



W S I P C

*Inspired by education.  
Empowered by technology.™*

**REQUEST FOR PROPOSAL**  
**RFP No. 21-02**  
**E-signature and Document Approval Software**  
**Solutions**

**RELEASE DATE**

**05/10/2021**

**CLOSE DATE**

**06/07/2021**

3:00 PM (Pacific Time)

WSIPC

Cynthia Gefeller, Contract Administrator

2121 W. Casino Road

Everett, WA 98204-1472

[rfpadministration@wsipc.org](mailto:rfpadministration@wsipc.org)

Proposals properly executed and submitted by due date will be considered for award.

# CONTENTS

<b>CONTENTS</b> .....	<b>i</b>
<b>SECTION 1 - INTRODUCTION</b> .....	<b>1</b>
1.1 General Invitation to Submit Bid Proposal .....	1
1.2 Executive Statement.....	1
1.3 About WSIPC.....	2
1.4 Purpose of Request For Proposal (RFP) .....	3
1.5 Clarification/Verification .....	3
<b>SECTION 2 - GENERAL INFORMATION</b> .....	<b>4</b>
2.1 RFP Title .....	4
2.2 RFP Description .....	4
2.3 Schedule of Event Dates .....	4
2.4 Intent to Participate.....	4
2.5 Proposal Form .....	5
2.6 Vendor Inquiries .....	5
2.7 Request for Proposal Submittal Instructions .....	5
2.8 Acceptance of Proposals .....	6
2.9 Proposal Protest Procedure.....	7
2.10 Proposal Format and Specifications.....	7
2.10.1 RFP Response Format .....	8
2.11 Evaluation Process .....	9
2.12 Evaluation Criteria .....	9
2.13 Glossary of Terms.....	9
2.14 Administrative Requirements .....	10
2.15 Diversity in Employment and Contracting Requirements.....	10
2.16 Americans with Disabilities Act .....	11
2.17 Small, Minority, and Women Owned Business Enterprises.....	11
2.18 Prevailing Wage .....	11
<b>SECTION 3 - RFP REQUIREMENTS</b> .....	<b>12</b>

3.1	Intent To Participate (Appendix A) .....	12
3.2	Proposal Form (Appendix B) .....	12
3.3	Vendor Capabilities (Appendix C) .....	12
3.3.1	Vendor Profile .....	12
3.3.2	Organizational Experience .....	13
3.3.3	Customer Base .....	13
3.3.4	Customer Support Model.....	13
3.3.5	References.....	13
3.3.6	Brand Name.....	13
3.3.7	Marketing Model.....	13
3.3.8	Ability to Meet Delivery of Product or Service .....	13
3.3.9	Ability to Meet Delivery of Product or Service .....	14
3.3.10	Price Reduction Protection .....	14
3.3.11	Use of Third Party Vendors.....	14
3.3.12	Agent Re-seller Usage .....	14
3.3.13	Subcontractor Qualifications.....	14
3.3.14	Minimum Product Sales Volume .....	14
3.3.15	Eligibility for Participation in Federal Programs.....	15
3.3.16	Prior Contract Performance .....	15
3.4	Product/Service Requirements (Appendix D).....	15
3.4.1	General Requirements .....	15
3.4.2	Technical/Functional Requirements .....	16
3.5	Vendor Cost Proposal (Appendix E).....	16
<b>APPENDIX A - INTENT TO PARTICIPATE.....</b>		<b>17</b>
<b>APPENDIX B - PROPOSAL FORM .....</b>		<b>17</b>
<b>APPENDIX C - VENDOR CAPABILITIES .....</b>		<b>19</b>
<b>APPENDIX D - PRODUCT/SERVICE REQUIREMENTS .....</b>		<b>20</b>
<b>APPENDIX E - VENDOR COST PROPOSAL.....</b>		<b>21</b>

**ATTACHMENT A (For Reference) - CONTRACT FOR THE PURCHASE OF GOODS AND SERVICES ..... 22**

**ATTACHMENT B (For Reference) - STANDARD TERMS AND CONDITIONS OF WSIPC PURCHASING BID CONTRACT ..... 23**

# SECTION 1 - INTRODUCTION

## 1.1 GENERAL INVITATION TO SUBMIT BID PROPOSAL

Washington Schools Information Processing Cooperative (WSIPC) is requesting proposals from qualified Vendors for solutions that address the software and technology needs of educational and public agencies outlined in this proposal. This includes educational and public entities within the USA. Vendors who believe their solution meets the enclosed requirements, specifications and timelines are invited to submit a proposal as specified herein.

