

Appendix A - Checklist

Submittal Letter (containing the following information)

1. Vendor Name.
2. Contact name, address, telephone number, e-mail address and fax number of vendor's point of contact.
3. Provide a statement that no assistance in preparing the response was received from any current or former employee of the AOC whose duties relate(d) to this RFP, unless such assistance was provided 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 whether any of the individuals that will provide services if the vendor is awarded a contract is a current AOC employee or former AOC employee during the past two years. If true, state the individual's title and termination date.
5. If the vendor has had a contract terminated for cause during the past five (5) years, describe all such incidents, including the other parties' names, addresses, and telephone numbers. Present the vendor's position on the matter. Termination for cause is defined as notice to stop performance or delivery due to vendor's non-performance or poor performance, and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the vendor to be in cause. If the vendor has had no such terminations for cause in the past five (5) years, so state. Poor contract performance may cause the vendor to be eliminated from consideration. FAILURE TO DISCLOSE will result in disqualification of the vendor and, if applicable, may be grounds for termination of any contract entered with the vendor.
6. Explicit agreement from vendor to adhere to all terms and conditions expressed herein.
7. Provide a statement that the price quoted in Cost Proposal constitutes a firm offer valid for ninety (90) days from the proposal due date.
8. A section detailing how the vendor meets each of the requirements under the Minimum Qualifications Section of this RFP.
9. The bidder must disclose any and all judgments, pending or expected litigation. If no such condition is known to exist, the bidder shall warrant as such in a statement.

Provide the earliest date on which you could begin work. Also include a range of subsequent possible start dates, in the event the AOC is unable to begin on your earliest date. Explain the risks to the AOC associated with these dates, if any.

2. Cost Proposal

1. Cost proposals must itemize the basis for the pricing of services.

2. The State Law Library intends to enter into a Deliverables-Based contract for the Professional Services described in this RFP. Each deliverables must be priced.

Using the grid format below, provide a fixed bid for the four work deliverables listed in the RFP. Billing for the following activities will be based on the fixed bid with payment based upon completion of each of four “work deliverables” and WSLI formal written acceptance of the deliverables associated with each of the four “work deliverables”.

	<i>Cost per Work Deliverable and Fixed Price Total Bid</i>
Project Phase 1	
<ul style="list-style-type: none"> • Work Deliverable 1 – Work Plan and Schedule 	<hr/>
<ul style="list-style-type: none"> • Work Deliverable 2 –Review of Other Stat Law Libraries and Washington State Attorney General 	<hr/>
<ul style="list-style-type: none"> • Work Deliverable 3 – Review of Washington State Law Library 	<hr/>
<ul style="list-style-type: none"> • Work Deliverable 4 – Delivery and Presentation of Report 	<hr/>
Total Fixed Price Bid:	<hr/>

Note that all travel and material expenses and taxes must be incorporated into the fixed bid and must not be billed separately. Bidders that propose separate billing for travel, material expenses or any other costs above the fixed bid may be considered non-responsive resulting in AOC rejecting the bid.

3. References

Complete the following table for at least three previous projects. Add additional projects if you wish.

Project Name:
Start and End Date:
Customer and Type of Business:
Project Description, Role of Firm, and End Result:
Proposed Team Members Who Were Involved in the Project:
List Subcontractors and Describe Their Involvement with the Project:
Project Name:
Start and End Date:
Customer and Type of Business:
Project Description, Role of Firm, and End Result:
Proposed Team Members Who Were Involved in the Project:
List Subcontractors and Describe Their Involvement with the Project:
Project Name:
Start and End Date:
Customer and Type of Business:
Project Description, Role of Firm, and End Result:
Proposed Team Members Who Were Involved in the Project:
List Subcontractors and Describe Their Involvement with the Project:

4. Resumes of All Consultants that Will Be Providing Professional Services to this Project.