

**REQUEST FOR PROPOSAL**

**WESTERN GOVERNORS' ASSOCIATION  
WESTERN REGIONAL AIR PARTNERSHIP (WRAP)**

**Alaska Aviation Emissions Inventory**

July 14, 2004

**INVITATION TO BID**

DATE: July 14, 2004  
BID NO: 04WGA135WRAP  
DIRECT INQUIRIES TO: Richard Halvey  
PHONE NO: (303) 623-9378

RETURN BID TO: Western Governor’s Association  
1515 Cleveland Place, Suite 200  
Denver, Colorado 80202  
Attn: Richard Halvey

DATE BID DUE: **August 17, 2004, 2:00 PM Mountain Standard Time**

Bids properly marked as to BID NO., DATE, and HOUR of opening, subject to the conditions herein stipulated and in accordance with the specifications set forth and/or attached hereto, will be accepted at the address listed above, prior to the date and time listed for the bid opening. All bids shall be quoted F.O.B. destination, unless otherwise specified, to the delivery location or jobsite listed herein.

**SEALED COMPETITIVE PROPOSAL FOR:  
Alaska Aviation Emissions Inventory**

Prices shall be quoted F.O.B. destination and include delivery to the Western Governors’ Association. See attached pages for terms and conditions and proposal requirements.

**IMPORTANT:** Bidders should read the entire document before submitting bid.  
**BIDS MUST BE SIGNED IN INK.**

TERMS: Terms of less than 30 calendar days will not be considered.

\_\_\_\_\_  
TYPED OR PRINTED SIGNATURE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Handwritten signature by Authorized  
Officer or Agent of Vendor (in ink)

\_\_\_\_\_  
VENDOR NAME AND ADDRESS

TITLE \_\_\_\_\_  
DATE \_\_\_\_\_  
PHONE # \_\_\_\_\_

The above bid is subject to Terms and Conditions on attached sheets.

**RETURN THIS COPY**

**PROPOSER COST SUBMITTAL**

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PROPOSER'S NAME

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PROPOSER'S ADDRESS STREET AND NUMBER

---

CITY

STATE

ZIP CODE

---

NAME OF AUTHORIZED OFFICIAL (PRINT OR TYPE)

---

OFFICIAL TITLE

---

SIGNATURE OF AUTHORIZED OFFICIAL

---

TELEPHONE NUMBER

---

E-MAIL ADDRESS

TOTAL COST

\_\_\_\_\_

## **RFP TERMS AND CONDITIONS**

1. **LATE BIDS/PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED.** It is the responsibility of the bidder/proposer (hereinafter “bidder” or “proposer”) to ensure that the bid/proposal (hereinafter “bid” or “proposal”) arrives prior to the time and at the place indicated in the bid. Telephone or facsimile responses will not be accepted.
2. Specifications are provided to identify product/service required and to establish an acceptable quality level. Bids on products of equal quality and usability will normally be considered unless otherwise stated. The Western Governors’ Association (WGA) will be the sole judge in determining “equals” in regard to quality, price and performance. Samples of product(s), when required, must be furnished free of expense to the WGA, and, if not destroyed by tests, may upon request at the time the sample is furnished, be returned at bidder’s expense. Failure to furnish brochures, specifications, and/or samples as requested may be sufficient cause for rejection of bids.
3. Bidders shall furnish all the information required and are expected to examine the drawings, specifications, schedule of delivery and all instructions. Should the bidder find any part of the listed specifications, terms and conditions to be discrepant, incomplete or otherwise questionable in any respect, it shall be the responsibility of the bidder to call such matters to the attention of the WGA immediately. Failure to do so will be at the bidder’s risk. All official changes to this bid will be furnished, in writing by the WGA.
4. The bidder shall furnish the products and/or services in strict accordance with the specifications, and at the price set forth for each item. In case of error in extension, the unit price will prevail. All products quoted shall be newly manufactured and of the manufacturer’s current model, unless otherwise specified.
5. Bidders must furnish all Material Safety Data Sheets (MSDS) for any chemicals or hazardous materials. Awards may not be made if MSDS are not received by the WGA.
6. The bid should be returned in an envelope sealed and properly marked as to bid number and opening time and date.
7. No bid shall be withdrawn for a period of less than sixty (60) calendar days subsequent to the opening of the bids, unless otherwise stipulated by the WGA.
8. **Americans with Disabilities Act (ADA) Requirements.** The vendor assures that, at all times during the performance of this contract, no qualified individual with a disability shall, by reason of that disability, be excluded from participation in, or be denied benefits of services, programs, or activities performed by the vendor or be subject to any discrimination by the vendor.
9. **Independent Contractor.** The contractor shall perform its duties herein as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of

the contractor shall be, or shall be deemed to be, an employee or agent of the WGA. Contractor shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force workers compensation (and show proof of such insurance) and employment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees, and its agents.

