



STATE OF WASHINGTON
SPOKANE CONSERVATION DISTRICT
REQUEST FOR PROPOSALS (RFP)
RFP NO. 0324-002

PROJECT TITLE: USDA Tree Procurement Services

Proposal Acceptance Period: Beginning 2/22/2024 at 9am PST until October 1, 2024 at 5pm PST.

Submission Instructions: Applications will only be accepted by email transmission to Cori Turntine, SCD Operations Manager, at cori@spokanecd.org. Application forms and requirements are further described in Section 3 of this RFP.

Overview: The Tree Procurement Services Project, administered by Spokane Conservation District (SCD), aims to purchase trees and associated nursery services through federal grant funding from the United States Department of Agriculture (USDA) Forest Service. This project will support SCD's regional and locally-led initiatives to increase the number of shade trees available within lower-income and disadvantaged communities of Spokane County, Washington.

Contact Information for questions related to this RFP:

Cori Turntine, RFP Coordinator

4422 E 8th Ave, Spokane Valley, WA 99212

(509) 535-7274, ext 230

cori@spokanecd.org

Estimated Time Period for Contracts: March 13, 2024 through October 31, 2024, or anytime within this period.



Table of Contents/Contents of RFP

1. Introduction	
A. Purpose and Background.....	Page 3
B. Objectives and Scope of Work.....	Page 3
C. Minimum Qualifications.....	Page 4
D. Period of Performance.....	Page 4
E. Contracting with Current or Former WA State Employees.....	Page 4
F. Definitions.....	Page 5
G. Equal Opportunity Employer.....	Page 5
2. General Information for Contractors	
A. RFP Coordinator.....	Page 6
B. Estimated Schedule of Procurement Activities.....	Page 6
C. Submission of Proposals.....	Page 6
D. Proprietary Information/Public Disclosure.....	Page 7
E. Revisions to the RFP.....	Page 7
F. Minority & Women Owned Business Participation.....	Page 8
G. Application Acceptance Period.....	Page 8
H. Responsiveness.....	Page 8
I. Most Favorable Terms.....	Page 8
J. Contract and General Terms & Conditions.....	Page 8
K. No Obligation to Contract.....	Page 9
L. Rejection of Proposals.....	Page 9
M. Commitment of Funds.....	Page 9
N. Insurance Coverage.....	Page 9
O. Indemnification.....	Page 11
3. Proposal Contents	
A. Exhibit A: Letter of Submittal and Certifications & Assurances Form.....	Page 11
B. Exhibit B: Technical Proposal.....	Page 12
4. Evaluation and Award	
A. Confirmation of Receipt.....	Page 12
B. Application Evaluation and Selection.....	Page 13
5. Exhibits (Required Application Materials)	
A. Exhibit A: Letter of Submittal and Certifications & Assurances Form.....	Page 13
B. Exhibit B: Technical Proposal.....	Page 13



1. INTRODUCTION

1.a. PURPOSE AND BACKGROUND

The Spokane Conservation District hereafter referred to as the "AGENCY," is initiating this Request for Proposals (RFP) to purchase trees and associated nursery services through federal funding made available to SCD. SCD is authorized to conduct this work under the United States Department of Agriculture (USDA) Forest Service.

The AGENCY intends to award one or more contract(s) under this RFP. Subsequent RFPs may be issued at a future date, dependent upon the continuation of federal funding and the outstanding need for Contractor(s). Up to 4 additional years of procurement may be available under this program; additional RFPs will be released for consecutive years.

1.b. OBJECTIVES AND SCOPE OF WORK

Objectives: AGENCY plans to purchase 2,000 tree units at a flat rate of \$200 per tree unit between 03/15/2024 – 10/31/2024 in accordance with the *Product Descriptions and Preferred Species Lists* below.

Contract award amounts* **: Maximum of \$400,000 per contract. Applicants may submit for less than the maximum amount. The number of awards depends on the number and quality of applications received. SCD plans to make at least 1 award under this RFP. AGENCY may issue additional RFPs related to this work.

