# APPENDIX A -VENDOR CAPABILITIES

**WSIPC RFP W23-01 Steering Committee Facilitation**

**Vendor Profile**

**Briefly describe your company in one page or less:**

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

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

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| --- | --- |
| **Name** |       |
| **Address** |       |
| **Email Address** |       |
| **Telephone Numbers (including toll free numbers)** |       |

**Legal Status**

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

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**Name, Title, Address, Email Address, and Telephone Number of Principal Officer(s) and/or Account Manager**

Provide the name, address, email addresses, and telephone (including toll free numbers) of the principal officers of the Proposer’s company, proposed account manager and designated representative (Proposer) for any contract arising from this RFP.

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| --- | --- |
| **Name** |       |
| **Professional Title** |       |
| **Address** |       |
| **Email Address** |       |
| **Telephone Numbers (including toll free numbers)** |       |

|  |  |
| --- | --- |
| **Name** |       |
| **Professional Title** |       |
| **Address** |       |
| **Email Address** |       |
| **Telephone Numbers (including toll free numbers)** |       |

**Is there any pending litigation against your company?**

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| --- | --- |
| **No** | [ ]  |
| **Yes** | [ ]  |
| **If you selected Yes, please provide a full explanation:** |
|       |

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

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| --- | --- |
| **No** | [ ]  |
| **Yes** | [ ]  |
| **If you selected Yes, please provide a full explanation:** |
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**Organizational Experience**

Describe your company’s experience in providing products and/or services. This includes your experience providing services to the K-12 educational and public sector.

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**Customer Base**

Describe the demographics of your company’s customer base.

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**References**

Provide two (2) references from customers who have received product and/or services for more than three (3) years.

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| **Reference #1** |
| **Name** |       |
| **Professional Title** |       |
| **Company** |       |
| **Address** |       |
| **Email Address** |       |
| **Telephone Number** |       |

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| **Reference #2** |
| **Name** |       |
| **Professional Title** |       |
| **Company** |       |
| **Address** |       |
| **Email Address** |       |
| **Telephone Number** |       |

**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.

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| **Are Third-party Vendors being used?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **If you selected Yes, list Vendors below** |
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**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.

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| **Are Subcontractors proposed?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **If you selected Yes, answer the following questions:**  |
| **Describe what services the Subcontractors will perform:** |
|       |
| **The Proposer assures that the Vendor will not assign or transfer to Subcontractors any of its rights or obligations under the purchasing contract.** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **The Proposer assures that Subcontractors are in good standing with the Washington Department of Revenue and the Department of Labor and Industries.** | **Yes** | **[ ]**  | **No** | **[ ]**  |

**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.

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| **Has the Vendor had a contract terminated for default during the past five years?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **If you selected Yes, answer the following questions:**  |

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| ***Instance #1:*** |
| **Other party's name** |       |
| **Other party's address** |       |
| **Other party’s telephone number** |       |
| **Provide full details of the termination for default experienced by the Vendor** |
|       |
| **Present the Vendor’s position on the matter** |
|       |

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| ***Instance #2:*** |
| **Other party's name** |       |
| **Other party's address** |       |
| **Other party’s telephone number** |       |
| **Provide full details of the termination for default experienced by the Vendor** |
|       |
| **Present the Vendor’s position on the matter** |
|       |