

STATE OF OREGON



COVER PAGE

Oregon Department of Human Services

Is issuing this Request For Proposals (RFP) under OregonBuys Bid
Number **S-10000-00009772** for

IT SOLUTION FOR RULES & PROCEDURE MANAGEMENT

Date of Issue: April 5, 2024

Opening Date and Time: May 24, 2024 at 12:00PM PST

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TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION.....	4
1.1 INTRODUCTION.....	4
1.2 SCHEDULE.....	4
1.3 SINGLE POINT OF CONTACT (SPC).....	4
SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE.....	5
2.1 AUTHORITY AND METHOD.....	5
2.2 DEFINITION OF TERMS.....	5
2.3 OVERVIEW AND PURPOSE.....	5
2.4 SCOPE OF WORK.....	7
SECTION 3: PROCUREMENT REQUIREMENTS.....	9
3.1 MINIMUM SUBMISSION REQUIREMENTS.....	9
3.2 ROUND 1 PROPOSAL REQUIREMENTS.....	10
SECTION 4: ROUND 1 SOLICITATION PROCESS.....	14
4.1 PUBLIC NOTICE.....	14
4.2 OREGONBUYS.....	14
4.3 PRE-PROPOSAL CONFERENCE.....	14
4.4 QUESTIONS / REQUESTS FOR CLARIFICATIONS.....	15
4.5 SOLICITATION PROTESTS.....	15
4.6 PROPOSAL DELIVERY OPTIONS.....	16
4.7 PROPOSAL MODIFICATION OR WITHDRAWAL.....	16
4.8 PROPOSAL DUE.....	17
4.9 PUBLIC OPENING.....	17
4.10 PROPOSAL REJECTION.....	17
4.11 ROUND 1 EVALUATION PROCESS.....	17
4.12 ROUND 1 POINT AND SCORE CALCULATIONS.....	20
4.13 ROUND 1 RANKING OF PROPOSERS.....	21
4.14 NEXT STEP DETERMINATION.....	21
4.15 ADDITIONAL ROUNDS.....	22
4.16 SCORING AND RANKING OF PROPOSERS FOR SUBSEQUENT ROUNDS.....	23
SECTION 5: AWARD AND NEGOTIATION.....	23
5.1 AWARD NOTIFICATION PROCESS.....	23
5.2 INTENT TO AWARD PROTEST.....	23
5.3 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS.....	24
5.4 CONTRACT NEGOTIATION.....	26
SECTION 6: ADDITIONAL INFORMATION.....	26
6.1 COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION.....	26
6.2 CERTIFIED FIRM PARTICIPATION.....	27
6.3 GOVERNING LAWS AND REGULATIONS.....	27
6.4 OWNERSHIP/PERMISSION TO USE MATERIALS.....	27
6.5 CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.....	27
6.6 COST OF SUBMITTING A PROPOSAL.....	28
6.7 STATEWIDE E-WASTE/RECOVERY PROCEDURE.....	28
6.8 RECYCLABLE PRODUCTS.....	28
6.9 CHECKLIST DISCLAIMER.....	28

LIST OF ATTACHMENTS

ATTACHMENT A SAMPLE CONTRACT

ATTACHMENT B DISCLOSURE EXEMPTION AFFIDAVIT

ATTACHMENT C PROPOSER INFORMATION AND CERTIFICATION SHEET

ATTACHMENT D REFERENCE CHECK FORM

ATTACHMENT E PRICE PROPOSAL FORM

ATTACHMENT F COBID CERTIFICATION / OUTREACH PLAN

ATTACHMENT G RESPONSIBILITY INQUIRY

ATTACHMENT H SOLUTION REQUIREMENTS

ATTACHMENT I: STATEWIDE INFORMATION AND CYBER SECURITY STANDARDS

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The State of Oregon, acting by and through the Oregon Department of Human Services, (“Agency” or “ODHS”), is issuing this Request for Proposal under the provisions of ORS 279B.060 for an information technology system for rules & procedure management including the Services necessary for the Solution.

Additional details on the Scope of the goods or services or both are included in the Scope of Work/Specifications section.

Agency anticipates the award of one (1) Contract from this RFP.

The initial term of the Contract is anticipated to be five (5) years with future extensions as determined necessary by the Agency.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

Event	Date	Time
Pre-Proposal Conference	April 23, 2024	8:00 AM PST
Questions / Requests for Clarification Due	April 30, 2024	8:00 AM PST
Answers to Questions / Requests for Clarification Issued (approx.)	May 3, 2024	
RFP Protest Period Ends	7 calendar days prior to RFP Opening	
Opening (Proposal Due)	See RFP cover page	
Opening of Proposal	May 24, 2024	12:00 PM PST
Presentations, Demonstrations, or Interviews	TBD	
Issuance of Notice of Intent to Award (approx.)	TBD	
Award Protest Period Ends	7 calendar days after Notice of Intent to Award	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC’s contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

Agency is issuing this RFP under the authority of the Department of Administrative Services (DAS) delegation 649-11 (as amended), Tiered Delegation: Level 4.

Agency is using the Competitive Sealed Proposal method, pursuant to ORS 279B.060 and OAR 125-247-0260. Agency may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Discussions and Revised Proposals; c) Revised Rounds of Negotiations; d) Negotiations; e) Best and Final Offers; and f) Multistep Sealed Proposals.

2.2 DEFINITION OF TERMS

For the purposes of this RFP, capitalized words will refer to the following definitions.

Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

For terms used in reference to OregonBuys, the Terminology Crosswalk can be found at [OregonBuys Terminology Crosswalk \(Phase I & II\)](#).

2.2.1 Project Specific Definitions and Acronyms

Program to provide information here such as:

“**Services**” means all effort to be expended by successful Proposer, including installation, configuration, implementation, maintenance, and support of the Solution.

“**Solution**” means the complete end product of the software (including all its necessary configurations, customization, third-party software or plug-ins), equipment, hardware, work product, deliverables, intellectual property, and documentation relating to the functionality and operation of the statewide, comprehensive information technology system for rules & procedure management requested by this solicitation. The Solution is referred to as the “Subscription Services” in the Sample Contract.