**SCD reserves the right to negotiate dollar amounts of approved awards.*

***SCD reserves the right to not allocate all funding.*

Table 1: Description of Funding Available

Parent Funding Source	Planned Number of Tree Purchases	Max Rate Per Tree Unit	Period of Performance	Max Award
USDA Forest Service	2,000 Trees	\$200	03/15/2024 – 10/31/2024	\$400,000

Price Structure: Bidders are requested to supply their most competitive bid for the performance of work under this RFP within the required Exhibits. Bids cannot exceed the "max rate per tree unit" provided above. The bidder's flat fee structure shall include (a) the cost of trees and supplies; (b) any and all associated costs in growing the trees, packaging, and delivering trees to SCD's campus (4422 E 8th Ave, Spokane Valley, WA 99212); and (c) associated contractor business fees/costs. SCD will be ready to accept the first delivery of trees between March 25 - April 5, at which time, future deliveries may be scheduled, pending approval and written agreement by SCD.

Product Specifications: Applicants must demonstrate the ability to supply tree units meeting the below minimum specifications:



- All trees shall be containerized in 15-gallon pots.
- All deciduous trees shall be 1.5” caliper, single stem.
- All coniferous trees shall be 3-4’ tall, with the natives (Ponderosa Pine, Douglas Fir, and Western Larch) coming from the 830 seed zone, or within close proximity to the 830 seed zone.
- All trees shall be from the below “Preferred Species List.”
- All trees shall adhere to the American Standard for Nursery Stock ([ANSI Z60.1](#)).

Preferred Species List

All trees supplied must be from the species listed below. Bidders are required to designate the number of tree units they intend to supply of each species in Exhibit B: Technical Proposal.

- Norway Maple ‘Emerald Queen’ or ‘Emerald Lustre’
- Autumn brilliance apple serviceberry
- Eastern red bud
- Honey locust ‘skycole’/skyline
- Kentucky coffee tree
- Rocky Mountain juniper ‘Wichita blue’
- Crabapple ‘Jeflite’/starlite’
- Austrian pine
- Ponderosa pine (830 seed zone)
- Western Larch (830 seed zone)
- Douglas fir (830 seed zone)
- Chokecherry ‘Canada red’
- English Oak
- Red Oak
- Japanese Tree Lilac ‘Ivory Silk’
- Linden ‘redmond’
- Linden ‘greenspire’
- Elm ‘Emerald sunshine’
- Elm ‘FJS-Prince II/Colonial Sprite’
- Sugar Maple
- Northern Catalpa
- Sterling silver linden
- Hackberry
- European hornbeam
- Ginkgo
- Sweetgum
- Chinkapin oak
- Turkish filbert

1.c. MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Licensed to do business in the State of Washington OR provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.
- Federal Tax ID Number, also known as the EIN.
- Active Sam.gov registration, with an active Unique Entity Identifier (UEI) OR provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor. Bidders may request Technical Assistance with SAM.gov by emailing the RFP Coordinator named in this RFP.
- Not disbarred or suspended from work with the United States or State of Washington governments.
- Previous successful experience of doing work of similar nature, duration, and complexity.

1.d. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about March 13, 2024 and end October 31, 2024. AGENCY may issue additional RFPs related to this work for future periods of performance, dependent upon approval by the AGENCY and continuation of funding from the parent agency.

1.e. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES



Specific restrictions apply to contracting with current or former state employees pursuant to Chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees. Disclosure regarding current or former status as a state employee may be provided on Exhibit A: Letter of Submittal.

1.f. DEFINITIONS

Definitions for the purposes of this RFP include:

Agency – The Spokane Conservation District is the agency that is issuing this RFP.

Apparent Successful Contractor – The contractor(s) selected to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

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

Application – A formal proposal submitted in response to this solicitation. Complete applications must include all components referenced in RFP Section C.

Proposer - Individual or company that submits a proposal in order to attain a contract with the AGENCY.

Request for Proposals (RFP) – Formal procurement document in which goods or services are needed but no specific method to achieve it has been chosen. The purpose of an RFP is to inform and invite the public to submit Applications in response to the requested Scope of Work and anticipated deliverables.

Program Terms & Conditions

This program is funded with Federal Funding. All federal funding requirements must be followed. General compliance guidance is below. If selected as a successful bidder, prior to contracting, SCD will ensure you are able to meet the requirements of the program, as stated below:

1.g. EQUAL OPPORTUNITY EMPLOYER

The AGENCY is an equal opportunity provider. The AGENCY complies with the Americans with Disabilities Act (ADA).