**RFP Title:** E-signature and Document Approval Software Solutions

**RFP Description:** As organizations continue to move toward paperless processes, the world of education is no different. E-signature and document approval software solutions give users the ability to gather signatures on documents shared electronically, eliminating the need for physical documents to record signatures. Organizations use e-signature software to encrypt documents, such as contracts, employment paperwork, etc., for which client, employee, or partner signatures are often required.

WSIPC is releasing RFP 21-02 to establish relationships with one or more vendors that provide responsible and lowest-possible cost e-signature software solutions for its clients (school districts and eligible governmental agencies). This RFP covers e-signature and document approval software solutions.

## 1.2 EXECUTIVE STATEMENT

WSIPC's business philosophy, which is also the cornerstone of our mission, is to provide a comprehensive, relevant and fiscally responsible selection of technology services so educational entities can focus on their educational mission. We work hard to stay true to the roots of our mission by serving the Cooperative spirit on which this organization was founded back in 1967. For this reason, we collaborate with strategic partners to provide the greatest benefit to our Cooperative members.

The goal of the WSIPC Purchasing Program is to connect education and public agencies to a network of competitively bid Vendor partners that offer diverse and varied technology solutions at reasonable costs using the leveraging power of the WSIPC Cooperative.

Each Vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official RFP process in compliance with Washington State Procurement RCWs.

WSIPC reserves the right to grant multiple awards to satisfy the diverse needs of education and public entity communities.

### 1.3 ABOUT WSIPC

In 1967, ten school districts united to share software, hardware, and centralized technology support costs. The result of this collaboration created the WSIPC Cooperative—a unique nonprofit public agency.

Our mission is to provide a comprehensive, relevant, and fiscally responsible variety of technology services that empower the K-12 community so they can focus on their educational mission. WSIPC's innovative business structure directly benefits our members. We negotiate pricing to provide the highest quality and most relevant technology and technology services at the lowest possible price. We advocate for our members by conquering issues, creating solutions, and absorbing costs to lessen the resource and financial burden on schools. WSIPC's technology offerings have expanded into educational technology, cloud-based services, district hardware hosting, storage, network services, web development, and advising districts on technology-related initiatives. The mainstay of our services is the software and storage solutions for Student and Business data management systems.

WSIPC continues to expand, providing benefits and collaborating with Educational Service Districts (ESD), 300+ school districts, and over a million students in over 1500 schools. We believe that collaboration and partnerships are vital for the Cooperative's continued growth and progress; they are the cornerstones where knowledge and experience meet necessity and enthusiasm.

The vision, mission and core values statements of our organization are as follows:

**Vision:** "Fixed in our purpose to be the exception in service."

**Mission:** "Provide a comprehensive, relevant and fiscally responsible suite of technology services so our partners may focus on their educational mission."

**Core Values:**

- **We are a team** – We care about the growth and development of our people and the Cooperative.
- **We pursue excellence** – We are continuously learning, and striving to improve our skills, services and culture.
- **We are passionate and creative** – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.
- **We are accountable and supportive** – We take responsibility for our decisions and collaborate to ensure the best outcomes.
- **We communicate honestly** – We work in a transparent, open, and trust-based environment.
- **We have serious fun** – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

- **We serve our community and we *are* our community** – We are part of the community we serve and we are invested in its success.

For more information about WSIPC, visit [www.wsipc.org](http://www.wsipc.org).

#### **1.4 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

- To obtain detailed written proposals from Vendors regarding their experience and capabilities in successfully delivering products and/or services as described in this RFP.
- To obtain a written pricing proposal for products and/or services to be provided.
- To gather information in a standard format that will enable WSIPC to compare and evaluate Vendors and award a contract based on the selection criteria specified herein.

#### **1.5 CLARIFICATION/VERIFICATION**

In evaluating the merits of a submitted proposal, WSIPC reserves the right, with reasonable notice, to interview, examine and make inquiries of any Vendor after the RFP Due Date for purposes of clarifying or verifying any portion of the proposal submitted. If any Vendor answers are found to be false, WSIPC reserves the right to remove the Vendor from the bidding process.