2.3 OVERVIEW AND PURPOSE

2.3.1 Agency Overview and Background

The Oregon Department of Human Services (ODHS) is Oregon’s principal agency for helping Oregonians achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity, especially for those who are least able to help themselves. Learn more about our Building Well-being Together initiative. <https://www.oregon.gov/odhs/building-wellbeing/pages/default.aspx>

ODHS provides direct services to more than 1 million Oregonians each year. These services provide a key safety net for those in our society who are most vulnerable or who are at a difficult place in their life. Part of ODHS is the Child Welfare Program (CWP).

The ODHS CWP helps Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice, and preserve dignity.

ODHS CWP currently has an Information Technology Solution for rules & procedure management that is not functioning to the level needed for the organization.

2.3.2 Project Overview and Background

ODHS CWP's current Information Technology Solution for rules & procedure management is a cumbersome process with a final product that does not meet all the needs of the agency. It is not easily searchable, does not include time stamp data at the preferred level of specificity, it requires multiple data inputs into other systems of record, and has a manual exporting process that allows for data entry errors. ODHS CWP has difficulty using it for its intended purposes, which are to identify policy changes and their timing with clarity and specificity, to provide access to staff that is intuitive and easy to navigate, and to document staff acknowledgment of policy and procedure changes.

All data used in and with the platform is level 2, meaning most information is meant to be public facing. Currently, there are 3200-3500 users for ODHS CWP needing access to this Solution. Users will need unique login identification to so the agency can track who has reviewed and acknowledged rule, policy, and procedure updates. As Child Welfare establishes new programs within the agency there could be potential growth in users the Proposer will need to accommodate.

2.3.3 Purpose

The purpose of this solicitation is to identify and acquire a comprehensive Solution for ODHS CWP. The software should streamline the policy lifecycle, from creation to dissemination, maintenance, and compliance. It must provide a centralized platform for document authoring, editing, version control, collaboration, and dissemination to ensure consistency, accessibility, and compliance throughout ODHS CWP.

The objective is to implement a user-friendly and scalable platform that optimizes policy management, promotes compliance, and facilitates organizational governance securely and reliably. The chosen software should enhance productivity, streamline workflows, promote knowledge sharing, and prioritize data security and integrity.

Ultimately, the Solution will support a robust policy and procedure framework, promoting efficiency, standardization, and regulatory compliance in real time to allow users clear access to and understanding of the current rules, policies, and procedures.

Prior to the Solution being implemented in the production environment, it will be tested and validated with a simulated number of users during the testing phase to ensure that the Solution will be able to scale to meet the demands of the agency. The Solution will be aligned to the principles contained in the [Modernization Playbook](#) including secure design, agile/iterative delivery and continuous improvement, and data and privacy best practices.

Proposer is encouraged to look at the best Solution for the State of Oregon in alignment with the State's Cloud Forward strategy

(https://www.oregon.gov/das/OSCIO/Documents/EIS_CloudForward.pdf). Deployment options may include a Proposer or third-party hosted cloud-based Solution; **the State will not accept an on-premise Solution**. An Proposer may submit a response to this RFP for any delivery option(s) that meets the requirements identified in this RFP.

Agency would like the option to add future components related to the proposed Solution, as may become available within the scope of the Solution agreement. This may include, but is

not limited to, a Solution with the ability to add other ODHS programs as independent tenants as well as maintain compliance for each of these programs.

2.4 SCOPE OF WORK

The successful Proposer shall design, configure, and implement a comprehensive and user-friendly mobile access Solution for ODHS CWP users that meets the Solution Requirements in Attachment H. The Solution shall enable CWP users to efficiently access and modify rules, policies, and procedure manual sections while deployed outside of local offices. The Solution should also include features for tracking document versions through a process flow and staff acknowledgement of policy changes.

The State anticipates the successful Proposer will provide the following Services in support of implementation, and operation and maintenance support, as well as other Services as may be necessary:

Project Management

Successful Proposer shall provide all project management services necessary to complete the implementation of the Solution from kickoff meeting through closeout. Successful Proposer shall develop a Project Management Plan (PMP) that includes:

- The strategy and approach including methodology (waterfall, agile (what category of agile, or hybrid),
- Project timeline,
- Resource plan,
- Communication Plan, and
- Roles & responsibilities.

Successful Proposer shall create and manage a project schedule and update both the PMP and Project Schedule through Final Acceptance. Successful Proposer shall provide monthly status reporting, which describes the project activities of the previous reporting period and the planned activities for the upcoming reporting.

In addition, successful Proposer shall assist Agency in the development of all information or documents necessary for Agency to receive state approvals to proceed with the project, including completion of a Cloud Workbook and a System Security Plan as required by Enterprise Information Services, if applicable.

Requirements Analysis and Design

Successful Proposer shall document and reconcile all Agency requirements against the Solution via the creation of a Requirements Traceability Matrix (RTM), based upon the information in Attachment H, to ensure successful Proposer has met Agency requirements for the Solution. Successful Proposer shall provide design documentation based on the accepted RTM deliverable.

The resulting RTM must clear mapping to design documentation and gap analysis identification between design requirements and Solution. Successful Proposer shall update the RTM as necessary to reflect the state of the Solution and submit updates to Agency for review and Acceptance, through Final Acceptance.

Configuration

Successful Proposer shall set up all required Solution environments (i.e., production, testing, training etc.) and configure the Solution based on the requirements and design documentation.

Data Migration and Conversion

Successful Proposer shall develop a Data Conversion Plan, which describes the strategy for converting and validating all data into the Solution. Successful Proposer shall implement conversion in accordance with the Data Conversion Plan. Successful Proposer must be able to convert from the following file formats:

- Adobe PDF to Word
- Adobe InDesign to Word

Testing

Successful Proposer shall develop a test plan, which will be approved by the Agency, and conduct end-to-end testing of the Solution in accordance with the Agency Accepted Test Plan and RTM to ensure that the Solution accurately reflects the requirements and associated Agency Accepted design documentation. Successful Proposer will be expected to produce test reports during the testing lifecycle. Additionally, successful Proposer shall identify the testing tool it uses in order to log and track to resolutions bugs or defects during the project lifecycle and into operations and maintenance.