10. Bidder agrees to comply with all applicable federal and state laws, regulations and policies, as amended, including those regarding discrimination and unfair labor practices.

## ADMINISTRATIVE INFORMATION

- A. ISSUING OFFICE: This Request For Proposal (RFP) is issued by the Western Governors' Association (WGA). The WGA is the sole point of contact on this RFP.
- B. INVITATION TO SUBMIT PROPOSALS: The WGA is hereby contacting prospective offerors who have an interest or are known to do business relevant to this RFP. All interested offerors who were not contacted are invited to submit a proposal in accordance with the rules, procedures and dates set forth herein. In the event of "No Bid", please sign the Invitation for Bid form, indicating "No Bid," and return it to the WGA.
- C. PURPOSE: This RFP provides prospective offerors with sufficient information to enable them to prepare and submit proposals for consideration by the WGA to satisfy the need for expert assistance in the completion of the goals of this RFP.
- D. SCOPE: This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, including mandatory requirements which must be met to be eligible for consideration.

E. SCHEDULE OF ACTIVITIES:

1.	RFP Published	07/14/04
2.	Pre-Proposal Conference	07/29/04
3.	Prospective Offerors' Written Inquiry	07/30/04
4.	Proposal Submission	
	8 hard copies including original and 1 electronic copy	08/17/04
5.	Bidder Interviews (option of the WGA)	08/30/04
6.	Proposal Selection (estimated)	08/31/04
7.	Contract Finalized (estimated / week of)	09/06/04
8.	Contract Period	09/04-3/05

- F. INQUIRIES: Unless otherwise noted, prospective offerors may make written inquiries concerning this RFP to obtain clarification of the requirements. No inquiries will be accepted after the date/time indicated in the Schedule of Activities. Send all inquiries to:

Western Governors' Association  
1515 Cleveland Place, Suite 200  
Denver, Colorado 80202  
Attn: Richard Halvey (rhalvey@westgov.org)

Response to offerors inquiries will be made in writing in a timely manner to all prospective offerors. Any oral interpretations of clarifications to this RFP shall not be relied upon. All changes to this RFP must be in writing to be valid.

- G. MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the offeror prior to the established due date and time.
- H. PROPOSAL SUBMISSION: Proposals must be received on or before the date and time indicated in the Schedule of Activities. Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received by the WGA on or before the proposal opening date and time. Offerors mailing their proposals shall allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. The proposal package shall be delivered or sent by mail to:

Western Governor's Association  
1515 Cleveland Place, Suite 200  
Denver, Colorado 80202  
Attn: Richard Halvey

The WGA Invitation for Bid form must be signed in ink by the offeror or an officer of the offeror legally authorized to bind the offeror to the proposal. Proposals that are determined to be at variance with RFP requirements may not be accepted. Proposals must be submitted and sealed in a package showing the following information on the outside of the envelope:

OFFEROR'S NAME  
RFP-NO.  
PROPOSAL DUE DATE AND TIME

- I. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, an addendum will be provided to each offeror who received the original RFP. It is the responsibility of offerors, prior to the bid date, to enquire as to addenda issued and ensure their bid reflects any and all changes. The WGA will maintain a register of holders of this RFP. Any party receiving this RFP other than from the WGA should inform the WGA of its interest in order to ensure receipt of any addenda.
- J. BIDDER INTERVIEWS: Offerors who are deemed most qualified after initial evaluation may be asked to interview with the selection committee.
- K. ACCEPTANCE OF RFP TERMS: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the offeror or an officer of the offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions, including compensation, as set forth herein. Any offeror shall identify clearly and thoroughly any variations between its proposal and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance.