## SECTION 2 - GENERAL INFORMATION

### 2.1 RFP TITLE

E-signature and Document Approval Software Solutions.

### 2.2 RFP DESCRIPTION

As organizations continue to move toward paperless processes, the world of education is no different. E-signature and document approval software solutions give users the ability to gather signatures on documents shared electronically, eliminating the need for physical documents to record signatures. Organizations use e-signature software to encrypt documents, such as contracts, employment paperwork, etc., for which client, employee, or partner signatures are often required.

WSIPC is releasing RFP 21-02 to establish relationships with one of more vendors that provide responsible and lowest-possible cost e-signature software solutions for its clients (school districts and eligible governmental agencies). This RFP covers e-signature and document approval software solutions.

### 2.3 SCHEDULE OF EVENT DATES

Event	Date
Release of RFP	05/10/2021
Intent to Participate Form Due	05/21/2021
Vendor Inquiries Due	05/31/2021
Proposal Due Date and Opening ( <b>3:00 PM</b> , Pacific Time)	06/07/2021
Intent to Award Contract	06/30/2021
Contract Negotiations	06/30-07/13/2021
Contract Awarded	07/14/2021

**Note** WSIPC reserves the right to revise the above schedule. Any changes will be made through the issuance of a written addendum to interested parties and posted on the WSIPC website at <https://www.wsipc.org/purchasing>.

### 2.4 INTENT TO PARTICIPATE

All Vendors who intend to submit a proposal are asked to complete the **Intent to Participate Form (Appendix A)**. This form should be emailed to [rfpadministration@wsipc.org](mailto:rfpadministration@wsipc.org) and received by end of day on **05/21/2021**. A copy of this form should also be submitted with your completed RFP proposal.



## 2.5 PROPOSAL FORM

All Vendors who intend to submit a proposal are asked to complete the **Proposal Form (Appendix B)**. This form should be submitted with your completed RFP proposal.

## 2.6 VENDOR INQUIRIES

Each Vendor is asked to designate one person to be the administrative contact and representative (Proposer) of the Vendor during the proposal process. WSIPC will deal only with the designated representative (Proposer) and will not reply to communications from any other representatives of the Vendor.

Inquiries regarding this RFP must be submitted, via email, by end of day on **05/31/2021**.

Send inquiries to:

[rfpadministration@wsipc.org](mailto:rfpadministration@wsipc.org)

Attention: Cynthia Gefeller; Contract Administrator

Addendums will be written in response to questions, changes to requirements and/or noted corrections and will be issued, in writing, via email. The Addendums will also be published to the WSIPC website at [WSIPC Purchasing Program for the specific RFP](#). All inquiries submitted will be answered in a timely fashion.

Interpretations or corrections of, or changes to, the proposal documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

---

<b>Note</b>	Each Proposer is responsible for confirming that they have received all Addendums before submitting a proposal.
-------------	---

---

## 2.7 REQUEST FOR PROPOSAL SUBMITTAL INSTRUCTIONS

All proposals are due **Monday, 06/07/2021** no later than **3:00 PM** (Pacific Time). Proposals received after this time will be returned unopened.

Sealed proposal responses must contain one **original hard copy** (clearly marked as **ORIGINAL**) and an email copy, in zip format, containing an electronic version of all RFP bid proposal documents.

**Email proposal to:**

[rfpadministration@wsipc.org](mailto:rfpadministration@wsipc.org)

Attention: Cynthia Gefeller; Contract Administrator

**Mail proposal to:**

WSIPC

Attention: Cynthia Gefeller; Contract Administrator

2121 W. Casino Rd

Everett, WA 90204

At **3:00 PM** (Pacific Time) on **Monday, 06/07/2021**, WSIPC will open and identify submitted proposals at the address listed above.

WSIPC is a public entity, so all proposals are subject to public disclosure. WSIPC reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the proposal or the process. No proposal may be withdrawn within 90 days of the date proposals are opened.

