

# RFP # 681 PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington Release date: August 20, 2014

# Request for Proposal for:

# OSPInSight Database Management and Maintenance and Fiber Optic Network Field Survey

PROPOSALS DUE: September 10, 2014 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

### Submit one (1) original and four (4) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Bob Hart
Southwest Washington Regional Transportation Council
bob@rtc.wa.gov
LATEST REVISION: 8/14/14

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at

http://www.clark.wa.gov/hr/documents.html. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with <a href="mailto:no lability">no</a> liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS

Clark County ADA Office; V (360) 397-2025; TTY (360) 397-2445; <u>ADA@Clark.wa.gov</u>

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# Part I Proposal Requirements

#### Section IA

#### **General Information**

Introduction

The purpose of this RFP is to select a vendor to maintain and update the region's fiber asset management database using ESRI based OSPInSight software. The proposed data entry and possible field survey work to support fiber asset management through OSPInSight will facilitate multiagency sharing of fiber assets and associated ITS devices.

This project builds upon a previous effort that resulted in the cooperative development of an optic fiber and communications asset management database shared by Clark County, the City of Vancouver, the Washington State Department of Transportation (WSDOT), and the Regional Transportation Council (RTC). This project focuses on adding new fiber projects to the database, reviewing accuracy, and ongoing database management. It will allow the VAST communications agencies to continue expansion of interagency fiber sharing agreements and improve individual agency management of internal fiber and communications assets The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this 'defined need' at a given price.

2. Background

The requested services will be conducted on behalf of the Vancouver Area Smart Trek (VAST) Program partners. Over the last 10 years, the VAST Program, managed by RTC, has been a successful and beneficial collaboration for the VAST partner agencies: City of Vancouver, WSDOT, Clark County, C-TRAN, City of Camas, and RTC. The VAST Steering Committee partnership has been an effective way for the agencies to coordinate project delivery, joint project funding, monitoring project development, and project integration. The VAST Communications Infrastructure Committee (CIC), which was formed in 2004, addresses the sharing, maintenance, and standards for fiber and communications infrastructure and equipment. It is represented by the same agencies but is made up of both transportation and communications technical staff.

The CIC has successfully made better use of existing fiber and communication equipment by sharing available capacity among agencies. With OSPInSight fiber asset management software, VAST agencies can easily review the fiber and communication network, fiber ownership, capacity, and availability. The use of a single, shared OSPInSight database has facilitated and supported fiber sharing among WSDOT, City of Vancouver, and Clark County. In addition, the use of OSPInSight has allowed VAST agencies that do not own fiber assets to enter into agreements to utilizing the unused capacity of fiber owned by other VAST agencies.

3. Scope of Project

The following section lists the scope of work required under this RFP.

- Review and interpret individual agency as-builts as provided by VAST partner agencies
- Analysis of fiber database and recommendations on areas of improvement.
- Audit existing fiber optic routes, cable routes, splice locations, equipment cabinets and associated network infrastructure as directed by the VAST CIC.
- Update the OSPInSight fiber asset management system with actual as built conditions.
- Add new projects not currently in the OSP database.
- Conduct migration to new OSPInSight versions as needed.
- Periodic meetings with VAST Communications Infrastructure Committee to review database status and improvements, discussion of needs and priorities.
- Consultation and meetings with individual VAST agencies as needed regarding agency fiber assets projects and data conversion.

#### Project Funding

The anticipated cost for the services described herein is \$60,000.

The Proposers proposal shall include the Proposers expected hours to perform work within the budgeted funds for this work.

#### Timeline for Selection

The following dates are the **intended** timeline:

•	Proposals due	September 10
•	Proposal review/evaluation period	September 25
•	Interviews/demonstration	October 6
•	Selection committee recommendation	October 6
•	Contract negotiation/execution	October 22
•	Contract intended to begin	October 22

# 6. Employment Verification

"Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

- 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
- 2. Fax to (360) 397-6027, or;
- 3. Call Purchasing at (360) 397-2323 for a current email address.

Note: Sole Proprietors are exempt.