- L. PROTESTED SOLICITATIONS AND AWARDS: Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Executive Director of the WGA. The protest shall be submitted in writing within seven working days after such aggrieved person knows or should have known.
- M. COST DATA/BUDGET: Proposals for \$10,000 or more must include Cost/Data/Budget providing factual information concerning the cost of labor, material, travel, overhead and other cost elements expected to be incurred.
- N. CONFIDENTIAL/PROPRIETARY INFORMATION: Any restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted by the offeror with the proposal. The offeror must state specifically what elements of the proposal are to be considered confidential or proprietary. Confidential and proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential or proprietary information and other information is not acceptable. The WGA will make a written determination as to the apparent validity of any request for confidentiality and send it to the offeror. Neither a proposal in its entirety nor proposal price information will be considered confidential or proprietary. Any information that will be included in any resulting contract cannot be considered proprietary.
- O. RFP RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP becomes the property of the WGA. Proposals may be reviewed by any person after the Notice of Intent to Award letter has been issued. The WGA reserves the right to use any and all information and material presented in reply to the RFP, subject to the limitations outlined in (N), Confidential/Proprietary Information. Disqualification of an offeror does not eliminate this right.
- P. PROPOSAL PRICES: Estimated proposal prices are not acceptable. Best and final offers cannot be considered in determining the apparent successful offeror. All work toward a deliverable task will be billed on a time and materials basis subject to a not to be exceeded budget for each deliverable task or contract. All work will be performed consistent with the schedule specified in the contract.
- Q. SELECTION OF PROPOSAL: All offerors will be notified in writing regarding the results of the RFP evaluation. Upon review and approval of the evaluation committee's recommendation for award, the WGA will issue a Notice of Intent to Make Award letter to the apparent, successful offeror. A contract must be completed and signed by all parties concerned on or before the date indicated in the Schedule of Activities. If this date is not met through no fault of the WGA, the WGA may elect to cancel the Notice of Intent to Make Award letter and make the award to the next most responsive offeror.
- R. AWARD OF CONTRACT: The award will be made to that offeror whose proposal, conforming to the RFP, will be the most advantageous to the WGA, price and other factors considered.

- S. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful offeror, including persons specified to implement the project, will become contractual obligations if acquisition action ensues. Failure of the successful offeror to accept these obligations in a contract may result in cancellation of the award, and such offeror may be removed from future solicitations.
- T. STANDARD CONTRACT: The WGA reserves the right to incorporate standard WGA contract provisions into any contract resulting from this RFP.
- U. RFP CANCELLATION: The WGA reserves the right to cancel this Request for Proposal at any time without penalty.
- V. WGA OWNERSHIP OF CONTRACT PRODUCTS/SERVICES: Proposals, upon established opening time, become the property of the WGA. All products/services produced in response to the contract resulting from this RFP will become the sole property of the WGA. The contents of the successful offeror's proposal will become contractual obligations.
- W. INCURRING COSTS: The WGA is not responsible for any cost incurred by offerors prior to the issuance of a legally executed contract or procurement document. No proprietary interest of any nature shall occur until a contract is awarded and signed by all concerned parties.
- X. MINORITY PARTICIPATION: It is the WGA's goal to achieve maximum participation of minorities in the procurement process. Accordingly, minority enterprises are to be utilized whenever possible. By the submission of a proposal, the offeror shall agree to utilize the maximum amount of minority business firms that the offeror finds to be consistent with the efficient performance of any resulting contract.
- Y. NON-DISCRIMINATION: The offeror shall comply with all applicable state and federal laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.
- Z. REJECTION OF PROPOSALS: The WGA reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the WGA.
- AA. PARENT COMPANY: If an offeror is owned or controlled by a parent company, the name, main office address, and parent company's tax identification number shall be provided in the proposal.
- BB. NEWS RELEASES: News releases pertaining to this RFP shall not be made prior to execution of the contract without prior written approval of the WGA.

CC: CONTRACT CANCELLATION: The WGA reserves the right to cancel, for cause, any contract resulting from this RFP by timely written notice to the contractor.

DD. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. By submission of this proposal, each offeror certifies, and in the case of a joint proposal each party thereto certifies, as to its own organization, that in conjunction with this procurement:
  - (a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
  - (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
  - (c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
  
2. Each person signing the Invitation for Bid form of this proposal certifies that:
  - (a) He is the person in the offeror's organization responsible within that organization for the decision as to prices being offered herein and that he has not participated, and will not participate in any action contrary to (1)(a) through (1)(c) above; or
  - (b) He is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate in any action contrary to (1)(a) through (1)(c) above; and as their agent does hereby so certify; and he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above.
  