---

**Note** WSIPC reserves the right to cancel or re-issue this RFP at any time without obligation or liability.

---

## **2.8 ACCEPTANCE OF PROPOSALS**

WSIPC intends (but is not bound) to award a contract to multiple qualified Vendors, provided the proposal has been submitted in accordance with the requirements of the RFP bid proposal documents.

Any proposal submitted which does not comply with the provisions and requirements of this RFP, is incomplete, ambiguous, or which contains errors, alterations, or irregularities of any kind may be rejected and disqualified at the discretion of WSIPC. WSIPC retains the right to waive any informality or irregularity in any proposal and to accept the proposal, which, in its judgment, are in its best interests whether or not they are the lowest cost.

All submissions/proposals will become the property of WSIPC; which will be retained by WSIPC and will not be returned to the bidding company. WSIPC agrees to keep all responses in strict confidence within the parameters of the WA Common Record Retention Schedule (CORE).

All Proposers responding to the RFP shall be notified by email when WSIPC has received their proposal.

---

**Note** WSIPC recommends all Proposers review Attachment A and B prior to RFP submission.

---

## **2.9 PROPOSAL PROTEST PROCEDURE**

A Proposer protesting for any reason the proposal documents or RFP procedure, or any other aspect arising from or relating in any way to the process shall cause a written protest to be filed with WSIPC within three (3) business days of the event that gives rise to the protest and, in any event, no later than three (3) business days after the date upon which proposals are opened.

The written protest shall include the name of the protesting Proposer, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to:

WSIPC  
Cynthia Gefeller; Contract Administrator  
2121 W. Casino Road  
Everett, Washington 98204-1472  
Attention: RFP No. 21-02

## **2.10 PROPOSAL FORMAT AND SPECIFICATIONS**

Proposals must be organized so they are consistent with the defined format provided in this section of the RFP. Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at WSIPC's sole discretion, result in the rejection of the proposal.

Proposers are asked to be brief and specific and to the point with their responses. Proposers should address questions precisely, clearly and directly to ensure ease of review on the part of the WSIPC evaluation team. WSIPC will not be responsible for attempting to find or interpret Proposers' answers.

The RFP is comprised of several documents:

### **1. Request for Proposal - Includes Appendix A, B, and C**

A Word document that contains the narrative body of the RFP. Each narrative point is included to provide a broader perspective to the detail requirements. Please provide a brief response for each area specified in the RFP.

### **2. Product/Service Requirements - Appendix D**

Demonstrates the ability of the Proposer's solution to provide a full service offering to educational and public entities within the USA.

A Word document that contains a list of WSIPC’s identified requirements broken down into functional areas. Please answer each requirement based on the proposed solution’s ability to satisfy the respective requirement. If the requirement cannot be met and warrants further explanation, a brief explanation may be provided in the “Comments” column. The following scoring system will be used to evaluate each business requirement:

<b>Response Code</b>	<b>Definition</b>
Y—Yes	Requirement is met.
N—No	Requirement is not met.
Q—Qualifier	Ability to meet requirement requires further explanation from Vendor. Please use the "Comment" column to provide more details.

### 3. Vendor Cost Proposal – Appendix E

The Vendor Cost Proposal document outlines the ability of the Vendor to provide clear pricing and discount information on the products and/or services submitted in this proposal.

Discounts (percentage or dollar) must be based off of product and/or services MSRP. Vendors can show individual product discount pricing or the pricing discount can be by category.

Models that do not respond predictably to market fluctuations over time may be disqualified.

#### 2.10.1 RFP Response Format

Proposers are expected to structure their response to the RFP using the following format/layout:

- **Section 1** - Intent To Participate (Appendix A)
- **Section 2** - Proposal Form (Appendix B)
- **Section 3** - Vendor Capabilities (Appendix C)
- **Section 4** - Product/Service Requirements (Appendix D)
- **Section 5** - Vendor Cost Proposal (Appendix E)

**Note** You do **not** need to complete and return the following forms at this time, as these will only be completed if and when you are awarded the bid contract:

- Contract For The Purchase Of Goods and Services (Attachment A)
- Standard Terms And Conditions Of WSIPC Purchasing Bid Contract (Attachment B)

## 2.11 EVALUATION PROCESS

WSIPC will establish an evaluation team to score and rank the RFP results. The evaluation process will be carried out by the WSIPC Contract Administrator. Following the RFP review/ranking, the qualified Proposers will be notified that they have been awarded the RFP bid contract. Upon selection and notification, each non-selected Proposer will be notified via email that they will not be awarded a bid contract in the RFP process.

