

STATE OF WASHINGTON

Department of Retirement Systems
Tumwater, Washington

REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ No. 14-002-01

You may download this Request for Qualifications and Quotations (RFQQ) from the Department of Retirement Systems (Department) web site located at <http://www.drs.wa.gov/rfp/> or on Washington's Electronic Business Solution (WEBS) site <https://fortress.wa.gov/ga/webscust/home.html>. All amendments to this RFQQ will be published on both DRS' web site and on WEBS. It is the Bidder's responsibility to access the RFQQ, any amendments, questions and answers, and related documents on either DRS's website or WEBS.

PROJECT TITLE:

Natural™ IDE Software

PROPOSAL DUE DATE:

November 20, 2014, at 4:00 PM (PT) local time in Tumwater, Washington

BIDDER ELIGIBILITY:

This procurement is open to those Bidders that satisfy the minimum qualifications stated herein and are licensed to do business in Washington State.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Bidders
3. Proposal Contents
4. Evaluation and Award
5. Attachments

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington State Department of Retirement Systems (DRS) is looking to provide a modern software development environment for the mainframe developers. DRS is issuing this Request for Qualifications and Quotations (RFQQ) to solicit bids from firms interested in providing a Graphical User Interface (GUI), Integrated Development Environment (IDE) software package for the Natural language using the Microsoft Windows platform.

1.2 OBJECTIVE

The objective of this RFQQ is to identify an IDE solution that can be used primarily for the development and maintenance of Natural Language applications. The solution will provide a GUI editor capable of building and maintaining all components needed in a mainframe Natural environment for up to 20 developers. In addition, it must integrate with a software lifecycle management tool such as Microsoft's Team Foundation Server or the Open Source Subversion package.

This software will be used as the primary IDE for:

- Developing and maintaining DRS' core mainframe Natural applications
- Testing and debugging Natural applications before migrating to a production environment
- Determining impact of change to application components
- Interfacing to a Software Development Lifecycle package (e.g. Microsoft TFS, or Open Source Subversion)

The number of concurrent Natural developers is estimated at 20.

1.3 MINIMUM QUALIFICATIONS

The Bidder must be licensed to do business in the state of Washington and have at least five years of experience providing Natural IDE software on Windows.

Bidders who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

1.4 FUNDING

DRS has estimated that the overall budget for this project shall be between \$50,000 and \$80,000 for first year's costs. Proposals in excess of \$80,000 will be rejected as non-responsive and will not be evaluated.

Any contract(s) awarded as a result of this procurement is contingent upon the availability of funding.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFQQ is tentatively scheduled to begin immediately following contract execution.

Maintenance agreements will be renewed annually upon mutual agreement between the Department and the Vendor. Multi-year agreements may be proposed if there are cost advantages.

1.6 DEFINITIONS

Definitions for the purposes of this RFQQ include:

Department. The Department of Retirement Systems is the agency of the state of Washington that is issuing this RFQQ.

Bidder. Individual, company, or firm submitting a proposal in order to attain a contract with the Department.

Contractor. Individual or company whose proposal has been accepted by the Department and is awarded a fully executed, written contract.

Proposal. A formal offer submitted in response to this solicitation.

Request for Qualifications and Quotations (RFQQ). Formal procurement document in which goods/services needed are identified and vendors are invited to provide their qualifications to provide the goods/services and their costs.

1.7 ADA

The Department complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFQQ Coordinator to receive this Request for Qualifications and Quotations in alternate formats.

2. GENERAL INFORMATION FOR BIDDERS

2.1 GOOD FAITH STATEMENT

All information provided by the Department in this RFQQ is offered in good faith. Individual items are subject to change at any time. The Department makes no certification that any item is without error. The Department is not responsible or liable for any use of the information or for any claims asserted therefrom.

2.2 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact in the Department for this procurement. All communication between the Bidder and the Department upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Jilene Siegel
Mailing Address	PO Box 48380 Olympia, WA 98504
Physical Address	6835 Capitol Blvd Tumwater, WA 98501
Phone Number	360-664-7291
Fax Number	360-753-3166
E-Mail Address	JileneS@drs.wa.gov

Any other communication will be considered unofficial and non-binding on the Department. Bidders are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Bidder.