#### **Section IB**

## **Work Requirements**

1. Required Services

Vendor shall have in-depth knowledge on the functionality, features, use, and application of the previous, current, and future versions of the OSPInSight Edit software program. Vendor is required to have their own OSPInSight Edit license provided at their cost using the ESRI platform and be capable of providing data entry services both on-site and off-site. The OSP database resides on a City of Vancouver computer. The City of Vancouver, in coordination with RTC, will be responsible for preparing and sending the database to the vendor if data entry is being conducted at vendor offices or providing VPN access if the database is edited remotely. If data entry is done on-site the City of Vancouver will provide access to the computer that contains the database and OSPInSight software.

Vendor shall be available for up to six VAST Communications Infrastructure Committee meetings during a one year period at Clark County offices for discussions and questions regarding priorities and needs for data entry, maintenance, conversion, and field survey work. Vendor shall also be available for individual agency meetings as needed for discussions or specific questions or issues regarding data entry, as-built drawings or other fiber asset documentation and any other related items. Due to the nature of the contract, vendors who are located in the Vancouver/Portland area are preferred.

Vendor must demonstrate knowledge and capability to conduct fiber communications field survey work and shall provide a description of safety procedures that will employed for field survey work.

Proposers must pay all costs of proposing, including the cost to prepare and submit proposals, participation in demonstrations, and other supporting materials.

2. County Performed Work

Clark County, City of Vancouver, or WSDOT staff will be involved to assist in project implementation to provide access to cabinets or other facilities for fiber optic field work.

#### Deliverables & Schedule

The proposer will provide an updated OSPInSight database that will include information on fiber optic routes, cable routes, splice locations, fiber allocation, and other associated fiber infrastructure for shared use of the VAST agency partners.

All data entry and field work will be complete within 365 calendar days from Notice to Proceed

#### Place of Performance

It is acceptable for the data entry element can be conducted remotely from the metropolitan region; however, facilities are available on-site in Vancouver, Washington. Proposer must be available to meet in Vancouver with the VAST Communications Infrastructure Committee on a regular basis and to meet with VAST agency partners as needed. In addition, any field survey work for this project will take place within County, WSDOT, and City of Vancouver right of way as noted in the attached fiber infrastructure map (Attachment C).

#### Period of Performance

A contract awarded as a result of this RFP will be for one year from execution of the contract or until budgeted are expended.

Clark County reserves the right to extend or renew the contract resulting from this RFP and selection process, for a period of three (3) one (1) year periods with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

#### 6. Insurance/Bond

A. <u>Commercial General Liability (CGL) Insurance</u> written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

#### B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and nonowned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

#### C. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

#### 7. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

http://www.clark.wa.gov/general-services/purchasing/rfp.html

If your organization is NOT listed, submit the 'Letter of Interest" to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

# Part II Proposal Preparation and Submittal

#### Section IIA

## **Pre-Submittal Meeting / Clarification**

- Pre-Submittal Meeting
- Proposal Clarification

There will be no pre-submittal meeting or site visit scheduled for this project.

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:

http://www.clark.wa.gov/general-services/purchasing/rfp.html

#### Section IIB

## **Proposal Submission**

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- 1. RFP Number and;
- 2. TITLE and:
- 3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed 7 pages, excluding cover sheet, resumes and E-Verify documentation. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposer's are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

#### **Section IIC**

#### **Proposal Content**

1. Cover Sheet

This form is to be used as your proposal Cover Sheet

See Cover Sheet - Attachment A

Project Team

Proposer shall provide background on the company and describe their experience in the use OSPInSight, fiber asset management, and field survey work for fiber optic assets. Provide organizational chart of company, provide resumes of project manager and key support staff. Project manager and support staff must be personnel that are directly involved in the day-to day tasks required for this contract.

Management Approach Proposer shall describe the quality assurance and quality control process. Provide information and recommendations on your standard warranty/service agreements.

4. Respondent's Capabilities

The proposer must demonstrate previous use and knowledge of OSPInSight software, fiber optic and communications networks, and fiber communications field work. Proposer shall describe their previous experience utilizing OSPInSight in the area of data entry, management, migration of databases for OSPInSight software upgrades, and conversion from other fiber asset management databases. Proposer shall also describe field survey experience for fiber optic cable and associated communications equipment. Include information on work conducted for public agencies and private businesses.

