**REQUEST FOR PROPOSAL TEMPLATE**

**Date Posted**: June 24, 2024

**Closing Date**: August 2, 2024 by 5:00 pm EST

**Contracts Administrator**: Tiesha Hogue-Shankin

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**Web Address**: https://www.wmpc.care/

**Organization**: West Michigan Partnership for Children (WMPC)

**Item**: Software Solution for Database Management

**Period of Contract**: October 1, 2024, through September 30, 2027 (with the option to renew)

All proposals must follow the format of this document. Instructions for each section can be removed and replaced with Bidder’s content.

1. **Qualifications**

A description of the bidder's qualifications and experience providing the requested or similar service shall be submitted with the Proposal. The bidder must be an established firm recognized for its capacity to perform. The bidder must have sufficient personnel to meet the deadlines specified in the bid event.

All bidders shall respond to the following statements:

1. The bidder is the prime contractor and identifying all subcontractors;
2. The bidder is a corporation or other legal entity;
3. No attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal;
4. The bidder does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability;
5. The bidder presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict;
6. The person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;
7. Whether there is a reasonable probability that the bidder is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the bidder which would relate to the performance of this contract. If the statement is in the affirmative, the bidder is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the State and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the bidder will obtain a similar certification and authorization and failure to do so will constitute grounds for termination for cause of the contract at the option of the State;
8. Bidder agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in state payments to Contractor; and
9. The bidder has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business.
10. **Compliance**

Bidder must provide evidence of the following compliance measures:

1. SOC 2 Compliant Data Center
2. HIPAA/PHI Compliance, including off-site cloud back-up
3. 508 Compliance
4. Co-location data centers or separate cloud regions
5. Sample of securing data permissions and interoperability with MiSACWIS (or similar) systems
6. **Organizational chart**

All bidders must include an organization chart of the positions relevant to the Proposal.

1. **Experience**

All bidders are preferred to have a minimum of three years continuous active participation in the applicable industry, providing equipment/services comparable in size and complexity to those specified herein.

All bidders must indicate their prior experience and demonstrated expertise by addressing the following:

1. Indicate other experience with similar types of database management.
2. Describe experience with developing and sustaining collaborative relationships with other organizations.
3. Describe your organization’s approach to ensuring culturally competent services, supporting a diverse workforce, and designing programs and services to achieve equitable results across demographic groups.
4. Describe the capacity of the organization to meet applicable standards and contractual requirements. Provide supporting information/documentation as relevant (nationally recognized accrediting body, if applicable).
5. **Timeline**

A timeline for implementing services must be submitted with the bid. The timeline should identify deliverables.

1. **Methodology**

Bidders shall submit with the bid, a detailed explanation of the methodology for implementing services.

1. **Training**

Bidder shall describe the training process for West Michigan Partnership staff and available options.

1. **Cost Sheet**

Bidder shall complete Proposal Cost Sheet (Attachment A), including:

1. Detailed breakdown of all costs associated with their proposal
2. Process for addressing cost escalations during the contract term
3. Payment terms and conditions
4. Adequate liability insurance, specifically including cybersecurity insurance

Bidder Name:

Notes: This contract is for a fixed price bid. All costs are to be all inclusive (including time, travel, and materials).  Payment will be tied to completion and acceptance of each specified deliverable. Under no circumstances will payment be made prior to the delivery and acceptance of a deliverable.

First 6 months, Implementation Period $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm, Fixed Price

Year 1                       $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm, Fixed Price

Year 2                        $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm, Fixed Price

Year 3                        $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm, Fixed Price

Year 4                        $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm, Fixed Price

Additional Possible Costs (include explanation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional supporting price breakdowns, materials, time, travel, and explanations are encouraged in addition to this cost sheet.

1. **References**

Bidder shall provide three references who have purchased similar items or services from the bidder in the last two year(s). References shall show firm name, contact person, address, e-mail address and phone number. Bidder's employees and the buying agency shall not be shown as references.

1. **Bidder Contracts**

Bidders must include with their RFP response, a copy of any contracts, agreements, licenses, warranties, etc. that the bidder would propose to incorporate into the contract generated from this Bid Event. Include Service Level Agreements and License or Subscription agreements. These items are best included in an Appendix.

1. **Technical Literature**

All Proposals shall include specifications and technical literature sufficient to allow West Michigan Partnership for Children to determine that the equipment/services meet(s) all requirements. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid. Proposals without sufficient technical documentation may be rejected.

1. **Administrative Requirements**

The following items are standards the bidder must meet under a contract to provide services. They are rated as satisfactory/unsatisfactory according to the responses provided:

1. The bidder must provide WMPC with a synopsis report of the following regulatory issues having occurred within the past five years to the extent these events related to services your organization provided.

* Litigation
* Allegations of wrongdoing
* Malpractice
* Violations of codes of ethics
* Provision license status

1. The bidder must also disclose any pending litigation to which they are party, including disclosure of any outstanding judgement. Information to submit includes.

* Date, title, case number
* Outline contents of complaints filed
* Outcome of disposition

1. The bidder must disclose information about any affiliation or sub-contractual relationships, common ownership, overlapping Boards, pending or planned mergers or acquisitions which may affect the terms of potential contract. The bidder must name the specific organization(s) and the specific nature of the organizational relationship.
2. The proposal must include a statement that the bidder has no real or potential Conflict of Interest with WMPC or a statement describing the nature of the real or potential conflict and possible mitigation.
3. WMPC expects service providers to follow Generally Accepted Accounting Principles (GAAP). Specifically, WMPC expects service providers to track expenses and submit financial status reports within 60 days of when the service was rendered. **State Yes or No** if you have an accounting system or staff that can accommodate this expectation.
4. **Signature Page**

The undersigned bidder states that this proposal is made in conformity with the Proposal Documents and agrees that, in the event of any discrepancies or differences between any conditions of their proposal and the Proposal Documents, the provisions of the latter shall prevail.  No verbal or written agreements or understandings considered or entered into prior to signing of a contract in the form of a purchase order, shall be binding after the signing of the contract unless incorporated in the contract.

The undersigned bidder certifies that this proposal is made in good faith, without collusion or connection with any other person or persons submitting proposals for the work.

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| Organization Name: |
| Signature: |
| Name: |
| Title: |
| Date: |