Washington State Department of Retirement Systems
ITPS Work Request
Request for Mainframe Programming Services

Solicitation number: DRS WR 19-12
Project name: Legislative and Strategic Project Mainframe Programming
Performance Period: 10/1/2019 - 6/30/2021

This solicitation is issued by the Department of Retirement Systems (DRS) pursuant to the Information Technology Professional Services (ITPS) program that is separately coordinated by the Washington State Department of Enterprise Services (DES).

DES separately maintains a group of categorized notification lists or “pools” of IT service providers within the state's solicitation notification system (WEBS) for state purchasers to advertise their solicitations to when they seek competitive proposals for their IT business needs. This is one of those solicitations.

The categories of lists below identify common IT business needs of state government. This solicitation specifies one or more of those categories (checked).

The only IT service providers who should be able to view and download this solicitation are on the notification list in WEBS for the category checked below.

NOTE: If this is not the case, and you are viewing this solicitation, you received it by some other means outside of WEBS and DRS will not entertain a proposal from you. For more details, see Bidder Eligibility.

<table>
<thead>
<tr>
<th>Solicitation Schedule</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation posting date: FRI, August 23, 2019</td>
<td>☐ ITPS_08215_01. IT Funding &amp; Financial Analysis</td>
</tr>
<tr>
<td>Questions due: FRI, August 30, 2019</td>
<td>☐ ITPS_08215_02. IT Business Analysis</td>
</tr>
<tr>
<td>Answers published: MON, September 9, 2019</td>
<td>☐ ITPS_08215_03. Continuity/Disaster Recovery</td>
</tr>
<tr>
<td>Complaints due: WED, September 11, 2019</td>
<td>☐ ITPS_08215_04. IT Project Management</td>
</tr>
<tr>
<td>Proposals due: WED, September 18, 2019, 4:00 PM PT</td>
<td>☐ ITPS_08215_05. Project Quality Assurance</td>
</tr>
<tr>
<td>Oral interviews (if required): October 14-October 15, 2019</td>
<td>☐ ITPS_08215_06. Software Testing</td>
</tr>
<tr>
<td>Solicitation Coordinator</td>
<td>☐ ITPS_08215_07. Client/Server &amp; Web Services</td>
</tr>
<tr>
<td>Name: Jilene Siegel</td>
<td>☐ ITPS_08215_08. Database Services</td>
</tr>
<tr>
<td>Title: Solicitation Coordinator</td>
<td>☐ ITPS_08215_09. GIS Services</td>
</tr>
<tr>
<td>Phone: (360) 664-7291</td>
<td>☐ ITPS_08215_10. Infrastructure Services</td>
</tr>
<tr>
<td>Email: <a href="mailto:drs.rfp@drs.wa.gov">drs.rfp@drs.wa.gov</a></td>
<td>☐ ITPS_08215_11. Mainframe Services</td>
</tr>
<tr>
<td></td>
<td>☐ ITPS_08215_12. Mobile Services</td>
</tr>
</tbody>
</table>
# Table of Contents

1. **Bidder Eligibility** .................................................................................. 1
2. **Definitions** .......................................................................................... 1
3. **Project Description** ............................................................................. 2
   a. Location .................................................................................. 2
   b. Scope of Work ........................................................................... 2
   c. Period of Performance .............................................................. 3
   d. Work Requirements ................................................................. 3
   e. Deliverables ............................................................................ 4
4. **Other Contract Requirements** ............................................................. 4
   a. Compliance with DRS standards ............................................. 4
   b. Programmer Assignments ....................................................... 4
5. **Submission Documents** ...................................................................... 4
   a. Company Information ............................................................. 4
   b. Rate Summary ........................................................................ 5
   c. Programmer Information ........................................................ 5
   d. Programmer Declarations, Certifications and Assurances found in Exhibit B – Appendix A ...................................................... 7
6. **Administrative Requirements** ............................................................. 7
   a. Delivery of Proposals ................................................................ 7
   b. Due Date and Time ................................................................... 7
   c. Required Submittals ............................................................... 7
7. **Evaluation and Award** ........................................................................ 8
   a. Phase 1: Administrative Proposal Evaluation .......................... 8
   b. Phase 2: Technical Response .................................................... 8
      (1) Proposal Document Evaluation ...................................... 8
      (2) Programmer Hourly Rate Evaluation ............................... 8
      (3) Total Points Available ....................................................... 9
   c. Phase 3: Onsite Interviews/Presentations and Reference Checks ................................................................. 9
   d. Selection of Apparent Successful Bidder(s) ............................. 9
   e. Notification of Apparent Successful Bidder(s) ........................ 10
   f. Award Notification ................................................................ 10
   g. Award .................................................................................. 10
8. **Additional Instructions to Bidders** ..................................................... 10
   a. Authorized Communication ................................................... 10
   b. Questions ........................................................................... 10
   c. Complaints and Protests ....................................................... 11
9. **General Information** .......................................................................... 11
   a. Option to Extend ................................................................ 11
   b. Right to Cancel ................................................................... 11
   c. Information Availability ....................................................... 11
   d. Proprietary or Confidential Information ............................... 11
   e. Work Orders .................................................................... 11
   f. Solicitation Amendments ..................................................... 11
   g. Incorporation of Documents ................................................ 12
1. **Bidder Eligibility**