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this organization is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the RFP Coordinator or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English upon request.

As a subrecipient of federal pass-through funding, CONTRACTOR by law must comply with Federal civil rights laws.



2. GENERAL INFORMATION FOR CONTRACTORS

2.a. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the CONTRACTOR and the AGENCY upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the AGENCY. CONTRACTORS are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the CONTRACTOR.

Name	Cori Turntine
E-Mail Address	cori@spokanecd.org
Address*	4422 E 8th Ave, Spokane Valley, WA 99212
Phone Number	(509) 535-7274, ext 230

**Please do not mail proposals. Proposals will only be accepted to the email address listed above. See Section 3 for additional information about Application Contents.*

2.b. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Milestone	Dates
Issue Request for RFPs to the Public	February 22, 2024
Begin accepting applications	February 22, 2024
Begin phone or in-person interviews with finalists, if required	March 8, 2024 – March 11, 2024
Announce first round of “Apparent Successful Bidders” and notification email to unsuccessful proposers	March 12, 2024
Negotiate contract(s)	March 12, 2024
Begin contract work	March 13, 2024
End date for accepting applications	October 1, 2024
Contract completion date	October 31, 2024

The AGENCY reserves the right to revise the above schedule. AGENCY will continue accepting and reviewing applications through October 1, 2024. Additional awards will be made upon ongoing need and availability of funds.

2.c. SUBMISSION OF PROPOSALS

(NOTE: Proposals will only be accepted electronically. Refer to the below sections for additional instructions.)

ELECTRONIC PROPOSALS:

Proposals will only be accepted by email transmission to Cori Turntine, SCD Operations Manager, at cori@spokanecd.org from February 22 – October 1, 2024. Application forms and requirements are



further described in Section 3 of this document. Proposal Exhibits must be submitted electronically as separate attachments in an email to Cori Turntine, the RFP Coordinator, at the email address listed in Section 2.a. Zipped files cannot be received by the AGENCY and cannot be used for submission of proposals. **Exhibit A** (The Letter of Submittal with Certifications & Assurances Form) must be signed by the individual within the organization authorized to bind the CONTRACTOR to the offer. The AGENCY does not assume responsibility for problems with CONTRACTOR'S email or technology.

Proposals **may not** be transmitted using facsimile transmission, physical delivery, or mail/UPS delivery. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

2.d. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the AGENCY. All proposals received shall remain confidential until a contract, if any, resulting from this RFP is signed by the Director of the AGENCY, or their Designee, and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Contractor desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Contractor is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Contractor has marked as "Proprietary Information," the AGENCY will notify the Contractor of the request and of the date that the records will be released to the requester unless the Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified. If a Contractor obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the AGENCY shall maintain the confidentiality of the Contractor's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.e. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, Addenda will be published on the AGENCY website, SpokaneCD.org. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website. The AGENCY also reserves the right to cancel or to reissue the RFP in whole or in part at any point during the project.



2.f. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with 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) or self-attest as a Disadvantaged, Minority, Woman, or Veteran Owned Small Business. However, no preference will be included in the evaluation of RFPs, no minimum level of OMWBE participation shall be required as a condition for receiving an award and RFPs will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4% for this type of project. These goals are voluntary. For information on certified firms, CONTRACTORS may contact OMWBE at 360-753-9693 or <http://www.omwbe.wa.gov>.

2.g. APPLICATION ACCEPTANCE PERIOD

The AGENCY will accept proposals from February 22, 2024 through October 1, 2024, at which time the AGENCY reserves the right to issue additional RFP(s) if continued need for Contractor(s) is identified and funding is available.

2.h. RESPONSIVENESS

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

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

2.i. MOST FAVORABLE TERMS

The AGENCY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can uphold. The AGENCY reserves the right to contact a Contractor for clarification of its proposal and/or conduct reference checks, phone calls/virtual interviews, and in-person site visits of the Contractor's place of business as part of the application review process.

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

2.j. CONTRACT AND GENERAL TERMS & CONDITIONS

AGENCY reserves the right to pass down any additional requirements to the Contractor(s) as expressed by AGENCY's parent funding source(s) for this project. Additional requirements, if any, will be articulated as an Addendum to any Contract(s) resulting from this RFP.