Successful Proposer shall provide User Acceptance Testing (UAT) training and support as the Agency conducts UAT of the entire Solution to determine if the Solution is in material conformance with RTM and Accepted design documentation.

Training

Successful Proposer shall develop a Training Plan, which identifies the approach to training, schedule, tools, environments, and training materials to be developed.

Successful Proposer shall plan, manage, and conduct all aspects associated with Solution-related training to facilitate the successful implementation of the Solution.

Additionally, successful Proposer shall identify an ongoing training program during Operations and Maintenance that will be used for continuous training of the Solution for upgrades or releases.

Hosting

Successful Proposer shall provide the hosting environment for the Solution and manage all maintenance and updates necessary for the environment to ensure full scale access of the solution that meets the required Solution uptimes. Successful Proposer shall have documentation that details the Hosting Model and location including environment support (proposed hosting structure, geographic locations for data storage, and appropriate environments to test, train and provide operational support).

Operations and Maintenance Support (O&M)

Successful Proposer shall develop an Operations and Maintenance Plan prior to Go-Live which describes a detailed plan for providing ongoing Solution operations and maintenance support after Final Acceptance. O&M shall include ongoing training. If separate licensing cost or SaaS subscription cost is required, please describe.

SECTION 3: PROCUREMENT REQUIREMENTS

3.1 MINIMUM SUBMISSION REQUIREMENTS

3.1.1 ROUND 1 Proposal Submissions

To be considered for evaluation, Proposal must contain each of the following elements (further detailed in Proposal Requirements section below):

- Proposer Information and Certification Sheet (Attachment C)
- Executive Summary
- Proposer's Organization Profile
- Experience and Capabilities
- Key Persons, Organizational Chart, Subcontractors
- Solution Requirements (Attachment H)
- Scope of Work
- Security Statement
- Performance Metrics and Service Level Agreements (SLAs)
- Price Proposal Form (Attachment E)
- Underlying Agreements
- Value Added Services
- Disclosure Exemption Affidavit (Attachment B) – submit one copy only
- COBID Certification / Outreach Plan (Attachment F)
- Responsibility Inquiry (Attachment G)

3.1.2 Proposal Page Limits

Proposal has no page limit, but the Agency asks the proposer to keep in mind the Agency's limited resources.

3.1.3 Proposal Format and Quantity

Proposal should follow the format and reference the sections listed in the Proposal Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed.

OregonBuys Electronic Response. Proposer must submit its Proposal electronically through OregonBuys. Proposer should follow the procedures outlined in Section 4.5.1 for electronic submission.

The *Price Proposal* (Attachment E) must be submitted as a separate electronic response file.

Proposer shall submit one copy of its Proposal and all other submittal requirements, with Attachment C, *Proposer Information and Certification Sheet* bearing the Proposer's authorized representative's Signature, in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx). If Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the *Disclosure Exemption Affidavit* (Attachment B). Proposer shall also mark as "Confidential" in OregonBuys all attachments to its Proposal that

Proposer believes are exempt from disclosure.

3.1.4 Authorized Representative

Failure of Proposer's authorized representative to sign the Proposal may result in rejection of the Proposal by Agency.

3.2 ROUND 1 PROPOSAL REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed. A Proposal that merely offers to provide the goods or services as stated in this RFP maybe considered non-Responsive to this RFP and will not be considered further.

Proposal should not include extensive artwork, unusual printing, or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal, unless requested. Proposal should be straightforward and address the requests of the RFP. Proposal containing unsolicited marketing or advertising material may receive a lower evaluation score if required information is difficult to locate.

3.2.1 Proposer Information and Certification Sheet (Not Scored)

Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment C).

Failure to demonstrate compliance with Oregon Tax Laws and sign the Proposer Information and Certification Sheet may result in a finding of non-Responsibility.

3.2.2 Executive Summary (Scored)

Proposer shall submit a comprehensive, yet succinct Executive Summary, not to exceed three pages, that summarizes the proposed Solution, its distinctive features, and how it will fulfill the State's requirements. The Executive Summary may also contain a high-level "block" diagram of the proposed Solution in addition to the three pages. Proposer's response shall delineate any potential single points of failure in the proposed Solution.

3.2.3 Proposer's Organization Profile (Not Scored)

Proposer must provide a profile of its organization. This is Proposer's opportunity to give an overview of its organization, describe the structure of its business, and discuss how the organization can effectively deliver the Services described in this RFP. The Profile must include:

- Ownership. If incorporated, the state in which the organization is incorporated and the date of the incorporation;
- Location of the organization's offices (headquarters and branches);
- Location of the office from which employees will be assigned to work on the Project for the Agencies;
- Number of employees located in the Pacific Northwest, nationally, and internationally;

- Established business relationships with proposed subcontractors (e.g., data conversion contractor); and
- Organization’s client base.

3.2.4 Experience and Capabilities (Scored)

Proposer must demonstrate Proposer has the following experiences and capabilities:

- Proposer must have at least 3 years of experience designing and implementing Cloud-based solutions.
- Proposer must have at least one (1) Solution successfully implemented in the past three (3) years of similar scope and size.

Proposer shall submit work samples for two (2) projects within the last five (5) years that are similar to the scope of this RFP.

3.2.5 Key Persons, Organizational Chart, and Subcontractors (Scored)

Staffing Plan. Proposer shall submit a Staffing Plan, identifying proposed Key Persons as described in the Sample Contract, staff, and/or subcontractors and their experience. The Plan must identify a senior executive that project risks, issues, or concerns can be escalated to if the project team is unable to resolve them. The Plan must also identify a dedicated project manager, implementation/technical manager, and a training manager. The Plan must demonstrate that Proposer has internal quality control practices for its Key Person(s) to use when reviewing, editing, and providing feedback on projects and project artifacts is required.