2.3 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Event	Date
Issue Request for Qualifications and Quotations	November 4, 2014
Vendor Questions Due	November 12, 2014
Written Responses to Questions Posted to WEBS & Department website	November 14, 2014
Vendor Responses to RFQQ due by 4:00 PM PDT	November 20, 2014
Announce "Apparent Successful Bidder" and send notification via e-mail to unsuccessful Proposers	December 3, 2014
Last day to request a debriefings	Three business days following ASB Announcement
Last day to file a protest	Five business days following debriefing
Execute Contract	December 22, 2014

The Department reserves the right to revise the above schedule.

2.4 SUBMISSION OF PROPOSALS

The proposal must be **received by the RFQQ Coordinator** no later than 4:00 PM, Pacific Time, in Tumwater, Washington, on November 20, 2014.

Proposals must be submitted electronically as an attachment to an e-mail to the RFQQ Coordinator, at the e-mail address listed in Section 2.2. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by the Department and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Bidder to the offer. The Department does not assume responsibility for problems with Bidder's e-mail. If the Department's email is not working, appropriate allowances will be made. *You will receive e-mail confirmation of receipt of your submission from the RFQQ Coordinator. If you do not receive confirmation within one business day, please call the RFQQ Coordinator.*

Proposals may not be transmitted using facsimile transmission.

Bidders should allow sufficient time to ensure timely receipt of the proposal by the RFQQ Coordinator. Late proposals will not be accepted and will be disqualified from further consideration, unless the Department's e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the Department and will not be returned.

2.5 BIDDER'S UNDERSTANDING OF THE RFQQ

In responding to this RFQQ, the Bidder fully accepts the responsibility to understand the RFQQ in its entirety, and in detail, including making any inquiries to the Department as necessary to gain such understanding. The Department reserves the right to disqualify any Bidder who demonstrates less than such understanding. Further, the Department reserves the right to determine, at its sole discretion, whether the Bidder has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such

disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the Department.

2.6 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the Department. All proposals received shall remain confidential until the Apparent Successful Bidder is announced. Thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 (the Public Records Act) of the Revised Code of Washington (RCW).

Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Bidder is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Bidder has marked as "Proprietary Information", the Department will notify the Bidder of the request and of the date that the records will be released to the requester unless the Bidder obtains a court order enjoining that disclosure. If the Bidder fails to obtain the court order enjoining disclosure, the Department will release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the Department shall maintain the confidentiality of the Bidder's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

2.7 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, addenda will be published on the Department's public web site.

The Department also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.8 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the Department encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

2.9 ACCEPTANCE PERIOD

Proposals must provide 90 days for acceptance by Department from the date proposals are due to the Department.

2.10 RESPONSIVENESS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ, as well as to ensure minimum qualifications are met. The Bidder is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive.

The Department also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.11 MOST FAVORABLE TERMS

The Department reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted on the most favorable terms the Bidder can propose. There will be no best and final offer procedure. The Department does reserve the right to contact a Bidder for clarification of its proposal.

The Bidder should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or all the Bidder's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the Department.

2.12 GENERAL TERMS & CONDITIONS

The apparent successful Bidder will be expected to enter into a contract with general terms and conditions, see sample contract (Attachment C). In no event is a Bidder to submit its own standard contract terms and conditions in response to this solicitation. The Bidder may submit exceptions as allowed in the Certifications and Assurances section, Attachment A to this solicitation. The Department will review requested exceptions and accept or reject the same at its sole discretion.

2.13 COSTS TO PROPOSE

The Department will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFQQ or any other activities related to responding to this RFQQ.

2.14 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate the state of Washington or the Department to contract for services specified herein.

2.15 REJECTION OF PROPOSALS

The Department reserves the right at its sole discretion to reject without penalty any and all proposals received, and not to issue a contract as a result of this RFQQ.