Invoicing: Successful bidders may be approved for a maximum down payment of 20-25% of the annual contracted amount upon notification of award. The contractor will receive the remaining 75-80% of the award amount upon completion of the deliverables and proper invoicing to SCD*. Information on invoicing will be provided if selected as a successful bidder, prior to contracting.



**AGENCY reserves the right to refusal and nonpayment for any trees delivered to SCD's campus that are found to be diseased and/or not in compliance with the [American Standard for Nursery Stock](#) standards within 60 days of delivery. In the event trees are found by SCD staff to be diseased or non-compliant with industry standards, the Contractor (successful awardee) is responsible for the pickup, disposal, and any associated costs with the removal and disposal of diseases/non-compliant trees.*

Expenditure Accounting: Awardee(s) shall have internal financial control systems in place to ensure that expenditures against the contract are reasonable and appropriate and that accounting records sufficiently and properly reflect all costs expended in performance of the contract.

Monitoring: SCD staff may schedule in-person, telephone, or virtual visits prior to, during, and after the contract period to evaluate the safety and standards of the Awardee(s) and provide technical assistance. The purpose of monitoring is to ensure statutory and contractual compliance on the part of contractors.

Auditing: As a subrecipient of Federal Funding, the Contractor agrees to abide by [2 CFR 200 requirements](#). A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part of the Code of Federal Regulations. Contractor is encouraged to consult with a tax accountant or lawyer to determine audit requirements.

2.k. NO OBLIGATION TO CONTRACT

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

2.l. 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 RFP

2.m. COMMITMENT OF FUNDS

The Director of the AGENCY or their delegate is the only individual who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract, including but not limited to costs associated with the preparation and submission of application(s) resulting from this RFP.

2.n. INSURANCE COVERAGE

The Contractor is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the Agency within fifteen (15) days of the contract effective date.

Liability Insurance

- 1) **Commercial General Liability Insurance:** The Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not



less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insurers (cross liability) condition.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) **Business Auto Policy:** As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Employers Liability (“Stop Gap”) Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Cancellation.** The Spokane Conservation District shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the state 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines): The state shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation.
2. **Identification.** Policy must reference the state’s contract number and the agency name.
4. **Insurance Carrier Rating.** All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best’s Reports. Any exception shall be reviewed and approved by Spokane County Conservation District Operations Manager or the Risk Manager for the state of Washington, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.
5. **Excess Coverage.** By requiring insurance herein, the state does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor’s liability under the indemnities and reimbursements granted to the state in this contract.

Workers’ 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. Spokane Conservation District, the State of Washington, and the United States Department of Agriculture (USDA) Forest Service will not be held responsible in any way for claims filed by the Contractor or their employees or subcontractors/affiliates for services performed under the terms of this contract.

2.o. INDEMNIFICATION

The Contractor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

3. PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator as PDF file attachments in the order noted below:

- **Exhibit A:** Letter of Submittal and Certifications & Assurances Form signed by the Authorized Representative of Bidder's Organization.
- **Exhibit B:** Technical Proposal.

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

3a. EXHIBIT A: LETTER OF SUBMITTAL AND CERTIFICATIONS & ASSURANCES FORM **Required Template Provided as *Exhibit A* to this RFP**

The Letter of Submittal and Certifications & Assurances Form must be signed and dated by a person authorized to legally bind the Contractor to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with brief introductory remarks, the Letter of Submittal is to include the following information about the Contractor and any proposed subcontractors:

1. Company name, authorized representative name, address, principal location for work associated with this project, telephone number, and e-mail address, business type (sole proprietorship, partnership, corporation, etc.) and years in operation.
2. Up to three references who can attest to the Contractor's previous experience with conducting work of a similar nature and scope. For each reference, please include company/entity name, contact person, phone number, email address, physical address, period of performance, and a brief description of the work performed. Also acknowledge if AGENCY does or does not have consent to contact the references on your behalf.
3. Contractor's previous experience (if any) successfully contracting to SCD, please describe the scope of work and period of performance.