Key Persons. Proposer shall specify key persons to be assigned to the Services and position and include a current resume (not to exceed two (2) pages each) for each individual that demonstrates qualifications and experience for the Services proposed.

Project Manager. Contractor shall designate a Project Manager as a Key Person for the Services. The Project Manager will manage the project in a manner that aligns with the Project Management Body of Knowledge (PMBOK) best practices and standards.

Service Manager. Contractor shall designate a Service Manager as a Key Person for the operations and maintenance phase of the Services. Requirements for designated Key Person(s) are:

- Project Management Institute’s Project Management Professional (“PMP”) Certification is required for all project management staff.
- Recent experience, in last three (3) years, developing, performing, and facilitating system testing activities is required.
- Strong quality control experience and knowledge required.
- Demonstrated experience, within the last three (3) years, in business analysis for complex information technology projects is required.
- Demonstrated experience, in the last three (3) years, in data conversion/migration, and system integration is required.

- Demonstrated experience, in the last (3) years, defining and aligning solutions architectures with business capabilities is required.
- Demonstrated experience, in the last (3) years, leading software implementation teams using standard software implementation practices is required.

Preferences for Key Persons:

- Experience in Business Analysis Body of Knowledge, version 3 (“BABOK”) is preferred.
- Training, experience, and expertise in computer science, public administration, business management, or other fields relevant to the Services requested in this RFP field is preferred.
- Strong understanding of public sector environment is preferred.

Key Person(s) must be available to work remotely.

Organizational Chart. Proposer shall provide an organizational chart identifying the staffing that will provide the Services required by this RFP, illustrating the lines of authority as appropriate.

Subcontractors. If Proposer intends to work with subcontractor(s), Proposer shall include a statement detailing any subcontracting firms or individual subcontractors that may be engaged as part of the Proposal to this RFP, with those entities and the Services they will provide clearly identified.

3.2.6 Solution Requirements (Scored)

Proposer shall complete and submit Attachment H, *Solution Requirements*. Instructions for completing Attachment H can be found in the instructions tab.

3.2.7 Scope of Work (Scored)

Proposer must submit a narrative Scope of Work including a project timeline, using the information provided in Section 2.4, Scope of Work. The proposed Scope of Work must fully address the anticipated Services identified in Section 2.4.

The Scope of Work may include any additional services or deliverables that Proposer believes are necessary to fully deliver this Solution. Each service or deliverable must be identified by title.

For each service identified in Section 2.4, Proposer must indicate any necessary agency resources through detailed roles and responsibilities in order to complete the related service.

3.2.8 Security Statement (Not Scored)

Proposer must provide a narrative statement that demonstrates how the Proposer meets the following:

- Proposer understands and has the capability of handling and protecting Agency Data that has been classified as Level 2 Information under the State of Oregon’s Information Asset Classification policy, available online at <https://www.oregon.gov/das/Policies/107-004-050.pdf>.
- Proposer and its employees, contractors, and agents shall comply with all

applicable state and federal laws and regulations, and State of Oregon policies governing Agency Data and its use and disclosure, including as those laws, regulations, and policies may be updated from time to time, including:

- Oregon’s Statewide Information Security Standards, found online at: <https://www.oregon.gov/eis/cyber-security-services/Pages/guidance-for-state-agencies.aspx> including security controls that meet or exceed “Low” security controls in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53.
- Oregon’s Statewide Information Security Plan, found online at: <https://www.oregon.gov/eis/cyber-security-services/Pages/guidance-for-state-agencies.aspx>.
- Statewide Cloud Computing policy: <http://www.oregon.gov/das/policies/107-004-150.pdf>.
- Oregon’s Statewide Information Technology Policies: www.oregon.gov/das/Pages/policies.aspx#IT.
- Privileged Access Monitoring and Reporting viewable at: <https://www.oregon.gov/das/Policies/107-004-140.pdf>.

3.2.9 Performance Metrics and Service Levels (SLAs) (Scored)

Proposer shall submit its performance metrics and service level agreement(s).

3.2.10 Price Proposal (Anticipated to be Scored in an Additional Round)

Proposer shall complete and submit the Price Proposal (Attachment E).

The Price Proposal must be produced to reflect deliverables-based payments. The Price Proposal must include all proposed deliverables to support the anticipated services defined in Section 2.4.2, Scope of Work as well as any proposed deliverables by the Proposer. All deliverables must be priced as separate line items and not combined as a single implementation cost.

3.2.11 Underlying Agreements (Not Scored)

Proposer will submit any additional documents required for this project (e.g., End User License Agreement (EULA), Maintenance Agreement, etc.).

3.2.12 Value Added Services (Not Scored)

If Proposer is proposing any value-added services, Proposer shall include a statement describing these services. Proposer may submit services including Solution engineering, installation, configuration, training and maintenance/support, the corresponding prices, and subcontractors and/or resellers available to provide said services.

3.2.13 Disclosure Exemption Affidavit (Pass/Fail)

Proposer shall complete and submit the *Disclosure Exemption Affidavit* (Attachment B) as part of the Proposal. **Submission is required even if Proposer is not identifying confidential or proprietary information and data for nondisclosure.** If Proposer is identifying items for nondisclosure as confidential or proprietary, Proposer must specify the

reason for the exemption.

Redacted Proposal. If Proposer is identifying items for nondisclosure, Proposer must provide an appropriately redacted copy of the complete, original Round 1 Proposal submissions.

3.2.14 Certified Disadvantaged Business Outreach Plan (Pass/Fail)

Proposer shall complete and submit *Certified Disadvantaged Business Outreach Plan* (Attachment F).

3.2.15 Responsibility Inquiry (Attachment G) (Pass/Fail)

Proposer shall complete and submit *Responsibility Inquiry* (Attachment G).

Agency must find that Proposer is Responsible in order to award a Contract. Agency may, at any time, find a Proposer to be not Responsible and excuse the Proposer from further participation in the RFP process.

SECTION 4: ROUND 1 SOLICITATION PROCESS

4.1 PUBLIC NOTICE

The RFP and attachments are published in the State of Oregon’s electronic procurement system OregonBuys at <https://oregonbuys.gov/>. Documents will not be mailed to prospective Proposers.