Proposals to this solicitation will only be entertained from companies who are currently on the WEBS notification list for the technical service category checked on the cover page.

DES, not DRS, separately administers the notification lists. Addition to notification lists is a prerequisite to submitting a proposal to this or any other ITPS Work Request and is separately accomplished by submitting a program agreement (DES Master Contract 08215) to DES. A company must first register in WEBS and complete this agreement to be added to any Notification List. For further detail, refer to the DES ITPS Webpage.

NOTE: Master contract submittals received by DES before the 20th of each month will be reviewed for compliance on the 20th. Those companies determined to be in compliance will be added to the applicable notification lists in WEBS at the beginning of the month following the review. Submittals received after the 20th will be reviewed on the 20th of the following month. Neither DES nor DRS can expedite this schedule to facilitate a company's ability to meet the due date of this, or any other solicitation.

2. **Definitions**

“Agency” means the Washington State Department of Retirement Systems.

“DES” means the Washington State Department of Enterprise Services, any division, section, office, unit or other entity of DES or any of the officers or other officials lawfully representing DES.

“DRS” means the Washington State Department of Retirement Systems, any division, section, office, unit or other entity of DRS, or any of the officers or other officials lawfully representing DRS.

“Notification List” means a list within WEBS that is categorized by the Technical Service Category for state purchasers to use for notification purposes when they seek competitive bids or proposals.

“Purchaser” means the authorized user of the program who may or actually does make purchases of material, supplies, services, and/or equipment under the resulting Work Order. Includes any Washington state agency and any authorized party in the Master Contracts Usage Agreement (MCUA). Includes institutions of higher education, boards, commissions, nonprofit corporations and political subdivisions such as counties, cities, school districts or public utility districts.

“Solicitation” means the process of notifying prospective bidders of a request for competitive bids or proposals. Also includes reference to the actual documents used for that process, along with all amendments or revisions set forth in this Contract.

“Technical Service Category” means an information technology skill categorized by the common IT business needs of state government and set forth in this agreement.

“Washington’s Electronic Business Solution or WEBS” means DES’s web-based solicitation notification system.
“Work Order” means a contractual document incorporated by reference to this solicitation and executed between an eligible purchaser and a company. Each Work Order shall be the result of a Work Request (competitive solicitation).

A Work Order generally contains project objectives, description of work, timeline and period of performance, compensation and payment, company responsibilities, purchaser responsibilities, special terms and conditions, signature block, etc., and incorporates this solicitation by reference.

“Work Request” means a purchaser’s solicitation that requests bids or proposals specific to their requirements. An ITPS Work Request will specify a Technical Service Category(ies) and purchasers will only entertain bids or proposals from companies that are on the Notification List for the Technical Service Category(ies) specified.

“You” means the person or firm completing this agreement and includes all of its officers and employees.

3. Project Description

The purpose of this Work Request is to identify Contract Programmers available to assist DRS with projects on an as-needed basis for the duration of the contract period. DRS anticipates awarding Work Orders to more than one Bidder. After a Work Order is awarded, work may be assigned to a Contract Programmer at any time based on availability and skills required for the particular assignment. No minimum amount of work will be guaranteed, and a fully executed Work Order is not an assurance that work will be assigned.

a. Location

The Contractor(s) will consult with DRS project representatives at the agency’s headquarters located at 6835 Capitol Boulevard Southeast, Tumwater, Washington.

b. Scope of Work

This Work Request will identify one or more Contract Programmers with expert-level experience with Natural/Adabas in developing system specifications/requirements, creating or modifying application programs, developing test scripts, testing and debugging application programs and developing system documentation to support the implementation and maintenance of legislative mandates and other agency projects/initiatives.