2.16 COMMITMENT OF FUNDS

The Director of the Department of Retirement Systems, or delegate, is the only individual who may legally commit the Department to the expenditures of funds for a contract resulting from this RFQQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.17 SOLICITATION COMPLAINTS

Bidders may submit a complaint electronically in writing to the RFQQ coordinator between the date which Answers are posted to WEBS until 5 days prior to the bid due date. The complaint may be based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Complaints should clearly articulate the basis for the complaint and a proposed remedy. Responses to complaints, including any changes to the solicitation, will be in writing and posted to WEBS. The DRS Director will be notified of all complaints and will be provided a copy of the DRS response. After a response to a complaint is submitted, it may not be raised again during the protest period.

3. PROPOSAL CONTENTS

The three major sections of the proposal are to be submitted in the order noted below:

1. Signed Certifications and Assurances (Attachment A)
2. Bidder's Information (Attachment B)
3. Responses to Questions

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Bidder in preparing a thorough response.

Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 CERTIFICATIONS AND ASSURANCES (MANDATORY/NOT SCORED)

The attached Certifications and Assurances form (Attachment A) must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Attach the Certifications and Assurances form to the bid.

3.2 BIDDERS INFORMATION (MANDATORY/NOT SCORED)

Complete the Bidder's Information Sheet (Attachment B).

Identify any state employees or former state employees employed by the Bidder or on the Bidder's governing board as of the date of the proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by the Department that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.

If the Bidder's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the Department previously or currently employed by, job title or position held, and separation date.

If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in default. Submit full details of the terms for the default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. The Department will evaluate the facts and may, at its sole discretion,

reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

OMWBE Certification (Optional/Not Scored): If certified minority-owned and/or women-owned firm(s) are represented in your response to this RFQQ, include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises.

3.3 RESPONSES TO QUESTIONS (SCORED)

3.3.1 EXPERIENCE

Describe your experience providing software that conforms to the requirements of this RFQQ.

List names, addresses, telephone numbers, and e-mail addresses of three business references using your software product. By submitting a proposal in response to this RFQQ, the vendor and team members grant permission to the Department to contact these references and others. The Department may or may not, at the Department's discretion, contact references. Do not include current Department staff as references.

3.3.2 SOFTWARE REQUIREMENTS AND CAPABILITIES

Provide a complete, concise response describing your product and how the software satisfies each of the requirements. Include all relevant information within your response. Information contained in hyperlinks will not be evaluated.

- **Installation and upgrade:**
 - Define workstation hardware requirements (minimum CPU, memory, etc.)
 - List the supporting software needed, if any (outside of vendor's offerings)
 - Maintenance frequency (patches and upgrades)
 - Describe potential licensing options (by CPU, CPU-Type, Named User, Concurrent, etc.), including the impact of desktop and laptop installations for a single user working from alternate locations
- **Technical support and maintenance agreement:**
 - On-line technical support including up-to-date online training manuals and materials
 - Describe your maintenance agreement, including a description of what is and is not covered by the standard maintenance fee
- **Editor:**
 - GUI/Eclipse-based
 - Cut/paste
 - Auto-save & recovery
 - Local check/stow/save (work offline) for all module types
 - Screen ("map") development
 - Data area editor
 - Intellisense typing assistance
 - Multiple objects open/active in parallel
- **Session/environment:**
 - Integrated with DDM (Predict)
 - Change-Impact analysis tools
 - Scan/replace
 - Compare source modules

- **Integration capabilities:**
 - Possibility for ADABAS access; both local and remote
 - Integration to 3rd party tools and plug-ins

- Debugging and monitoring/logging across platforms
- Print and import/export of application components

- **Mainframe SDLC and runtime environment:**
 - Migration from offline development into team-development environment with multiple “paths” and merging
 - Check-in and Check-out at “enterprise” (sync with mainframe)
 - Promote through Dev, Test, QA, and Production
 - Ensure separation of duties during code promotion

- **Security:**
 - Integrated security for local install, configuration, and use of product, as well as for mainframe sync, integration and access.
 - Security for application development, code promotion, and code visibility
 - Encrypted connection to both mainframe and shared development environment(s)

3.3.3 QUOTATIONS

Submit your best cost proposal assuming 20 developers, using the table format shown below. *Modules should be priced separately unless the vendor bundles modules into a CORE system where they recommend that the modules proposed are the minimum recommended.*

Optional (Not scored): Concurrent license options may also be provided. If a more advantageous license bundling exists, please also include that information. Provide the price for additional licenses, both at the time of initial acquisition and at a later date.