Modifications, if any, to this RFP will be made by written Amendment(s) published in OregonBuys. Prospective Proposer is solely responsible for checking OregonBuys to determine whether or not any Amendment(s) have been issued. Amendment(s) are incorporated into the RFP by this reference.

4.2 OREGONBUYS

All Proposers must be registered in OregonBuys to do business with the State. Registration is free. To create a vendor account, click the blue “Register” button in the top right corner of the OregonBuys website: <https://oregonbuys.gov/bsa>. For registration assistance, see vendor registration guidance.

PROPOSER IS SOLELY RESPONSIBLE FOR ENSURING THEIR VENDOR INFORMATION IS CURRENT AND CORRECT IN OREGONBUYS. AGENCY WILL ACCEPT NO RESPONSIBILITY FOR MISSING OR INCORRECT VENDOR INFORMATION OR ALTERNATIVE ACCESSIBILITY TO AMENDMENT(S), ATTACHMENTS, AND EXHIBITS.

OregonBuys Assistance. Parties needing assistance with OregonBuys may contact the OregonBuys Helpdesk by telephone at (855) 800-5046 or by email at support.oregonbuys@oregon.gov.

4.3 PRE-PROPOSAL CONFERENCE

A Pre-Proposal conference will be held at the date and time listed in the Schedule. Prospective Proposers’ participation in this conference is highly encouraged but not mandatory.

The purpose of the Pre-Proposal conference is to:

- Provide additional description of the project;
- Explain the RFP process; and
- Answer any questions Proposers may have related to the project or the process.

Statements made at the Pre-Proposal conference are not binding upon Agency. Proposers may be asked to submit questions in Writing.

The pre-Proposal meeting will be held on April 23, 2024 at 8:00 AM Pacific Time.

Call in phone option:

- The conference call in number is: +1 971-277-2343,45086406#
- The conference passcode is: 450 864 06#

Microsoft TEAMS option:

- [Join the meeting now](#) (click on hyperlink sentence)
 - Meeting ID: 293 858 240 131
 - Passcode: 2JgqQf

4.4 QUESTIONS / REQUESTS FOR CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via an OregonBuys submission, email, or hard copy;
- Reference the OregonBuys bid number;
- Identify Proposer's name and contact information;
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule in Section 1.2.

4.5 SOLICITATION PROTESTS

4.5.1 Protests to RFP

Prospective Proposer may submit a Written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the proposed Sample Contract. This is prospective Proposer's only opportunity to protest the provisions of the RFP, except that Proposer may protest Amendment(s) as provided below and Proposer may take exception to the terms and conditions of the Sample Contract marked as negotiable as set forth in the Negotiations Section.

4.5.2 Protests to Amendment(s)

Prospective Proposer may submit a Written protest of anything contained in an Amendment. Protests to an Amendment, if issued, must be submitted by 5:00 p.m. Pacific Time on the

second Business Day following the issuance of the Amendment or the date/time specified in the Amendment, or they will not be considered. Protests of matters not added or modified by the Amendment will not be considered.

4.5.3 Requirements for Protests

All protests must:

- Be delivered to the SPC via email, or hard copy;
- Reference the OregonBuys bid number;
- Identify prospective Proposer's name and contact information;
- Be sent by an authorized representative;
- State the reason for the protest, including:
 - the grounds that demonstrate how the Procurement Process is contrary to law, Unnecessarily Restrictive, legally flawed, or improperly specifies a brand name; and
 - evidence or documentation that supports the grounds on which the protest is based; and
- State the proposed changes to the RFP provisions or other relief sought.

Protests to the RFP must be received by the due date and time identified in the Schedule.

Protests to an Amendment must be received by the due date identified in the Amendment.

4.6 PROPOSAL DELIVERY OPTIONS

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before Opening. Agency is not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected. The following delivery options are permitted for this RFP:

Delivery through OregonBuys

Proposal submission must be electronically through OregonBuys. At: OregonBuys.gov

Detailed instructions on how to submit a Proposal can be found at [OregonBuys Vendor Formal Solicitation Response.pdf](#)

4.7 PROPOSAL MODIFICATION OR WITHDRAWAL

If a Proposer wishes to make modifications to a submitted Proposal, the Proposer must submit its modification in one of the authorized methods listed in Section 4.5 (Proposal Delivery Options). To be effective the modification must include the OregonBuys bid number and be submitted to the SPC prior to Opening.

If a Proposer wishes to withdraw a submitted Proposal, it must submit a Written notice signed by an authorized representative of its intent to withdraw to the SPC via email, or hard copy prior to the Opening in accordance with OAR 125-247-0440. To be effective the notice must include the OregonBuys bid number.

4.8 PROPOSAL DUE

A Proposal (including all required submittal items) must be received by the SPC on or before Opening. All Proposal modifications or withdrawals must also be received prior to Opening.

A Proposal received after Opening is considered LATE and will NOT be accepted for evaluation. A late Proposal will be returned to the Proposer or destroyed.

4.9 PUBLIC OPENING

There will be no public Opening of Proposals. Proposals received will not be available for inspection until after the evaluation process has been completed and the notice of Intent to Award is issued pursuant to OAR 125-247-0630. However, Agency will record and make available the identity of all Proposers after Opening.

4.10 PROPOSAL REJECTION

Agency may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- Proposer has liquidated and delinquent debt owed to the State or any department or agency of the State.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with State representatives such as State employees or officials other than the SPC or persons authorized by the SPC, or inappropriate contact with the SPC.
- Proposer attempts to influence a member of the Evaluation Committee.
- Proposal is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Amendment(s).

4.11 ROUND 1 EVALUATION PROCESS

4.11.1 Responsiveness and Responsibility Determination

4.11.1.1 Responsiveness determination

A Proposal received prior to Opening will be reviewed to determine if it is Responsive to all RFP requirements including compliance with Section 3.1 (Minimum Qualifications) and Section 3.2 (Minimum Submission Requirements). If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected; however, Agency may waive mistakes in accordance with OAR 125-247-0470.