The Contractor(s) will provide programmer/analyst services to assist project team(s) within the Project Management Office (PMO) and/or the Information Services Division (ISD) at DRS, producing deliverables subject to the approval of DRS within allotted timeframes. The Contractor(s) will provide the services described in this document to support the automated system and related procedural changes required to implement legislative changes and/or other agency projects/initiatives. The Contract Programmer(s) will be supporting key legislative, federally mandated compliance issues and agency initiatives that include but are not limited to:
**Legislative Implementation** – Changing the default retirement plan for new members, retiree return-to-work options, and other legislation that was passed into law.

**Mainframe Rehosting Project** – A strategic project to move mainframe based Natural/Adabas applications to a Linux cloud environment.

c. **Period of Performance**

DRS anticipates that the Work Order(s) resulting from this Work Request could begin as early as October 2019 and continue in duration through June 30, 2021, with the number of hours varying depending on the project. Estimated hours, specific project deliverables and anticipated completion dates will be negotiated upon award and assignment to a project.

DRS reserves the right to extend any Work Order(s) issued under this Work Request for up to four (4) additional years.

d. **Work Requirements**

In consultation with DRS representatives, work requirements may include but are not limited to:

**Systems analysis** – Review existing system/programs to collect knowledge for troubleshooting, development purposes or estimating purposes.

**Requirements definition** – Define requirements and levels of service needed by the business areas and develop conceptual design alternative models that meet defined needs and allow DRS technical staff and client representatives to select an appropriate technical approach.

**System/program design** – Define the detail design aspects of the application system (modifications and/or new development) and business procedures so business requirements and project objectives are met.

**Creation and/or modification of interfaces, online, or batch program modules** – Define the detail design aspects of the application system modules, and test the modules and control mechanisms as defined in the system/program design specifications and DRS standards.

**System and user acceptance testing** – Participate in establishing a test environment to ensure all system verification and user acceptance testing efforts are successfully completed. The Contractor(s) must be available for consultation and react to problems or issues as they are identified and assist DRS technical staff as needed.

**Technical design and programming reviews** – Present the contractor’s own work products and evaluate the work products of others (specifications, requirements, test plans, etc.) to ensure DRS of their conformance to industry standards and established DRS standards and ensure DRS of their fit into the objectives of the project.

**Installation and stabilization of new and modified system components** – Support installation of new and/or modified application systems into the production environment ensuring DRS that either the old systems were successfully replaced or interfaces to existing processes function as anticipated. The Contractor(s) will also be responsible for reacting to and resolving problems as they arise.
**Documentation** – Document all work products according to DRS standards. The Contractor may also be required to produce other technical system documentation according to DRS standards.

e. **Deliverables**

Specific deliverables are not yet identifiable, but DRS will define the deliverables and acceptance criteria upon award of a Work Order and as the work progresses. The selected Contractor(s) will be compensated based on an hourly rate for work performed.

4. **Other Contract Requirements**

a. **Compliance with DRS standards**

The Contract Programmer must comply with all appropriate DRS process standards for deliverables (requirements development and management, project management methodology, configuration management, solutions delivery lifecycle, etc.) and agency policies when onsite (ethics, internet and email usage, security, harassment, etc.). Failure to comply on a continuing basis will result in contract termination. DRS will supply a copy of all such policies to the awarded Contractor(s)/Programmer(s).

b. **Programmer Assignments**

On acceptance of each assignment, the specifically named programmer(s) must be dedicated to the assignment until completion and acceptance of all deliverables for the assignment by DRS. If for some unforeseen event the proposed programmer becomes unavailable, replacement personnel may be proposed. Replacement personnel must have substantially similar qualifications as the programmer proposed in the Response, and DRS must agree to such replacement.

5. **Submission Documents**

A responsive proposal must include, at a minimum, the following submittals attached to an email. Proposals that do not include any of the following required submittals will be rejected for non-responsiveness.

