



WESTERN  
GOVERNORS'  
ASSOCIATION

## **REQUEST FOR PROPOSAL**

### **Identifying Western Transmission Siting Issues**

October 17, 2011

## INVITATION TO BID

DATE: October 17, 2011  
BID NO: 30-231-70  
DIRECT INQUIRIES TO: Rich Halvey and Linda Davis  
PHONE NO: (303) 623-9378

RETURN BID TO: Western Governors' Association  
1600 Broadway, Suite 1700  
Denver, Colorado 80202  
Attn: Linda Davis

DATE BID DUE: **November 14<sup>th</sup>, 2011, 5:00 pm MST**

Bids properly marked as to 30-231-70, November 14th, and 5:00 MST 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:  
***Identifying Western Transmission Siting Issues***

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 BLUE 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)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE # \_\_\_\_\_

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

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

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

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## **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. The bid should be returned in an envelope sealed and properly marked as to bid number and opening time and date.
6. 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.
7. **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.
8. **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.

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

## **General**

1. All products/services produced in response to the contract resulting from this RFP will become the sole property of the WGA.
2. Products/services resulting from this contract will not be subject to separate renewal or upgrade fees during the life of the contract.
3. 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.
4. 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.
5. The project data deliverables will be not be distributed, copied, or shared without the prior written approval of the WGA.
6. 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 operation portions of this project.
7. No changes to the staffing of the prime and any subcontractors can be made without prior written approval by WGA.

## 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. PROPOSED SCHEDULE OF ACTIVITIES: [Sample timeline]
- |    |  |            |
|----|--|------------|
| 1. | RFP Published  | 10/17/2011 |
| 2. | Pre-Proposal Conference  | 11/03/2011 |
| 4. | Proposal Submission  | 11/14/2011 |
|    | 5 hard copies including original and 1 electronic copy to ldavis@westgov.org           |            |
| 5. | Review committee meeting to discuss evaluation criteria and conduct preliminary review | 11/14/2011 |
| 6. | Review committee bid evaluation meeting  | 11/18/2011 |
| 7. | Bidder Interviews (option of the WGA)  | 11/29/2011 |
| 8. | Proposal Selection (estimated)   | 12/02/2011 |
- 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  
1600 Broadway, Suite 1700  
Denver, Colorado 80202  
Attn: Rich 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 Governors' Association  
1600 Broadway, Suite 1700  
Denver, Colorado 80202  
Attn: Linda Davis

The WGA Invitation for Bid form must be signed in blue 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. 30-231-70  
November 14, 2011; 5:00 p.m. MST

- 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 a 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 an instrumentality of the states, 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. 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.

II. 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.

## **SCOPE OF WORK AND PROPOSAL**

### **1.0 PURPOSE AND OVERVIEW**

The Western Governors' Association is seeking proposals for consulting services to monitor and evaluate the transmission siting and permitting processes that are occurring in the Western Electricity Coordination Council (WECC) region. Specifically, WGA is seeking to acquire permitting expertise to help in bolstering the states' participation with the federal government. The selected siting expert will help WGA and states be effective partners with federal Rapid Response Teams. Such expertise will be helpful in our interactions with the Western industry, including the Western Electricity Industry Leaders' group. It will also help generate factual information on on-the-ground permitting problems. Such information is necessary to craft effective solutions, including the development and transfer among states of lessons learned during permitting processes.

### **2.0 BACKGROUND**

Renewable energy development is a high priority with the administration and within many western states. The best renewable energy resources are often located far from where the electricity is consumed; thus requiring expansion of the transmission system to bring the energy to consumers.

At present, there are an unprecedented number of major proposed transmission lines in the region. Anecdotal information suggests that a major challenge transmission project sponsors face is securing timely action by federal agencies. Some have also suggested that state permitting processes are too slow.

Federal agencies have created Rapid Response Teams to collaborate on the siting and permitting on at least five major transmission proposals in the West. Informally, WGA has been invited to join the teams.

The Western Governors' Association (WGA) believes there is a shortage of on-the-ground information on actual permitting problems and potential solutions. This point was made in a September 8 letter to Energy Secretary Chu.

### **3.0 WORK TASKS**

#### **3.1 Identify Siting Obstacles**

Review all major proposed transmission projects, as identified by the Rapid Response Team, crossing state boundaries in the Western Interconnection and several significant intra-state proposed transmission lines. These projects should be proposed to WGA for approval. Contact project sponsors, applicable permitting agencies (federal, state, local government), and stakeholders. Prepare short (5-10 pages) briefing papers on each project covering –

- Project sponsor's proposed development schedule;
- The causes of deviations from the sponsor's schedule related to permitting (e.g., public opposition, inefficient permitting processes, lack of coordination among permitting

agencies, delays in securing environmental information, lack of permitting agency resources, delays by sponsors in providing information, changing proposed line configurations and alignments) and non-permitting (e.g., lack of subscriptions to use the line, lack of financing; concerns about cost recovery);

- The factors contributing to permitting delays;
- The factors project sponsors used in identifying proposed routes including the perceived difficulty of securing required permits;
- Observations on potentially actions that could mitigate permitting delays;
- Information on key contacts for the project sponsor and permitting agencies.