4.11.1.2 Responsibility Determination

Agency will determine if an apparent successful Proposer is Responsible prior to award

and execution of the Contract. Proposers shall submit a signed Responsibility Inquiry form (Attachment G) with Proposal.

At any time prior to award, Agency may reject a Proposer found to be not Responsible.

4.11.2 Evaluation Criteria

Each Proposal meeting all Responsiveness requirements will be independently evaluated by members of an Evaluation Committee. Evaluation Committee members may change and Agency may have additional or fewer evaluators for optional rounds of competition. Evaluators will assign a score for each evaluation criterion listed below in this Section 4.10.2 up to the maximum points available as specified in Section 4.11(Point and Score Calculation).

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of a Proposal. A response to a clarification request may only clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

The Proposals will be scored as follows for Round 1:

4.11.2.1 Executive Summary (100Points)

Degree to which Proposer demonstrates how well the proposed Solution with its out of the box functionality can meet the State's requirements.

Degree to which any identified single points of failure in the submitted "block" diagram would lead to the inability to effectively use the Solution in a manner that would impede the Solution's ability to meet the program's business needs.

4.11.2.2 Experience and Capabilities (100 Points)

Does Proposer demonstrate sufficient experience in providing the Services and Capabilities, including the worksamples?

Is the system implementation example provided by Proposer of similar scope and size?
Does the information provided indicate it was a successful implementation?

4.11.2.3 Key Persons, Organizational Chart and Subcontractors (150 Points)

Degree to which Proposer shall provide a sufficient number of Key Persons and support personnel qualified by experience, credentials, and capabilities to deliver the requested services.

Does the Proposers staffing plan provide sufficient evidence of the Key Person(s) capacity to perform the requested services for the Project?

4.11.2.4 Solution Requirements (400Points)

The Attachment H spreadsheet will automatically tabulate Proposer's score based upon Proposer's responses. Evaluators will review the Attachment H responses by Proposer during evaluation and may revise final score based on submitted comments.

Additionally, Solution Requirements responses shall be reviewed in conjunction with the overall proposal, which may warrant a subjective reduction of points pertaining to the relevant Solution Requirement if related inconsistencies are found.

Solutions with an approach of using configuration where possible to meet the Solution Requirements may be favored over those Solutions that use an increased use of customization to meet the Solution Requirements. The Solution should limit customization to the greatest extent possible.

4.11.2.5 Scope of Work(300 Points)

- a. Overall - The degree to which Proposer demonstrates a clear understanding of the Solution and the services requested in this RFP. Degree to which the Proposer detailed its requirements for agency roles and responsibilities in order to complete the services identified. Degree to which the responsibilities of the services and ultimate implementation Solution fall primarily to the Proposer.
- b. Project Management – Did the Proposer describe how it plans to manage the project? Did the Proposer address how it plans to facilitate and manage communication and documentation throughout the project including project meetings and Deliverables?
- c. Requirements Analysis and Design – Did the Proposer address how it would manage the requirements analysis and design process? Did Proposer provide details related to a plan for ongoing management of requirements and updates to design documentation?
- d. Configuration – Did the Proposer describe its plan for configuring the Solution in alignment with the Agency Accepted design documentation?
- e. Data Migration and Conversion – Did the Proposer describe its plan for migrating Agency data? Did the Proposer provide information on how it plans to ensure a successful transfer of Agency data and how that data would be integrated into the new Solution?
- f. Testing – Did the Proposer provide details on how it plans to test the Solution prior to go-live to validate Solution functionality is in alignment with the Agency Accepted Requirements and Solution Design? Did the Proposer provide details on how it plans to provide UAT training and UAT support?
- g. Training –Did Proposer provide details on how Proposer’s plan to provide training, including the methods, format, and material that would be provided to the Agency?
- h. Hosting- Does the Proposer provide full support for multiple environments? Is there a support plan for the escalation of issues, no matter the environment? Does the Proposer provide a clear statement about where it advocates hosting its Solution?
- i. Operations and Maintenance Support (O&M) – Did the Proposer provide details on how it will provide ongoing maintenance and support of the Solution? Did the Proposer provide details on when it plans to begin providing operations and maintenance support?

4.11.2.6 Performance Metrics and SLAs (150 Points)

Degree to which Proposer provides desirable and relevant performance metrics align as closely as possible with 99.95% uptime.

Degree to which Proposer’s SLAs aim to resolve defects or issues in a timeframe that does not impede the program’s ability to use necessary functionality to perform daily work tasks.

Degree to which Proposer’s escalation process for unresolved defects or issues is clearly outlined and easy to understand and follow.

If the Proposer offers service credits for failing to meet the service levels.

4.11.2.7 Price Proposal (Not Scored in Round 1)

Price is not scored in Round 1.

4.11.3 PREFERENCES

4.11.3.1 Reciprocal Preference

For evaluation purposes per OAR 125-246-0310, Agency shall add a percentage increase to each out-of-state Proposer’s Proposal price that is equal to the percentage preference, if any, given to a Resident Proposer in the [Proposer's state](#).

4.11.3.2 Recycled Materials

Agency will give preference to Goods manufactured from Recycled Materials if each of the conditions specified in ORS 279A.125 (2) exists following any adjustments made to the price of the Goods according to any applicable reciprocal preference.

4.11.3.3 Tiebreakers

If Agency receives Proposals identical in price, fitness, availability, and quality and chooses to award a Contract, Agency shall award the Contract in accordance with the procedures outlined in OAR 137-046-0300.

4.12 ROUND 1 POINT AND SCORE CALCULATIONS

Scores are the points assigned by each evaluator. In each round, an evaluator may change a score up until the time the SPC has requested final scores for that round. If an evaluator elects to change any score, the evaluator must date and initial the change and include a reason for the change. The evaluator’s final score will be the score the SPC will document. The maximum points possible for each evaluation item are listed in the table below. Points are the total possible for each section as listed in the table below.