The evaluation will consider a range of factors based on the criteria below. WSIPC will be the exclusive judge for the evaluation scoring of all proposals. To be considered, all proposals must be complete.

## 2.12 EVALUATION CRITERIA

- **Vendor Capabilities – (30%)**
- **Product/Service Requirements – (30%)**
- **Vendor Cost Proposal (40%)**

## 2.13 GLOSSARY OF TERMS

As used in this RFP, the terms set forth below are defined as follows:

<b>Term</b>	<b>Definition</b>
Addendum	An addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal, Quote, or Information.
Appendix	Documents attached to and incorporated as part of the RFP.
Exhibits	Documents attached to and incorporated as part of the RFP.
Proposer	An entity that submits a proposal in response to a Request for Proposal, Quote, or Information.
Proposal Due Date	The date and time specified in the Request for Proposal, Quote, or Information as the deadline for submitting proposals.
RFP, RFI, RFQ	A solicitation document to obtain written, competitive proposals to be used as a basis for making an acquisition or entering into a contract.

Term	Definition
Eligible Customers	For the purpose of a contract established under this RFP, RFQ, or RFI, WSIPC’s clients include OSPI, school districts, and ESDs in Washington State; as well as other educational and public agencies, from any state, that executes an Interlocal Agreement with WSIPC. Sales by the manufacturers/Vendors to any of these entities using the pricing formulas contained in the Vendor’s accepted response are subject to the Contract Usage Fees defined in the contract. Exceptions to this rule are categorized as “Specified Proposal Exclusions” referenced in Attachment B 1.4 and “Specified Interlocal Inclusions,” referenced in Attachment B 1.5.

## 2.14 ADMINISTRATIVE REQUIREMENTS

Vendors, Contractors, and Subcontractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of Washington State (RCW), any subsequent amendments or modifications, as applicable to providers licensed in Washington State, as well as any applicable program performance standards. ALL proposals submitted become the property of WSIPC. It is understood and agreed that the prospective Vendor claims no proprietary rights to the ideas and written materials contained in or attached to the RFP Bid proposal submitted. WSIPC has the right to reject or accept proprietary information.

## 2.15 DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS

It is the policy of WSIPC to require equal opportunity in employment and services, subject to eligibility standards that may be required for a specific program. WSIPC is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all WSIPC services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Decisions are made without consideration of these or any other factors that are prohibited by law.

## **2.16 AMERICANS WITH DISABILITIES ACT**

WSIPC complies with the Americans with Disabilities Act (ADA). Proposers may contact the Contract Administrator to receive this RFP in an alternative format.

*WSIPC, and its Vendors, Contractors, and Subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*

## **2.17 SMALL, MINORITY, AND WOMEN OWNED BUSINESS ENTERPRISES**

WSIPC encourages participation in small, minority owned, and women owned business enterprises.

## **2.18 PREVAILING WAGE**

In accordance with Washington State RCW39.04.010, RCW39.12.010, RCW39.12.020, and WAC 296-127, Contractors and Subcontractors shall be required to pay workers the Prevailing Wage rates prescribed by the Washington State Department of Labor and Industries.

After award of proposal, the successful Contractor shall prepare and file all forms relating to bonding, insurance, prevailing wages, and any other requirements of public works contracts with WSIPC and the state within required timeliness. The Washington State Department of Labor and Industries current schedule of Prevailing Wage Rates can be found at:

Journey Level Prevailing Wage - [Journey Level Rates for Public Works Contracts \(wa.gov\)](#)

Apprentice Jobs Prevailing Wage - [Apprentice Wage Rates for Public Works Contracts](#)

This rate schedule applies to any work performed under this proposal and is part of the contract requirements.

## SECTION 3 - RFP REQUIREMENTS

WSIPC is releasing this Request For Proposal (RFP) to establish relationships with one or more Vendors that will provide a K-12 educational and public sector focused solution(s) for hardware, software and/or technology product/services at the lowest possible price and highest value, while maintaining high product/service quality for this agency and its Cooperative members (school districts, educational service districts and eligible governmental agencies. The Vendor must also maintain competitive pricing in the face of ongoing changes in the marketplace over the life of the awarded contract.