### **3.2 Maintain Current Status of Proposed Projects**

Develop and maintain throughout the contract period a web-based database on the status of permitting major proposed projects. Such a database shall include links to project sponsor information, appropriate information on the WECC project web portal and similar information available from sub regional planning groups, permitting agencies, and stakeholder websites.

### **3.3 Policy Recommendations and Report to Policy Makers**

- a) Support WGA in discussions with federal Rapid Response Team members, including but not limited to attendance at meetings of Rapid Response Teams, discussions with state permitting agencies and the development of reports to WGA on issues facing such teams.
- b) As requested, make presentations to the WGA staff, WGA Staff Council, the State-Provincial Steering Committee and other groups.
- c) Draft for consideration by WGA, policy recommendations to improve transmission line siting and permitting processes which are supported with evidence from recent and ongoing permitting processes. Such reports shall include recommendations for improvements in federal and state agencies permitting, including improvements in interagency processes, environmental reviews, and the timely responsiveness of project sponsors.
- d) Upon request, develop special reports on issues identified by WGA in the course of its participation with Rapid Response Teams.
- e) Identify key differences in the permitting of pipelines and transmission lines that affect the complexity and timelines of permitting decisions.
- f) Assist WGA in the review of any federal agency proposals to change the process for reviewing proposed transmission projects within National Interest Transmission Corridors.

## **4.0 DELIVERABLES and SCHEDULE**

### **4.1 Deliverables – Siting and Permitting Obstacles**

The siting expert will draft a briefing paper for presentation to the State Provincial Steering Committee and WGA Staff Council. This paper will outline *actual* obstacles on siting and

permitting for projects currently going through process. This report will reflect items outlined in Task 3.1 above.

#### **4.2 Project Database**

A database should be created and maintained reflecting up-to-date permitting and siting status of evaluated projects.

#### **4.3 Policy Recommendations for Improving Siting and Permitting**

Based on findings from transmission project review, the contractor will prepare policy recommendations for permit processing improvements.

#### **4.4 Participate in ancillary meetings**

Throughout the project, the contractor is expected to participate in meetings/conferences and webinars relating to the Rapid Response Team and report back to WGA, Western Interstate Energy Board (WIEB) and the State Provincial Steering Committee (SPSC) on the progress of siting.

#### **4.5 Report on Transmission versus Pipeline Siting**

The contractor will review the process for siting pipelines and transmission and highlight the differences in the process.

#### **4.6 Schedule**

<b>Milestone Date</b>	<b>Activity</b>
December 5, 2011	List of proposed projects for inclusion in the briefing paper
January 30, 2012	Draft of briefing paper outlining preliminary findings on siting and permitting
March 30, 2012	Final briefing paper report
March 30, 2012	Database created and populated with projects status. This should be maintained throughout the life of the contract.
April 15, 2012	Paper on differences between pipeline and transmission siting.
April 30, 2012	Policy recommendations for permit processing improvements.

#### **5.0 BUDGET**

The WGA is expecting project costs to not exceed \$100,000, inclusive.

#### **6.0 PROPOSAL**

Any response to the RFP must contain the following sections:



- 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

These sections do not have to be submitted as separate documents and may be included in one volume.

Proposal responses are limited to 50 pages, exclusive of key staff resumes and budgets. Five (5) hard copies of each proposal and one (1) electronic copy must be supplied. The electronic copy must also be submitted by e-mail in Adobe Acrobat PDF format to [ldavis@westgov.org](mailto:ldavis@westgov.org) and should be exactly as the hard copy.

## **6.1 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.

## **6.2 Submission of Proposal**

All proposals must be received by the WGA, 1600 Broadway, Suite 1700, Denver, CO 80202 on or before 5:00 PM MST on November 14, 2011. The proposals will be publicly acknowledged at that time. Acknowledgment of the proposers' submission will occur on November 15, 2011 or as soon as possible thereafter.

Telephone, 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.

## **6.3 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.

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

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

#### **6.5 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.

#### **6.6 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.

#### **6.7 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.

#### **6.8 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 or work experiences 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.

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

A proposer's telephone conference will be held at 2:00 p.m. Mountain Standard Time on Thursday, November 3, 2011. The call in number is 1-800-704-9804, access code 525166#.

The WGA will accept written questions through the close of business Friday, November 11, 2011. 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.

## **6.10 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

#### **6.11 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 6.11 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.

#### **6.12 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. The project will last one year, with potential to extend an additional two years.

#### **6.13 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.

#### **6.14 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.

## **7.0 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.

### **7.1 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.

### **7.2 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.

### **7.3 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.

## **8.0 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.