NOTE: Bidders are required to collect and pay Washington State taxes as applicable.

The evaluation process is designed to award this procurement not necessarily to the Bidder of least cost, but rather to the Bidder whose proposal best meets the requirements of this RFQQ. Bidders are encouraged, however, to submit proposals which are consistent with state government efforts to conserve state resources.

The score for the cost proposal will be computed by dividing the lowest cost received by the Bidder’s cost. Then the resultant number will be multiplied by the maximum possible points for the cost section.

Unit cost (workstation, developer, etc...)	# of units needed to support 20 developers	Total first year acquisition cost, including first year maintenance	Per year maintenance charges for years 2-5	Total five-year cost including acquisition and maintenance
(First 20 users- Scored)				
(Additional users at time of initial purchase – Not scored)	Not applicable			

(Additional users purchased later – Not scored)	Not applicable			
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4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by the Department, which will determine the ranking of the proposals.

4.2 CLARIFICATION OF PROPOSAL

The RFQQ Coordinator may contact the Bidder for clarification of any portion of the Bidder’s proposal.

4.3 EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

	Section	Points
Vendor Experience – 10%	3.3.1	10
Software Capabilities – 70%	3.3.2	70
Quotation – 20%	3.3.3	20
Grand Total		100 Points

4.4 NOTIFICATION TO PROPOSERS

Notice of an Apparent Successful Bidder will be posted on the Department’s web site. Bidders whose proposals have not been selected for further negotiation or award will be notified by e-mail.

4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

After the Department has notified Bidders of the Apparent Successful Bidder, an unsuccessful Bidder may request a debriefing conference. The request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days after the Notification of Unsuccessful Bidder letter is e-mailed to the Bidder.

Discussion will be limited to a critique of the requesting Bidder’s proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

4.6 PROTEST PROCEDURE

After the Department has announced the Apparent Successful Bidder, an unsuccessful Bidder who timely requested and participated in a debriefing conference may file a protest.

The Department reserves the right to reject, without consideration, any protest that does not comply with any requirement in this section.

The protest must be filed with the RFQQ Coordinator within five (5) business days after the completion of the protester's debriefing conference.

The Department will only consider a protest if it is factually and unambiguously based on one or more of the following grounds:

- An error in the scoring of the protester's bid.
- Failure to follow RFQQ procedures.
- Failure to follow applicable law or rule.
- Bias, discrimination, or conflict of interest negatively affecting the protester's evaluation or interests.

The protest must be written and signed by a person authorized to bind the protester to a contractual relationship. If a protest is submitted electronically, a hard copy, with original signature(s), must be mailed to the RFQQ Coordinator on the same day of electronic transmission.

The protest must contain:

- The name, mailing address, telephone number, and e-mail address of the person responsible for submitting the protest.
- A clear and factually specific statement of the ground(s) for the protest.
- A complete and specific statement of the relief or corrective action requested.

Protest process:

- A. A person who was not involved in the solicitation process will objectively review the information submitted by the protester, as well as other relevant facts known to the Department.
- B. If a protest directly affects another Bidder's interests, the Department will give that Bidder an opportunity to submit its views and any relevant information to the RFQQ Coordinator.
- C. The Department will resolve the protest by making appropriate findings and deciding on an appropriate course of action. The Department may find, for example, that:
 - The protest lacks merit, and the procurement process will be upheld.
 - Only technical or harmless errors occurred, which had no significant effect on the fairness or legality of the procurement process, and the procurement process will be upheld.
 - The protest has merit, and the Department will take corrective action, such as reevaluating all bids, cancelling the RFQQ, or reissuing the RFQQ.
- D. The Department will send its written response to the protester within ten (10) business days after receiving the protest, unless it extends that time period and explains the reason(s) for that extension to the protester.

If the Department determines that the protest is without merit, the Department will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFQQ Attachments

- Attachment A: Certifications and Assurances
- Attachment B: Bidder's Information
- Attachment C: Sample Contract
- Attachment D: Department General Terms and Conditions