The RFP bid contract will be awarded based on the Proposer's ability to meet the intent of this RFP and the specified requirements.

### 3.1 INTENT TO PARTICIPATE (APPENDIX A)

### 3.2 PROPOSAL FORM (APPENDIX B)

The Proposer's response must include a *signed* copy of the Proposal Form.

### 3.3 VENDOR CAPABILITIES (APPENDIX C)

#### 3.3.1 Vendor Profile

The Proposer must briefly describe their company in one page or less, including the company's experience providing the Vendor's products and/or services to a variety of organizations. In addition, the Proposer must provide the information listed below.

**1. Name, Address, Email Address, and Telephone Number of the Legal Entity**

Provide the name, address, and telephone (including toll free numbers) of the legal entity with whom WSIPC may execute any contract arising from this RFP.

**2. Legal Status**

Describe the legal status of the Vendor, such as corporation or sole proprietor.

**3. Name, Address, Email Address, and Telephone Number of Principal Officer(s), Account Manager and the designated representative**

Furnish the name(s), address(s), email address(s), and telephone number(s) (including toll free numbers) of the principal officer(s) of the Proposer's company, proposed account manager and designated representative for any contract arising from this RFP.



**4. Is there any pending litigation against your company? If yes, explain fully**

**5. Has your company ever been or is now on the WA State debarred contractor list?**

### **3.3.2 Organizational Experience**

The Proposer must describe their experience in providing product and/or services. This includes their experience providing services to the K-12 educational and public sector. Each Proposer shall include evidence of minimum sales of \$500,000.00 in the last 18 months to educational and public sector customers.

### **3.3.3 Customer Base**

The Proposer must describe the demographics of the company's customer base.

### **3.3.4 Customer Support Model**

The Proposer must describe in detail their customer support model. To include, but not limited to, customer help/information response times, customer help/information access, account representative's role and the number of employees staffing customer support help desk.

### **3.3.5 References**

The Proposer must provide three (3) references from customers who have received product and/or services for more than three (3) years.

### **3.3.6 Brand Name**

The Proposer must state the brand name of hardware, software, or services they are offering in the proposal. Vendors that represent more than one brand are not required to submit a separate proposal for each brand name.

### **3.3.7 Marketing Model**

The Proposer must describe the marketing model that will be used to market the proposed solution(s) to educational and/or public agencies.

### **3.3.8 Ability to Meet Delivery of Product or Service**

The Proposer agrees that all goods are to be shipped by Proposer, at no additional charge to Purchaser, FOB Destination. Where specific authority is granted to ship goods FOB shipping point, Vendor agrees to prepay all shipping charges, route as instructed or if instructions are not provided, route through the cheapest common carrier, and bill Purchaser as a separate item on the invoice for said charges. Proposer also agrees that Purchaser reserves the right to refuse COD shipments.

If delivery is not made in the quantities and at the times specified, Purchaser shall have the right, at its option, to cancel the entire order or that part of same that is not so delivered. If Purchaser accepts delayed delivery the time of payment shall be extended accordingly.

### **3.3.9 Ability to Meet Delivery of Product or Service**

Proposer may charge eligible Purchasers for express shipping when requested by the eligible Purchaser. A packing list must be furnished with each shipment that includes the eligible Purchaser's name, purchase order number, contact number, quantity and other pertinent information.

### **3.3.10 Price Reduction Protection**

The Proposer must make a statement of agreement to the following:

If the quoted price is reduced between the time the quotation is provided to the customer and the time the Vendor's agent receives the customer's purchase order, the customer shall receive the benefit of the price reduction. All price reductions posted by the Vendor must be passed on to the customer. In no event shall the Vendor's agent hold customer orders in anticipation of a price reduction and then not pass on the price reduction to the customer.

### **3.3.11 Use of Third Party Vendors**

The Proposer must state whether third-party Vendors are, or are not, being used. If used, third-party Vendors must be listed in the Proposer's response. Changes in third-party participation in the Proposer's solution during the course of the contract must be reviewed with and approved by WSIPC.

