

**STATE OF WASHINGTON**  
**DEPARTMENT OF RETIREMENT SYSTEMS**  
**INTENT TO AWARD SOLE SOURCE CONTRACT**

The Department of Retirement Systems (DRS) contemplates awarding a sole source contract to Mass Ingenuity to extend the agency's Business Fundamentals Mapping. While much has been accomplished at the agency level and with some large processes, further analysis and development of other large and complex processes is needed, as well as Fundamentals Mapping at the unit level.

Tier 2 process mapping and unit level scorecard development must seamlessly integrate with the work that has already been done at the Tier 1 level. DRS intends to award this contract to the contractor that facilitated the Tier 1 Fundamentals Mapping activities to ensure integration and alignment.

Services to be completed under the terms of this contract include:

- Take three core processes (Tier 1) already identified at the agency level and, for each, work with assigned teams to build a Tier 2 Fundamentals Map and Scorecard. Validate the initial list of sub-processes (Tier 2), create additional sub-processes, Tier 3 sub-processes, and validate/identify appropriate Tier 3 performance measures and targets.
- Work with an assigned team to connect a unit to the Fundamentals Map. Develop measures in alignment with the DRS enterprise scorecard and establish a team (unit) level scorecard.

The contract will be issued on or about August 26, 2013. The anticipated period of performance is September 1, 2013 through December 31, 2014, with the option to extend for three additional one-year periods. The dollar value for the initial period of performance is estimated to be \$115,000.

Offerors contemplating the above requirements must submit capability statements detailing their ability to meet DRS' requirements by August 20. The following information must be included in the capability statement:

- A detailed explanation of the offeror's ability to perform the services described above.
- Examples of similar work performed.
- A list of at least three organizations for which the offeror has provided similar services.

Please submit questions regarding the potential sole source contract and/or a capability statement to:

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