Round 1	Maximum Points Available
Executive Summary	100
Experience and Capabilities	100
Key Persons, Organizational Profile, Organizational Chart and Subcontractors	150

Solution Requirements (Attachment H)	400
Scope of Work	300
Performance Metrics and SLAs	150
Total Score Round 1	1,200

4.13 ROUND 1 RANKING OF PROPOSERS

The SPC, in its sole discretion, may conduct an evaluation committee meeting at the end of any round and the evaluators may review their scores. If the SPC elects to conduct an evaluation committee meeting, the SPC will ask for final scores at the end of the meeting.

The SPC will average the scores for each Proposal in a given round of competition (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members).

The SPC will combine the average score for each Proposal with Proposer’s price score. After any applicable preference has been applied, SPC will describe the rank order for each Proposer, with the highest score receiving the highest rank, and successive rank order determined by the next highest score.

Agency may, in Agency’s sole discretion, determine an apparent successful Proposer with no additional rounds of competition. If additional rounds are conducted, Agency will rank advancing Proposers at the conclusion of each subsequent round and may determine an apparent successful Proposer at any time during the solicitation process.

4.14 NEXT STEP DETERMINATION

At the conclusion of a round of competition, Agency may choose to conduct additional round(s) of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Interviews
- Presentations/Demonstrations/Additional Submittal Items
- Discussions and submittal of revised Proposals
- Serial or simultaneous negotiations
- Best and Final Offers

4.14.1 Competitive Range Determination

If Agency, in its sole discretion, determines that one or more additional rounds of competition is necessary, it will select a Competitive Range to indicate the Proposers that will be invited to participate in a subsequent round. The Competitive Range may include all, or at Agency’s sole discretion, some (based primarily on a natural break in the distribution of scores), of the Proposers from a previous round. Agency will post a notice in OregonBuys of

its Competitive Range Determination and provide details about the process and schedule for the subsequent round.

4.14.2 Competitive Range Protest

Proposers excluded from a round may submit a Written protest of Competitive Range. Protests must:

- Be emailed to the SPC;
- Reference the OregonBuys bid number;
- Identify Proposer's name and contact information;
- Be sent by an authorized representative;
- State the reason for the protest; and
- Be received within 7 calendar days after issuance of the Notice of the Competitive Range unless a different due date and time is specified in such notice.

Agency will address all protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by Agency.

4.15 ADDITIONAL ROUNDS

4.15.1 Demonstration

Proposers progressing to Round 2 or a subsequent Round may be invited to provide demonstrations. Demonstrations may be in person at a location determined by Agency; however, Agency may elect to conduct demonstrations via teleconference or video conference. Further details will be provided prior to scheduling demonstrations.

4.15.2 Interviews

Proposers progressing to Round 2 or a subsequent Round may be invited to interviews. Interviews may be in person at a location determined by Agency; however, Agency may elect to conduct interviews via teleconference or video conference. Further details will be provided prior to scheduling demonstrations.

4.15.3 Sandbox

Agency may elect to evaluate the Proposers current system via a Sandbox environment in a subsequent Round. The Proposer will provide a standard operational environment in which the execution, operation, and processes can be evaluated. The evaluation criteria will be based upon both objective and subjective tests with points awarded. The criteria and amount of points awarded will be provided to the selected Proposers when and if the Sandbox is used.

4.15.4 Security Discussion and Statewide Information and Cyber Security Spreadsheet

At the State Parties' discretion, remaining Competitive Range Proposers may be provided with a Statewide Information and Cyber Security Standards spreadsheet in substantially the same form at Attachment I to complete and return to the SPC.

In preparation for completing the Statewide Information and Cyber Security Standards spreadsheet, Proposers may elect, as Proposers discretion, but highly recommended, to meet with the SPC and the dedicated Business Security Analyst to discuss the spreadsheet in detail and engage in a question-and-answer forum.

4.15.5 Best and Final Offers

Proposers in the Competitive Range may submit Best and Final Offers in Round 2 or a subsequent Round. Further details will be provided prior when and if Best and Final Offers will be used.

4.15.6 Sample Contract (Attachment A)

Proposer in the Competitive Rangemay submit redlines to the provisions of the Sample Contract (Attachment A) identified as negotiable in Section 5.4.1 of this document.

4.15.7 Price Proposal

As part of this round, Agency anticipates that price proposals will be evaluated by the Evaluation Committee.

4.16 SCORING AND RANKING OF PROPOSERS FOR SUBSEQUENT ROUNDS

If Agency conducts two or more rounds of competition, the SPC will determine the cumulative score for Proposers advancing through all rounds of competition by adding the scores from each completed round. The Proposer with the highest cumulative score will receive the highest final ranking.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards a Contract, will award a Contract to the highest ranking Responsible Proposer(s) based upon the scoring methodology and process described in Section 4. Agency may award less than the full Scope of Work described in this RFP.

5.1.2 Intent to Award Notice

Agency will notify all Proposers in Writing that Agency intends to award a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

5.2 INTENT TO AWARD PROTEST

5.2.1 Protest Submission

An Affected Proposer shall have 7 calendar days from the date of the Intent to Award notice to file a Written protest.

A Proposer is an Affected Proposer only if the Proposer would be eligible for Contract award in the event the protest was successful and is protesting for one or more of the following

reasons as specified in ORS 279B.410:

- All higher ranked Proposals are non-Responsive.
- Agency has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in the RFP.
- Agency abused its discretion in rejecting the protestor's Proposal as non-Responsive.
- Agency's evaluation of Proposal or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.

If Agency receives only one Proposal, Agency may dispense with the evaluation process and Intent to Award protest period and proceed with ContractNegotiations and award.

5.2.1.1 Protest Requirements

Protests must:

- Be delivered to the SPC via email, or hard copy;
- Reference the OregonBuys bid number;
- Identify Proposer's name and contact information;
- Be signed by an authorized representative of Proposer;
- Specify the grounds for the protest; and
- Be received within 7 calendar days of the Intent to Award notice.

5.2.2 Response to Protest

Agency will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by Agency.