### **3.3.12 Agent Re-seller Usage**

If Agent Re-sellers are proposed, the Proposer must describe what hardware or services they will provide, how they are certified, how they are contractually bound to the contract terms and conditions, and how their sales will be accurately tracked and reported.

### **3.3.13 Subcontractor Qualifications**

If Subcontractors are proposed, the Proposer must describe what services the Subcontractor will perform. The Proposer shall also assure that they will not assign or transfer any of its rights or obligations under the purchasing contract. The Proposer additionally assures that Subcontractors are in good standing with the Washington Department of Revenue and the Department of Labor and Industries.

### **3.3.14 Minimum Product Sales Volume**

The Proposer must demonstrate to WSIPC's satisfaction its ability to adequately manage the projected sales volume of this optional use contract. The Proposer's RFP response must state the Vendor's 2020 sales volume within the category established in this RFP.

### **3.3.15 Eligibility for Participation in Federal Programs**

The Proposer should provide the Vendor's System for Award Management (SAM) registration number as evidence of eligibility to participate in federal programs with its proposal. If the Vendor is not already registered for the SAM, it may do so at the System for Award Management website (<https://www.sam.gov/SAM/>). The Proposer should assert that neither the Vendor, nor any of its Subcontractors, have been debarred or suspended, or proposed for debarment or suspension. The Proposer asserts that the Vendor is in compliance with all other Washington State Public Works Requirements.

### **3.3.16 Prior Contract Performance**

If the Vendor has had a contract terminated for default during the past five years, the Proposer must describe all such incidents. Termination for default is defined as notice to stop performance due to the Vendor's non-performance or poor performance and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in default.

Submit full details of all terminations for default experienced by the Vendor in the past five years including the other party's name, address, and telephone number. Present the Vendor's position on the matter. WSIPC will evaluate the facts and may, at its sole discretion, reject the Proposer's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor.

## **3.4 PRODUCT/SERVICE REQUIREMENTS (APPENDIX D)**

The proposed solution should include the basic functions required for an e-signature and document approval software solution as indicated in the RFP description. Vendors are responsible for reviewing the list of requirements and indicating if their product and/or service supports those requirements.

### **3.4.1 General Requirements**

#### **3.4.1.1 Product/Service Usage**

The product and/or service is used by educational and public sector entities and the company has an active Washington State user community.

#### **3.4.1.2 Documentation**

Describe access to operational, instructional, and/or specification sheets. It is highly desirable that this type of information be available to customers electronically via the internet (preferred) or other electronic means of delivery.

#### **3.4.1.3 Shipping Costs**

All costs for shipping to the buyer's location, must be clearly stated on price lists and promotional materials, and must be clearly described in the Proposer's response to this RFP.

#### **3.4.1.4 Vendor Website**

The Proposer must have an active website with published product and/or service information.

#### **3.4.2 Technical/Functional Requirements**

See Appendix D for Technical/Functional Requirements details for this RFP.

### **3.5 VENDOR COST PROPOSAL (APPENDIX E)**

The Proposer must provide the Vendor's cost proposal for this RFP by submitting their own document.

# APPENDIX A - INTENT TO PARTICIPATE

## **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

*(This form is included as a separate file)*

# APPENDIX B - PROPOSAL FORM

## **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

*(This form is included as a separate file)*

# APPENDIX C - VENDOR CAPABILITIES

## **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

*(This form is included as a separate file)*

# APPENDIX D - PRODUCT/SERVICE REQUIREMENTS

## **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

*(This form is included as a separate file)*



## APPENDIX E - VENDOR COST PROPOSAL

### **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

The Proposer must provide the Vendor's Cost Proposal for this RFP by submitting their own document.

**ATTACHMENT A (For Reference) -  
CONTRACT FOR THE PURCHASE OF GOODS AND SERVICES  
BETWEEN WSIPC AND [VENDOR NAME]**

**WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

Attachment A is included for your reference only. Completion of Attachment A will occur if and when you are awarded the bid contract.

*(An example of the document is included in a separate file)*

# ATTACHMENT B (For Reference) - STANDARD TERMS AND CONDITIONS OF WSIPC PURCHASING BID CONTRACT

## **WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

Attachment B is included for your reference only. Completion of Attachment B will occur if and when you are awarded the bid contract.

*(An example of the document is included in a separate file)*