4. 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. If the Contractor does not have a UBI number, the Contractor must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor. Also include the Contractor's Sam.gov Unique Entity Identifier (UEI) and Sam.gov renewal date. If the Contractor does not have a UEI number, the Contractor must state that it will become registered in Sam.gov within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
5. (Voluntary) Contractor self-attests as a Disadvantaged, Woman, Veteran, or Minority-Owned Small Business. Contractors may provide OMWBE certification status if available.
6. Identify any state employees or former state employees employed or on the Contractor's governing board as of the date of the proposal. Include their position and responsibilities within the Contractor's organization. Also include their current or former positions held and dates of employment with the State of Washington. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Contractor may be disqualified from further consideration for the award of a contract.
7. Signed Certifications and Assurances page. Exhibit A must be signed by the Contractor's Authorized Representative. By signing Exhibit A, Bidder and Bidder's representative(s) thereby acknowledge and agree to the Certifications and Assurances.

Upload the completed/signed Exhibit A as a **PDF attachment** to the submission email. Name the file "Exhibit A".

3b. EXHIBIT B: TECHNICAL PROPOSAL

Required Template Provided as *Exhibit B* to this RFP

The Technical Proposal is a spreadsheet that allows Bidders to respond to the following elements:

- 1.) Proposer/Bidder Name
- 2.) Quantity, fees, and technical details regarding Bidder's availability of providing deciduous and coniferous trees within the Preferred Species list. *See RFP Section 1 for product descriptions.*

Upload the completed Exhibit B as a file attachment to submission email, **.XLS (Excel) or Google Sheet attachment preferred**. Name the file "Exhibit B".

4. EVALUATION AND AWARD

4.a. CONFIRMATION OF RECEIPT

AGENCY will email a confirmation of receipt once an application has been received, however, AGENCY does not assume responsibility for any email delivery problems. Failure to respond to any portion of the application document or answer the narrative questions may result in rejection of the application as non-responsive.

Submission of an application does not guarantee that applicants will receive funds. AGENCY reserves the right to reject all applications and re-issue future RFPs.

4b. APPLICATION EVALUATION AND SELECTION



The following evaluation criteria will be used to assess the likelihood of requested funding to be accepted and contracting to begin.

1. The RFP Coordinator will work to assess all applications to ensure that they meet the minimum criteria to be considered for funding. The Coordinator will then forward applications to a review committee.
2. The Review Committee will score applications based upon the evaluation methodology outlined below.
3. Applications will be reviewed and ranked based on the application responses provided in the Exhibits, and level of experience conducting similar work. The Review Committee will review answers on how they:
 - a. Address ability to meet the minimum qualifications stated herein;
 - b. Demonstrate project readiness/adequate management plan;
 - c. Demonstrate ability to meet the overall fee structure and present a competitive bid;
 - d. Demonstrate previous experience in successfully upholding work of a similar nature and complexity;
 - e. Demonstrate previous experience as a successful contractor to SCD; and
 - f. Articulate the location of the Contractor's address/site of operations for work to be performed under this RFP.

Applicants will be given scores of low (1-2), medium (3-4) and high (5-6) for the scored categories A through F.

Bonus Points: Up to 2 additional bonus points are available for businesses who have [Office of Minority and Women's Business Enterprises \(OMWBE\) certification](#) or otherwise identify as a disadvantaged, Veteran, minority, small or woman-owned business on **Exhibit A: Letter of Submittal and Certifications & Assurances Form**.

4. Applicant scores will be totaled for each category, with a separate score assigned to represent the combined total of all categories. Applicants with the most "High" rankings will be prioritized and put forth to SCD's Tree Procurement Program Director to determine who will be selected. SCD reserves the right to conduct site visits, interviews, and reference checks regarding the applicant(s) prior to issuing Notifications of Successful Bidder(s).
5. **Applicant Notifications:** Unsuccessful Applicants will be notified by email. Successful Applicants will be issued Notifications of Successful Bidder(s) by email.
6. **Debriefing of Unsuccessful Applicants:** A debriefing conference may be requested from an unsuccessful Applicant. The request must be received by the RFP Coordinator within three (3) business days after receiving email notification. Discussion will be limited to a critique of the requesting Applicant's application. Comparison evaluation of the other proposals will not be discussed. A debriefing conference may be conducted virtually or on the telephone and will be scheduled for a maximum of thirty (30) minutes. SCD reserves the right to hold one large debrief conference with unsuccessful parties, where SCD will outline common reasons for lower scores or unsuccessful applications.

5. RFP EXHIBITS

Exhibit A: Letter of Submittal and Certifications & Assurances Form

Exhibit B: Technical Proposal