- Exhibit B – Bidder’s Information, Declarations and Certifications
- Rate Summary
- Programmer Information (for each programmer proposed in the response)
- Bidder’s Information, Declarations and Certifications (see Exhibit B)
- Programmer Declarations, Certifications and Assurances (for each programmer proposed in the response) (see Exhibit B – Appendix A)

a. **Company Information**

(Filename convention:  BidderName.PDF)

Cover letter and document (maximum three pages) describing the contractor’s qualifications to provide the services described in this Work Request. At a minimum, include the following information:
- Primary contact for this Work Request, including name, title, address, telephone and email
- Company Qualifications:
  - Length of time your business has provided the services described in this Work Request
  - Experience providing support for mainframe development and maintenance projects
- At least three references to whom you have provided services similar to those described in this Work Request, including for each:
  - Name
  - Title
  - Current telephone and email address
  - Organization name and address
  - Description and size of the organization
  - Summary of the services your company provided
  - Begin/end dates

b. Rate Summary
   (Filename convention: BidderName_Rates.PDF)

The deliverables associated with these projects cannot be clearly defined in advance. Therefore, compensation will be based on an hourly rate for work performed. Provide hourly rates in the table format shown below, including all costs. No additional charges for overhead, computer lease, travel or other expenses will be allowed.

As per Master Contract 08215, bidders may not bid higher rates than the hourly rates quoted to DES; however, rates proposed in this Response may reflect a lower price point.

<table>
<thead>
<tr>
<th>PROGRAMMER'S NAME</th>
<th>HOURLY RATE</th>
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<tr>
<td></td>
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<td></td>
<td>$</td>
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<td></td>
<td>$</td>
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</tbody>
</table>

b. Programmer Information
   (Filename convention: BidderName_ProgrammerName.PDF)

For each programmer (up to three) proposed by the bidder, provide the following:

- Name
- Position title and relationship to your company (owner, officer, employee, subcontractor, etc.).
- Availability through June 2021 (to the extent known). Include percent of full-time availability (with minimum/maximum/preferred if applicable) and any known periods of planned absence.
- Hire date and length of time (years/months) with your company.
- Cover letter and/or resume (up to three pages maximum per programmer) with a summary of skills, experience, employment history, education.
• Describe up to three projects (preference is for at least one within the past two years) on which the programmer provided services similar to those described in this work request (maximum one page per project). In the description, include:
  o The programmer’s role and responsibilities on the project
  o Applicability of the programmer’s skills to the required tasks
  o Outcome of the project
  o Current contact information for a key reference related to the programmer’s performance on the project
• Three references (may repeat those listed in projects described above), including for each:
  o Name
  o Title
  o Organization name and address
  o Current telephone and email address
  o Brief project summary
  o Project name
  o Begin and end dates of the programmer’s engagement with the project
  o Type of project and scope of work performed
  o Skills matrix using the following table format:

<table>
<thead>
<tr>
<th>Experience</th>
<th>Employer/Project</th>
<th>Dates Skills Were Used</th>
<th>Number of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory Skills/Experience</strong></td>
<td></td>
<td></td>
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<tr>
<td>Developing system specifications/technical requirements</td>
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<td>Developing or modifying program modules</td>
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<tr>
<td>Developing test scripts, testing and debugging application programs,</td>
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<tr>
<td>including unit testing</td>
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<tr>
<td>Supporting user acceptance testing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing system and user documentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural/Adabas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCL</td>
<td></td>
<td></td>
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<tr>
<td>TSO/ISPF</td>
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<tr>
<td><strong>Desirable Skills/Experience</strong></td>
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</tr>
<tr>
<td>DRS WACs, policies, procedures, business practices and computing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA State WaTech computing environment</td>
<td></td>
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</tr>
</tbody>
</table>
Support the preparation of formal decision statements to document and recommend solutions for technical and business related issues

Compile, analyze and present data on an ad hoc basis in an efficient and accurate manner

Linux
CA/7
N20
NaturalOne
Endevor
CICS

d. Programmer Declarations, Certifications and Assurances found in Exhibit B – Appendix A (Filename convention: BidderName_Certification.PDF)

6. Administrative Requirements

a. Delivery of Proposals

All proposals must be emailed to the Solicitation Coordinator. Facsimile transmissions will not be accepted. Improperly delivered proposals will be rejected as non-responsive.

While the Solicitation Coordinator may confirm receipt of an email submission, DRS assumes no responsibility for confirmation of receipt and cannot discuss contents before the due date and time.

All proposals and any accompanying documentation become the property of DRS and will not be returned.

b. Due Date and Time

Complete proposals must be received in their entirety by the Solicitation Coordinator by the due date and time as indicated on the cover page. Late proposals will be rejected as non-responsive.

The "receive date/time" posted by DRS’ email system will be used as the official time stamp. Bidders should allow sufficient time to ensure timely receipt.