3. A proposal will not be considered for award where (1)(a), (1)(c), or (2) above has been deleted or modified. Where (1)(b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his designees, determines that such disclosure was not made for the purpose of restricting competition.

EE. TAXES: The WGA, as a purchaser designated as a 501(c)(3) organization, is exempt from all federal taxes and from all state and local government use taxes. Seller is hereby notified that when materials are purchased in certain political subdivisions, the seller may be required to pay sales tax even though the ultimate product or service is provided to the WGA. This sales tax will not be reimbursed by the WGA.

- FF. ASSIGNMENT: Except for assignment of antitrust claims, neither party to any resulting contract may assign any portion of the agreement without the prior written consent of the other party.
- GG. AVAILABILITY OF FUNDS: Financial obligations of the WGA payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the WGA.
- HH. INSURANCE: If the proposal so states, the contractor shall procure at its own expense, and maintain for the duration of the work, the following insurance coverages and provide the WGA with certificates as an additional insured.
1. Standard Worker's Compensation and Employers' Liability, as required by State statute, including occupational disease, and covering all employees at a work site.
  2. General Liability (PL & PD) (Minimum)
    - (a) Combined single limit - \$600,000 written on an occurrence basis.
    - (b) Any aggregate limit will not be less than \$1 million.
    - (c) Contractor must purchase additional insurance if claims reduce the annual aggregate below \$600,000.
    - (d) WGA to be named as additional insured on each comprehensive general liability policy.
    - (e) Certificate of Insurance to be provided to the WGA within 10 working days of the receipt of the award.
    - (f) Insurance shall include provisions preventing cancellation without 60 days prior notice by certified mail to the WGA.
  3. Automobile Liability (minimum). The Contractor shall carry a minimum of \$600,000 combined single limit auto insurance.
  4. Additional coverages may be required in specific solicitations.

For any insurances required by this RFP, a completed Standard Certificate of Insurance form shall be provided to the WGA by the contractor prior to the date of any contract.

- II. INDEMNIFICATION: To the extent authorized by law, the contractor shall indemnify, save and hold harmless the WGA, its employees, and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.
- JJ. VENUE: The laws of the State of Colorado, U.S.A. shall govern in connection with the formation, performance and the legal enforcement of any resulting contract.

## **Administrative**

1. All products/services produced in response to the contract resulting from this RFP will become the sole property of the WGA.
2. Computer code products produced for this project may remain confidential, but WGA will be able to manipulate as needed for this project.
3. The products/services resulting from this contract will not be subject to separate renewal or upgrade fees during the life of the contract.
4. Licenses for proprietary software and other products included as part of the package of products/services resulting from this contract will not be subject to separate renewal or upgrade fees.
5. The successful offeror will provide a warranty provision for the products/services resulting from this contract, for the life of the contract, starting from the date that the project deliverables are fully operational.
6. The capabilities of the project deliverables will be maintained from the date that the project deliverables are fully operational, such that staff turnover is less than 20% per year of the portion of the company or institution routinely operating the project deliverables.
7. The successful offeror may be an individual company, entity, or institution, or may be composed of a team of companies, entities, and/or institutions to handle the development and routine operations portions of this project.
8. No changes to the staffing of the prime and any subcontractors can be made without prior written approval by WGA.

## **1.0 Scope of Work**

### **1.1 Background**

The Western Regional Air Partnership (WRAP) is a collaborative effort of tribal governments, state governments, and various federal agencies to implement the recommendations of the Grand Canyon Visibility Transport Commission and to develop the technical and policy tools needed by western states and tribes to comply with the U.S. Environmental Protection Agency's (EPA) regional haze rule. Other common western regional air quality issues raised by the WRAP membership may also be addressed. WRAP activities are conducted by a network of committees and forums composed of WRAP members and stakeholders who represent a wide range of viewpoints.

The WRAP Emissions Forum is tasked with compiling emission inventory information for use in meeting regional haze rule requirements. This contract will serve to assist the Forum in developing an aviation emission inventory for the state of Alaska.

Alaska is a geographically large state with low population dispersed over a broad area. Terrain conditions are often inhospitable to motor vehicle travel and road infrastructure is not as developed as in most states. Because of the lack of roads, travel by aircraft is common in Alaska. There are approximately 600 public airports and more than 3000 private airstrips throughout the state. Because so much routine travel is conducted by aircraft, emissions from aircraft could have a substantial effect on the total emissions inventory for Alaska.