5.3 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposer(s) who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

5.3.1 Insurance

Prior to award, Proposer shall secure and demonstrate to Agency proof of insurance as required in this RFP or as negotiated. Insurance Requirements are found in Exhibit B of Attachment A.

5.3.2 Taxpayer Identification Number

Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by Agency or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

5.3.3 Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract.

Visit <http://sos.oregon.gov/business/pages/register.aspx> for Oregon Business Registry information.

5.3.4 Pay Equity Certification

If selected for award and the Contract value exceeds \$500,000 and Proposer employs 50 or more full-time workers, Proposer shall submit to Agency a true and correct copy of an unexpired Pay Equity Compliance Certificate, issued to the Proposer by the Oregon Department of Administrative Services. For instructions on how to obtain the Certificate, visit <https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx>.

ORS279B.110(2)(f) requires that Proposer provide this prior to execution of the Contract.

5.3.5 Nondiscrimination in Employment

As a condition of receiving the award of a Contract under this RFP, Proposer must certify by its Signature on Attachment C - Proposer Information and Certification Sheet, in accordance with ORS 279A.112, that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice that the policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination.

5.3.6 References

Provide three (3) references from current or former client firms for similar projects performed for any clients within the last five (5) years. References must be able to verify the quality of previous, related Work.

Agency may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. Agency may use references to obtain additional information, or verify any information needed. Agency may contact any reference (submitted or not) to verify Proposer's qualifications.

Proposer shall send the Reference Check Form (Attachment D) to its references. Reference forms must be completed by the reference, returned to the Proposer and submitted with the Proposal.

5.3.7 Background Checks

Proposer must acknowledge that Proposer's staff monitoring the systems who will have access to State systems, facilities, and confidential information will be required to submit to all security checks requested by Agency.

5.3.8 Information Privacy/Security/Access.

If the Work performed under this Contract requires Contractor or, when allowed, its subcontractor(s), to have access to or use of any Agency computer system or other Agency Information Asset for which Agency imposes security requirements, and Agency grants Contractor or its subcontractor(s) access to such Agency Information Assets or Network and Information Systems, Contractor shall comply and require all subcontractor(s) to which

such access has been granted to comply with Attachment A, Exhibit M.

5.4 CONTRACTNEGOTIATION

5.4.1 Negotiation

After selection of a successful Proposer, Agency may enter into Contract negotiations with the successful Proposer. By submitting a Proposal, Proposer agrees to comply with the requirements of the RFP, including the terms and conditions of the Sample Contract (Attachment A), with the exception of those terms listed below for negotiation.

Proposer shall review the attached Sample Contract and note exceptions.

Proposer must submit those exceptions to Agency during the Questions / Requests for Clarification period set forth in Section 1.2. If Agency agrees to make any requested changes to the Sample Contract, Agency will issue an Amendment to notify Proposers of such changes. Unless Agency issues an Amendment modifying any of the terms and conditions, Agency intends to enter into a Contract with the successful Proposer substantially in the form set forth in Sample Contract (Attachment A).

Following the selection of the apparent successful Proposer, Agency may agree to negotiate changes to the negotiable provisions of the Sample Contract listed below. However, Agency is not required to make any changes and many provisions cannot be changed. Proposer is cautioned that the State of Oregon believes modifications to the standard provisions constitute increased risk and increased cost to the State.

Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

All items, except those listed below, may be negotiated between the Agency and the apparent successful Proposer in compliance with Oregon State laws:

- Choice of law
- Choice of venue
- Constitutional requirements
- Any and all federal and state law rules, requirements, policies and procedures

In the event that the parties have not reached mutually agreeable terms within 30 calendar days, Agency may terminate Negotiations and commence Negotiations with the next highest-ranking Proposer.

5.4.2 Approval

After Contract negotiations have concluded between Agency and the successful Proposer, the Contract will be subject to one or more approvals prior to contract execution.

SECTION 6: ADDITIONAL INFORMATION

6.1 COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The State of Oregon is committed to taking active steps toward increasing and promoting

diversity, equity, and inclusion values across procurement processes for minority, women, emerging small, and service-disabled veteran owned businesses by reducing barriers to compete for and be awarded state contracts. All interested businesses are encouraged to submit proposals for this contracting opportunity.

6.2 CERTIFIED FIRM PARTICIPATION

Pursuant to Oregon Revised Statute (ORS) Chapter 200, Agency encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity ("COBID") in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. Agency also encourages joint ventures or subcontracting with certified small business enterprises. For more information, visit: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz>

If the Contract has potential subcontracting opportunities, the successful Proposer may be required to submit a completed Certified Disadvantaged Business Outreach Plan (Attachment F) prior to execution.

6.3 GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section 6.2 be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any claim or consent to the jurisdiction of any court.

6.4 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public records and are subject to public inspection after Agency issues the Notice of Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of Agency. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer, except in the case of Proposals that were submitted late and rejected by Agency.

6.5 CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.

Pursuant to ORS 279B.100, Agency may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State

or Agency, as determined by Agency. Neither the State nor any State agency is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP or a Contractaward, or the rejection of any Proposal.

6.6 COST OF SUBMITTING A PROPOSAL

Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, and costs associated with protests.

6.7 STATEWIDE E-WASTE/RECOVERY PROCEDURE

If applicable, Proposer shall include information in its Proposal that demonstrates compliance with the Statewide E-Waste/Recovery Procedure #107-011-050_PR. Visit the DAS website www.oregon.gov/das and use the search bar feature to locate the procedure.

6.8 RECYCLABLE PRODUCTS

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Servicesor Work described in this RFP and the subsequent Contract. (ORS 279B.025)

6.9 CHECKLIST DISCLAIMER

Any checklists that may be contained in this RFP are provided only as a courtesy to prospective Proposer. Agency makes no representation as to the completeness or accuracy of any Checklist. Prospective Proposer is solely responsible for reviewing and understanding the RFP and complying with all the requirements of this RFP, whether listed in a checklist or not. Neither the State nor Agency is liable for any claims, or subject to any defenses, asserted by Proposer based upon, resulting from, or related to, Proposer's failure to comprehend all requirements of this RFP.