Each proposer must submit three references relating to fiber optic database management, data entry and field survey work, public agencies preferred, along with their proposal. References shall include customer name, person to contact, address and telephone number. Each reference must have contact information. Agency reserves the right to reject any proposal based on reference information.

5. Project Approach and Understanding

This project requires a range of fiber asset database management and potential related field survey work for a consortium of public transportation and IT agencies who share a single fiber asset management system. The proposer shall describe previous work they have performed that have similar characteristics, requirements, and scope of work. Include a step by step description of how services were performed. If previous work is not applicable, proposer shall specify their step by step approach to providing services.

The proposer shall detail their understanding for each of the four tasks listed in Proposed Cost, section 6.

Proposed Cost

The price proposal must contain all hourly fees and costs by category for various services including data entry, fiber optic network field auditing, review and interpretation of fiber optic documents (such as as-built drawings). This RFP does not require costs by task. The successful vendor will meet with the Communications Infrastructure Committee to determine how resources will be allocated by task based on VAST agency priorities and needs.

- Task 1 OSPInSight database entry, review, management, and maintenance
- Task 2 Fiber optic network field survey
- Task 3 Review as-built drawings and associated fiber documentation
- Task 4 Meetings with the VAST Communication Infrastructure Committee and individual agency staff

7. Additional Information

Submittals shall include the following information: firm name, phone and fax numbers; name of principal-in-charge and project manager; proof of current Washington State Department of Transportation audited Indirect Cost Rates for all proposed consulting and sub-consulting firms; and number of employees in each firm proposed to work on this project.

8. Employment Verification

Employment verification shall be located on the last page of the proposal.

# Part III Proposal Evaluation & Contract Award

#### Section IIIA

#### **Proposal Review and Selection**

 Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Commissioners.

2. Evaluation Criteria Scoring

Proposals will be objectively evaluated and rated according to a specified point system based on the proposal and responses in section IIC.5 of the RFP.

#### A one hundred (100) point system will be used, weighted against the following criteria:

Project Team	10
Management Approach	15
Respondent's Capabilities	35
Project Approach and Understanding	35
Proposed Cost	5
Total Points	100

The highest ranked proposer will be required to meet with the Review Committee for detailed discussion of VAST agency data entry process and to answer questions on agency needs assessment process. Agency reserves the right to reject any proposal based on an unsatisfactory demonstration that the system meets the project goals and specifications

#### **Section IIIB**

#### **Contract Award**

Consultant Selection

The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County's Contract for Professional Services.

Award Review

The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

4. Orientation / Kick-off Meeting

There shall be kickoff meeting with the Vancouver Area Smart Trek Communications Infrastructure Committee after the contract is awarded. The purpose of the kick-off meeting will be to negotiate a detailed scope of work and task budget for the requested services.

# Attachment A **COVER SHEET General Information:** Legal Name of Applicant/Company/Agency Street Address\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_ Contact Person Title Fax \_\_\_\_\_ Program Location (if different than above) \_\_\_\_\_\_ Email address \_\_\_\_\_ Tax Identification Number \_\_\_\_\_ ADDENDUM: Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE". No. Dated: No. Dated: NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive. Does the proposal comply with the requirements contained within the RFP? $\rightarrow$ A "No" response may disqualify the proposal from further consideration. Yes □ No Did outside individuals or agencies assist with preparation of this proposal? ☐ No (if yes, describe.)\*\* ☐ Yes I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners. Signature, Administrator of Applicant Agency\* Date

(\*Enter the appropriate signature title)

Attachment B	LETTER OF INTEREST						
Legal Name of Applicant Agency							
Street Address							
			Zip				
Contact Person		Title					
Phone		Fax					
Program Location (if different than above)							
Email address							

All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest" to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: leisha.till@clark.wa.gov

Clark County web link:

http://www.clark.wa.gov/general-services/purchasing/rfp.html

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