This contract will provide for development of an inventory preparation/quality assurance plan for the project, collection of activity data, estimation of aircraft emissions, and reporting. The inventory will only assess emissions below the mixing height. The air pollutants to be inventoried include the criteria pollutants and visibility-related pollutants. The data will be generated for 2002 on a seasonal and annual basis. Emissions will be aggregated to the "county" level and electronic data files will be generated in accordance with the most current version of EPA's National Emission Inventory (NEI) reporting format (NIF), currently at NIF version 3.0.

In developing a complete aircraft emissions inventory for Alaska, some complicating issues will need to be addressed. The first concerns the identification of all airports, airbases, and airstrips for a thorough analysis. Federal Aviation Administration (FAA) records will not include many of the smaller airstrips found throughout the state. Secondly, the aircraft model-specific data necessary to use emissions models developed by the FAA are limited to the air carrier category (i.e., large commercial aircraft). Activity levels for air taxi, general aviation, and military aircraft are kept for larger airports, however, the data show operations only by aircraft categories and not by airframe model which is necessary for modeling emissions. A subset of Alaska's airports are part of the FAA's "National Plan of Integrated Airport Systems" (NPIAS). Some airports have aircraft category-specific data within the FAA's Terminal Area Forecast (TAF) System and Air Traffic Activity Data System (ATADS). For smaller airports and airstrips, records for aircraft flying in and out of the site may not be available. In these cases, the airports and airbases will need to be surveyed to determine the types of aircraft using the facility and the frequency of use.

The contractor will provide an approach for generating the aircraft emission inventory for Alaska and, based on that approach, develop the emission inventory for this source category. Tasks and deliverables for the project are included in the following section.

Bidders shall provide in their proposal a prior work product(s) that assists in demonstrating how survey data from small airports will be developed/collected and how calculations will be applied for developing emission estimates from small aircraft (e.g. air taxis, general aviation aircraft). If a bidder does not have a prior work product to include in the proposal, an example containing the same general information should be provided in its place.

## **2.0 Tasks and Deliverables**

### **2.1 Emission Inventory Preparation and Quality Assurance Plan**

The contractor shall prepare an emission inventory preparation plan and quality assurance plan to guide this emission inventory project. This plan shall be developed in accordance with EPA guidance and will guide the remaining implementation of the project. The plan will include a detailed technical approach for gathering activity data and generating emission estimates, through the use of EPA approved emission factors or models (e.g. the Federal Aviation Administration's Emissions Dispersion and Modeling System).

### **2.2 Collection of Aircraft Related Activity Data**

Based on the approach in the emission inventory preparation plan, the contractor shall collect the activity data needed to generate the emissions estimates for this source sector.

### **2.3 Estimate Emissions**

Emission estimates will be generated for aircraft activity and aggregated to "county" level emissions. The emissions of concern for this project are the criteria pollutants and visibility related pollutants (SO<sub>x</sub>, NO<sub>x</sub>, CO, VOC, Ammonia, Fine and Coarse Particulate). The contractor shall develop estimates of aircraft emissions based on the approach presented in the inventory preparation plan and quality assurance plan. Activity data collected under Task 2 will be combined with appropriate emission factors to generate emissions. Emissions will be aggregated and reported at county level in accordance with the current version of the EPA's NEI format (i.e. current NIF format).

### **2.4 Reporting**

The contractor shall prepare and submit the following documentation for the project:

- Monthly progress reports
- Inventory Preparation and Quality Assurance Plan
- Final comprehensive project report
- Inventory documentation (survey results, emission calculations, etc.)
- EPA-NEI compatible data files (most current version of NIF, v3.0)

Reports will be provided in electronic and hard copy formats. 5 hard copies of the final report and documentation will be provided.

### **3.0 Schedule/Deliverables**

The contract term and work schedule below represent an estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule would be shifted. Alternate schedules may be proposed. The final reports and data for the project must be completed no later than March 31, 2005.

Contract Start Date:	September 13, 2004
Task 1 (QAPP) Completed:	September 27, 2004
Task 2 (Activity Data Collection) Completed:	November 30, 2004
Task 3 (Emission Estimates, NIF Files) Completed:	January 15, 2005
Task 4 (Final Report, Documentation) Completed:	January 31, 2005
WRAP review of draft final report and subsequent revisions	February 2005
Contract End Date:	March 31, 2005

### **4.0 THE PROPOSAL**

Any response to the RFP must be submitted in two parts:

A. Task completion requirements. Proposals should indicate the level of effort required, the approach to be taken (including examples of the potential formats for the final products), and include an estimate of hours and cost by task in tabular format.