DRS assumes no responsibility for delays and/or errors caused by bidder’s email, DRS’ email, network events or any other party.

c. Required Submittals

All required submittals must be submitted as instructed. Proposals that do not include all required submittals are determined to be non-responsive and will be rejected. The Bidder will
be notified of the reasons for such rejection.

7. **Evaluation and Award**

DRS reserves the right to determine at its sole discretion whether a Bidder’s response to a requirement is sufficient to pass; however, if all responding Bidders fail to meet any single item, DRS reserves the right to either: (1) cancel the procurement, or (2) revise or delete the mandatory item.

DRS will use a four-phase evaluation process as set forth below:

- **Phase 1: Administrative Proposal Evaluation**
- **Phase 3: Interviews/Presentations and Bidder Reference Checks**
- **Phase 4: Selection of the Apparent Successful Bidder**

These phases are described in more detail in the sections below.

a. **Phase 1: Administrative Proposal Evaluation**

The objective of the Administrative Proposal Evaluation is to confirm that theBidder’s proposal meets the submission requirements of the Work Request and all minimum requirements. The Solicitation Coordinator will accept proposals in accordance with the requirements provided in **Section 6: Administrative Requirements**. Proposals meeting all submission requirements and all minimum requirements will pass to Phase 2 of the evaluation process.

Proposals failing the Administrative Proposal Evaluation will not be evaluated further.

b. **Phase 2: Technical Response**

(1) **Proposal Document Evaluation**

The evaluation of self-authored proposal documents described in **Section 5: Submission Documents**. The Evaluation Team consisting of DRS subject matter experts will assign the scores. A total score for each proposed programmer will be determined as described in subsections (2) and (3).

(2) **Programmer Hourly Rate Evaluation**

The lowest hourly rate from all responsive proposals will receive the maximum (150) programmer hourly rate evaluation points. Higher hourly rates will receive proportionately fewer cost evaluation points based upon the lowest hourly rate as follows:

\[
\text{Lowest Rate/Programmer Rate} \times \text{Possible Points} = \text{Programmer Rate Points Awarded}
\]

**Example**

- Lowest programmer rate = $90/hr = 150 Points
- Programmer A rate of $90/hr = 90/90 \times 150 = 150 Points
- Programmer B rate of $108/hr = 90/108 \times 150 = 125 Points
- Programmer C rate of $180/hr = 90/180 \times 150 = 75 Points
(3) Total Points Available

During Phase 2, the Bidder’s proposal document and the hourly rate will be evaluated using the point allocations below. The point scores assigned in Phase 2 will not carry forward once they have been used to determine the Bidders invited to participate in Phase 3.

Responses will receive a separate score for each programmer proposed.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer Qualifications, Skills and Experience</td>
<td>650</td>
</tr>
<tr>
<td>Company Qualifications and Experience</td>
<td>175</td>
</tr>
<tr>
<td>Programmer Hourly Rate</td>
<td>150</td>
</tr>
<tr>
<td>EO 18-03 Workers Rights (See Exhibit B Section 3.6)</td>
<td>25</td>
</tr>
<tr>
<td>Evaluation Point Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

c. Phase 3: Onsite Interviews/Presentations and Reference Checks

All total scores from Phase 2 will be ranked from high to low. DRS will invite the top scoring Bidders to participate in the Onsite Bidder Interviews/Presentations phase of the evaluation process before the final selection of the Apparent Successful Bidder(s). Bidder interviews will be scored separately from the written proposals.

The Solicitation Coordinator will invite selected Bidders to participate in Phase 3 and schedule the Bidder’s participation for an onsite interview. The Solicitation Coordinator will provide the Bidder with the instructions and topics for the interview session when the Bidder is invited to participate.

The purpose of Phase 3 of the evaluation is to:

- Confirm DRS’ understanding of the Bidder’s Qualifications and Experience
- Allow the Bidder to present their qualifications and experience
- Validate the Bidder’s references

The evaluation team may take into consideration any applicable information derived from this solicitation process to determine which Bidder will best meet the needs of DRS.

