receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay. No contracts will be entered into until such written decision is issued.

I. AWARD CRITERIA

It is the intent to award at least one contract for the tasks listed in these specifications. The Respondent who can comply with the provisions and specifications herein, and provided such proposal is reasonable and is in the best interests of South Sound 911 to accept, will be offered an award. South Sound 911 reserves the right to award more than one contract, in the best interests of South Sound 911.

South Sound 911, however, reserves the right to reject any and all proposals, waive minor deviations or informalities, not award a contract, or issue a subsequent RFP.

J. ADDITIONAL INFORMATION FOR RFP EVALUATION PROCEDURES

Request for Clarification: As part of the evaluation process, and at the discretion of the Evaluation Committee, Respondents may be asked to clarify specific points in their proposal[s]; however, under no circumstances will Respondents be allowed to make changes to their proposals.

Interviews: The Evaluation Committee may request an interview with one or more Respondents. If a Respondent declines the request for an interview for any reason, the Respondent may be eliminated from further consideration.

K. DISQUALIFICATION OF A PROPOSER / PROPOSAL:

The Agency does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered. The Agency will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the Agency.

South Sound 911 reserves the right to:

- Reject any and all proposals;
- Reject any proposal that does not furnish or is unresponsive to the information required or requested herein;
- Reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the Agency's best interest, at South Sound 911's sole discretion;
- Reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion
- Not accept a proposal from or approve a contract to any proposer that is in default as surety or otherwise upon an obligation to the Agency or has failed to perform faithfully any previous agreement with the Agency, or is currently in default under any agreement with the Agency.
- Independently investigate the financial status, qualifications, experience, and performance history of a Proposer;
- Request information as it deems necessary to determine a proposer's responsibility;
- Cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another proposer.
- Award a contract to more than one respondent.

COOPERATIVE PURCHASING STATEMENT

South Sound 911 encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; South Sound 911 supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to South Sound 911 may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. South Sound 911 shall not be liable for any costs or damages incurred by any other entity.

Attachment 1 – Company Information

<i>Company Overview</i>	
Company Name:	Corporate Headquarters Address:
Status of Firm – If corporation, list the state and date of incorporation:	
If other than a corporation, list all general partners, joint venture, 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:	
Project Manager Name:	Project Manager Phone:
Project Manager Email:	Website Address:
Total Years Company has Operated:	Total Number of Employees:
<i>Mandatory Minimum Qualifications</i>	
<p>Provide information that demonstrates your particular abilities and experiences in providing various leave administration services for a minimum of the last five years, including providing services in the following:</p> <ul style="list-style-type: none">• Exempt and non-exempt staff of 150 employees or greater• Heavily regulated and safety-sensitive industries• Mixed labor environment including union and management personnel	

Attachment 2 – Questionnaire

Note: A complete response to this questionnaire must accompany all Requests for Proposals. A response such as “See Proposal” is not sufficient unless there is proper reference to the specific section of the proposal addressing the question. Please be specific in your answers.

Company Overview

1. How many clients do you currently provide leave of absence administration services? What is the total number of lives you service?
2. Of this total, how many clients are:
 - a. Based in WA State and/or subject to WA State PFML laws?
 - b. Have both represented and non-represented employees?
 - c. Are public sector clients?
3. What is the number of years your company has been providing the requested Services/Products internally defined for the scope of services defined in this Request for Proposal?
4. Have any contracts to which your firm was a party ever been terminated early? If so, please provide details.
5. Are there any lawsuits for breach of contractual obligations to any entity in the company’s history? If yes, please list them and indicate whether or not they may affect services you provide the Agency.
6. How many years has your company operated? Please indicate your total number of employees.
7. How does your firm maintain confidentiality?
8. How does your company maintain compliance with records retention laws applicable to municipal clients located in the State of Washington?
9. Describe in detail how you will be able to provide end-to-end support for the entire leave process; including initiation, medical determinations, involvement of vocational rehabilitation and return-to-work (i.e., can you check eligibility of employees? Have they worked 1,250 hours in the past year? How many FMLA and PFML hours does the employee have available?).
10. How does your firm propose to handle absence management, including intermittent leave and/or suspected abuse of FMLA and WA State PFML leave? Please provide how your processes your firm has set up assurances that fraud and abuse will be discovered, and how fraud and abuse may be minimized or eliminated.
11. Discuss how you would monitor and implement legislative changes.
12. Will you take over open leaves or will your services be limited to new leaves?
13. Provide a comprehensive listing of all the services you provide.

Attachment 3 – Client References

Please provide three (3) recent references whom similar services as stated in the RFP have been performed.

<i>Reference 1</i>	
Company:	
Contact Name / Title:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Contract Term Dates:	
Nature of Work Performed:	

<i>Reference 2</i>	
Company:	
Contact Name / Title:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Contract Term Dates:	
Nature of Work Performed:	

<i>Reference 3</i>	
Company:	
Contact Name / Title:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Contract Term Dates:	
Nature of Work Performed:	

Attachment 4 – Conflicts of Interest Statements

1. Document any conflict(s) of interest due to other clients, contracts, or property interest.
2. Provide a sworn statement certifying that no member of ownership, management, or staff has vested interest in any aspect of this project (Non-Collusion Affidavit).
3. Provide a statement that no assistance in preparing the response was received from any current or former employee of South Sound 911 whose duties relate(s) to this RFP, unless such assistance was provided by a South Sound 911 employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFP.
4. State if the Respondent or any employee of the Respondent is related to a South Sound 911 employee. If there are such relationships, list the names and relationships of such parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
5. State whether any of the individuals to perform work on the contract is a current South Sound 911 employee or a former South Sound 911 employee.

PROPOSAL SIGNATURE PAGE

All proposals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Hard copy proposals submitted by delivery must be sent to South Sound 911, ATTN: Tori Umemoto, 3580 Pacific Ave, Tacoma, WA 98418.

**PROPOSAL FOR SPECIFICATION NO. 2023-05-PS
Leave Management & Administrative Services**

The undersigned Respondent hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The Respondent agrees, by submitting a proposal under these specifications, that, in the event, any litigation should arise concerning the submission of proposals or the award of contract under these specifications, or Request for Proposals, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

SOUTH SOUND 911 STANDARD TERMS AND CONDITIONS

The undersigned Respondent agrees, by submitting a proposal under these specifications, that the undersigned has read and understands the standard terms and conditions for South Sound 911 solicitations and services.

AFFIDAVIT

The undersigned Respondent, being first duly sworn, on oath, hereby certifies that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person or entity not herein named; and bidder/Respondent has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a proposal; and that Respondent has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s). By signing below, you agree to all terms & conditions in this RFP, except where expressly described in your cover letter.

Respondent's Registered Name

Signature of Person Authorized to Enter into Contracts for Respondent

Address

Printed Name and Title

City, State, Zip

Date

(Area Code) Telephone Number / Fax Number

WA Unified Business Identifier (UBI) / State Business License
(if licensed other than WA, please also specify the state)

E.I.No. / Federal Social Security Number Used on Quarterly
Federal Tax Return, U.S. Treasury Dept. Form 941

State Contractor's License Number
(See Ch. 18.27, R. C. W.)

Project Manager:

Name (Printed)

***THIS PAGE MUST BE SIGNED AND
RETURNED WITH PROPOSAL***

Phone Number

Email Address