B. Related experience. Successful bidders will have demonstrated expertise with the completion of similar assessment work, including the specific qualifications of the proposed staff

Proposal responses are limited to 30 pages, exclusive of key staff resumes and budgets. Five (8) copies of each proposal and one (1) electronic copy must be supplied. The electronic copy must be submitted by e-mail in Adobe Acrobat PDF format and should be exactly as the hard copy.

#### **4.1 Anticipated Cost**

The WGA is expecting project costs to not exceed \$50,000. Bidders are encouraged to be cognizant that the WRAP prefers bidders with efficient budgets.

## **4.2 Amendments to the RFP**

The WGA reserves the right to issue amendments in the form of addenda to this RFP prior to the date for proposal submissions. All persons known by the WGA to have received the RFP will be sent any and all amendments. Failure to acknowledge receipt of the amendments in accordance with the instructions contained in the addenda may result in proposals being rejected. The WGA will allow a reasonable time for the acknowledgment of receipt following issuance of the amendments.

The WGA reserves the right to issue amendments after the date of proposal openings. All persons submitting proposals will be sent any such amendments. The failure to acknowledge receipt of amendments provisions stated in the previous paragraph will apply to post-opening amendments as well.

## **4.3 Submission of proposal**

All proposals must be received by the WGA, 1515 Cleveland Place, Suite 200, Denver, CO 80202 on or before 2:00 PM MDT on August 17, 2004. The proposals will be publicly acknowledged at that time. Acknowledgment of the proposers' submission will occur on August 18, 2004 or as soon as possible thereafter.

Telephone, telegraph, e-mail, or fax proposals will not be accepted in lieu of the hard copy submission. The required e-mail submission will not count as the official submission. A late proposal will not be eligible for consideration and will be returned unopened, with notification of the reason for its refusal. Proposers must submit their cost proposal, rounded to the nearest dollar, on the proposal form that accompanies this RFP and sealed in an envelope.

## **4.4 Modification of Proposal**

Proposal modification by amendment will be accepted on conditions that:

- 1) The amendment arrives before the deadline for proposal submittal;
- 2) The amendment is in writing and signed by the proposer; and
- 3) The proposal, as amended, conforms in all aspects to the requirements in this RFP.

## **4.5 Withdrawal of Proposal/Mistakes in Bid**

A proposal may be withdrawn at any time prior to the proposal opening.

## **4.6 Disqualification of Proposers**

The WGA reserves the right to reject any and all proposals in writing, before or after the opening, for evidence of conditions including but not limited to collusion with intent to defraud or other illegal practices on the part of the proposer.

#### **4.7 Non-Conformance**

Any proposal that does not conform to all of the requirements of the RFP may be rejected. The WGA will so notify the affected proposer in writing of the rejection and the reason for the rejection.

#### **4.8 Statement of Financial Condition**

A firm shall provide a statement regarding its financial viability. Any submission is subject to review by the WGA and acceptance or rejection is at the discretion of the WGA.

The WGA reserves the right to ask for additional information concerning financial responsibility. If a proposer unreasonably fails to provide such information, the WGA may find the proposer to be non-responsive.

#### **4.9 Related Experience Statement**

The proposal must contain a proposer's experience statement as described below:

- 1) The proposer must provide a list of previous and current contracts of a similar nature, if any, which were awarded to the proposer by a governmental agency and/or the private sector. The statement should provide details on its management ability as well as its technical expertise and a listing of its projects and accomplishments.
- 2) The proposer must include the following in each list described above:
  - a. Contract duration, including dates;
  - b. Geographic area served; and
  - c. Name, address, and telephone number of the contracting agency which may be contacted for verification of all data submitted.

#### **4.10 Proposers Conference/Questions and Answers**

A proposers telephone conference will be held at 11:00 a.m. Mountain Time on July 29, 2004. The call in number is 312-461-9324, access code 561007.

The WGA will accept written questions through the close of business July 30, 2004. The WGA will provide written answers to all written questions as expeditiously as possible to

all persons and entities known to have received this RFP. The responses to questions will become a part of the RFP.