Following an assessment of the Onsite Bidder Interviews/Presentations, and before making the final determination of the Apparent Successful Bidder(s), DRS will check the highest ranked bidder(s) references provided. DRS will make reasonable efforts to contact the references provided. Attempts will be made as logistics and time allow, but DRS will have no obligation to actively pursue such contacts. DRS may also consider information provided by other individuals with knowledge of the company’s or programmer’s experience and qualifications.

d. Selection of Apparent Successful Bidder(s)

The Apparent Successful Bidder(s) will be selected by the evaluation committee after consideration of the interviews/presentations and reference checks. DRS may then enter into contract negotiations with the Apparent Successful Bidder(s).
Designation as an Apparent Successful Bidder does not imply that a Work Order will be issued. This designation does allow DRS the opportunity to perform further analysis. DRS also reserves the right to re-review and determine whether the proposal is a responsive bid as initially determined.

Bidders must not construe a notification of Apparent Successful Bidder, notification of award, or attempts to negotiate, etc. as a final award decision. Any assumptions are done so at the Bidder’s own risk and expense.

If negotiations are unsuccessful after 30 days, DRS may cease negotiations and may declare another Bidder the new Apparent Successful Bidder and enter into negotiations with that Bidder. This process will continue until a Work Order is signed or no qualified Bidders remain.

e. Notification of Apparent Successful Bidder(s)

All Bidders will be notified when DRS has determined the Apparent Successful Bidder(s).

f. Award Notification

After all considerations, Bidders will be notified by email and/or WEBS when DRS has confirmed its intent to award.

g. Award

An award, in part or full, is made by DRS’ signature on the Work Order that is delivered to the Apparent Successful Bidder.

8. Additional Instructions to Bidders

a. Authorized Communication

All Bidder communications concerning this solicitation must be directed to the Solicitation Coordinator. Contact with other state employees involved with the solicitation may result in disqualification. All verbal communications will be considered unofficial and non-binding. Bidders should rely only on written statements issued by the Solicitation Coordinator, such as written amendments.

b. Questions

Questions will be allowed consistent with the schedule. All questions must be submitted in writing to the Solicitation Coordinator.

DRS will provide written answers for questions received by the deadline as shown on the cover page. Answers will be posted to WEBS.

Verbal responses to questions will not be provided. Only written answers posted to WEBS will be considered official and binding. Bidders will not be identified in answers.

When the question and answer period is complete, additional comments will be for informing the Solicitation Coordinator of an issue only. Questions and comments outside the question
and answer period will not be answered or acknowledged.

If interpretations or other changes to the solicitation are required because of inquiries made during the question and answer period, the solicitation may be amended. Amendments will be posted to WEBS.

c. Complaints and Protests

Complaints and protests will be entertained consistent with enabling legislation RCW 39.26.170 and Policy # DES-170-00.

9. General Information

a. Option to Extend

DRS reserves the right to extend a Work Order issued under this solicitation at its discretion.

b. Right to Cancel

DRS reserves the right to cancel or reissue all or part of this solicitation at any time as allowed by law without obligation or liability.

c. Information Availability

Proposal contents (including pricing information) and evaluations are exempt from disclosure until DRS announces Apparent Successful Bidder(s).

d. Proprietary or Confidential Information

All proposals submitted become the property of DRS and a matter of public record after DRS announces Apparent Successful Bidder(s).

Any information contained in the proposal that is proprietary or confidential must be clearly designated. Marking of the entire proposal or entire sections thereof as proprietary or confidential will not be accepted nor honored. DRS will not honor designations by the Bidder where pricing is marked proprietary or confidential.

e. Work Orders

A proposal submitted to this solicitation is an offer to contract with DRS. An order document resulting from this solicitation will be designated as a Work Order. Work Orders are established upon award, acceptance and signature by both parties.

f. Solicitation Amendments

DRS reserves the right to revise the schedule or other portions of this solicitation at any time. Changes or corrections will be by one or more written amendment(s), dated, attached to or incorporated in and made part of this solicitation. All changes must be authorized and issued in writing by the Solicitation Coordinator. If there is any conflict between amendments, or between an amendment and the solicitation, whichever document was issued last in time shall be controlling. Only Bidders who have properly registered and downloaded the original
solicitation directly via WEBS will receive notification of amendments and other pertinent correspondence. Bidders may be required to sign and return solicitation amendments with their proposals. Bidders must carefully read each amendment to ensure they have met all solicitation requirements.

g. Incorporation of Documents

This document, any subsequent amendments and the Bidder’s proposal will be incorporated into the Work Order that is in turn incorporated into the successful bidder’s ITPS Master Contract with DES.

Work Orders may include additional or conflicting terms and conditions as determined by DRS. In the event of any conflict, the terms of the Work Order shall prevail.