Any corrections or necessary revisions that are identified will result in a formal amendment to this RFP, which will be provided to all persons and entities known to have received this RFP.

#### **4.11 Evaluation of Proposals**

An evaluation committee will be established to evaluate all proposals in accordance with the evaluation factors stated in this RFP. After the initial review of the proposals by the evaluation committee, the proposers may be asked to make an oral presentation in support of their proposals. It is likely that the oral presentation will be done by telephone conference. Upon final consideration, the evaluation team will make a recommendation to the Executive Director of the WGA. The Executive Director will make the final decision.

The evaluation committee is responsible for developing a final ranking of each proposal and recommending that the proposer deemed to be in the best interest of WGA be awarded the contract. In this capacity, the committee will:

- 1) Rate each proposal on the criteria; and
- 2) Develop a final ranking of each proposal with a narrative that addresses pertinent points and issues.

Proposals will be evaluated based on the following criteria:

- 1) The ability to provide sound technical support;
- 2) Experience with similar projects;
- 3) Personnel qualifications;
- 4) Availability and support of management;
- 5) Completeness and clarity of the proposal;
- 6) Cost;
- 7) Schedule; and
- 8) Offers of in-kind (no cost to the WGA) services from the bidder's organization, which will be reviewed under established WGA procedures

#### **4.12 Award of Contract**

The contract shall be awarded to the responsible proposer determined to be the most advantageous to the WGA based on the evaluation factors set forth in Section 4.11 of this RFP. After proposals are opened, meetings may be held with the proposers determined to be the most responsive. Discussion may be held to clarify requirements and to make minor adjustments in services to be performed and in related costs. Any change to the proposal shall be submitted/confirmed in writing by the contractor.

Before an award can be made to a proposer, the WGA reserves the right to reject any and all proposals or waive any minor nonsubstantive irregularity in proposals received. Upon selection of a proposal, the WGA will issue a Letter of Intent specifying a date by which a contract must be executed.

In the event the proposer the evaluation committee has determined to be the most advantageous withdraws their proposal, the award shall be given to the next declared most advantageous proposer as determined by the evaluation committee.

#### **4.13 Contract Duration and Renewal**

The WGA intends to sign the contract within 30 days or as soon as possible after notification to the successful proposer.

#### **4.14 WGA Preference**

Any or all proposals may be rejected in whole or in part if the executive director determines in writing that such action is in the WGA's best interest.

#### **4.15 Confidentiality**

The contents of all proposals, correspondence, working papers, and any other medium that discloses any confidential aspect of the proposal shall be held in the strictest confidence until notice of intent to award.

All proposals will be publicly opened. A register of proposals will be developed by the evaluation committee, providing a proposer name and description of that proposal. This register of proposals will be made public only after the contract is awarded. Confidential information submitted with proposals shall be readily separable and accompanied by a written request of confidentiality.

### **5.0 PRIME CONTRACTOR RESPONSIBILITIES**

If the proposal includes services supplied by other contractors, it will be mandatory for the successful proposer to identify them and to assume responsibility for their performance.

## **5.1 Subcontracting**

The Contractor's use of subcontractors shall not diminish the Contractor's obligations to complete the work in accordance with the contract. Each contractor shall control, coordinate, and be responsible for the work of subcontractors. The contractor shall be responsible for informing all subcontractors of all terms, conditions, and requirements of the contract. The WGA reserves the right to approve all subcontractors prior to their assumption of duties on behalf of the contractor. The contractor shall forward to the WGA a listing of each designated subcontractor that indicates their purpose or area of participation.

## **5.2 Patent and Copyright Infringement**

The contractor shall defend, protect, and save harmless the WGA, its officers, agents, and employees against all suits at law or in equity and from all damages, claims, or demands for actual or alleged infringement of any patent or copyright by reason of the contractor's use of any equipment or supplies in connection with the contract.

## **5.3 Conflict of Interest**

The contractor and/or subcontractors must affirm in writing that he/she currently has no interest and shall not acquire any interest, direct or indirect, which would pose a conflict of interest in any manner or degree with the performance of services required by this RFP for the life of the contract.

## **6.0 CONTRACT GENERAL TERMS**

A proposer's response to this RFP shall be considered as the proposer's formal offer. The WGA reserves the right to negotiate additional contract terms within the scope of the RFP. The signing of the contract by the WGA shall constitute the WGA's written acceptance of the successful proposal.