

---

## Attachment A - Bidder Profile, Minimum Qualifications (Mandatory)

### **Bidder Profile (Mandatory):**

Completion of this Bidder Profile form is a **Mandatory** requirement for proposal submission and contracting with the OFM. *Failure to submit this Bidder Profile form or any applicable attachments with your response may result in your proposal being rejected as nonresponsive.*

<b>Firm's Legal Name:</b>	
Trade Name(s) or dba:	
Official Address:	
City / ST / Zip:	
Office Phone:	
Internet Website:	
Federal Tax ID #:	
WA State UBI # (See Note 2 below):	
Legal Status of the Firm:	<input type="checkbox"/> corporation <input type="checkbox"/> partnership <input type="checkbox"/> sole proprietor <input type="checkbox"/> limited liability company <input type="checkbox"/> other: _____
Firm organized under the laws of, and in good standing with, the state of:	
Year firm was organized to do business as the entity now substantially exists:	
Firm's area of specialization and expertise:	
Number of employees, and number at host site (if different):	
What is your customer base (number of hosted firms, applications, etc.)	
Diversity: Does Bidder meet the definitions / certifications per RFP # 3.6, <i>Diversity Participation</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity: Does Bidder have a	<input type="checkbox"/> Yes (attach copy of plan with this proposal Attachment A) <input type="checkbox"/> No

Diverse Business Inclusion Plan per RFP # 3.6, <i>Diversity Participation?</i>	
<b>Data Host Site Locations:</b>	
<b>Primary/Sole Contact Name &amp; Title:</b> (See Note 1 below)	
Address:	
City / State / Zip:	
Phone:	
Email Address:	
<b>Principal Officers or Partners Name &amp; Title:</b> (List/add for each officer)	
Address:	
City / State / Zip:	
Cell Phone:	
Email Address:	
<b>Subcontractor(s)' Legal Name</b> (if any) (Add rows as needed):	
Official Address:	
City / ST / Zip:	
Office Phone:	
Internet Website:	
Federal Tax ID #:	
WA State UBI # (if any) (See Note 2 below):	
Legal Status of the Subcontractor:	<input type="checkbox"/> corporation <input type="checkbox"/> partnership <input type="checkbox"/> sole proprietor <input type="checkbox"/> limited liability company <input type="checkbox"/> other: _____
Diversity: Does Subcontractor meet the definitions/certifications listed in RFP #3.6, <i>Diversity Participation?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

NOTE 1: Should the need arise for OFM to clarify any portion of the Bidder's Proposal, the RFP Coordinator will attempt to contact this person. OFM expects that this Bidder representative will be timely and reasonable in all related communication with OFM. This person will also receive any formal correspondence related to this RFP including but not limited to ASB notification.

NOTE 2: If the Bidder or Subcontractor does not have a UBI number, the Bidder must state that it will become licensed as appropriate in Washington within thirty (30) calendar days of being selected as the ASB.

**Bidder Minimum Qualifications (Mandatory):**

***The failure of a Bidder to be in compliance with any one or more of the following Minimum Qualifications will result in automatic disqualification from the procurement process.***

OFM will consider Bidders who meet the Minimum Qualifications identified below. Should OFM determine, at its sole discretion, that a Bidder does not meet these Minimum Qualifications, OFM will disqualify the Bidder from the evaluation process.

1. The Bidder must be licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.

Bidder is Licensed to do business with the state of Washington:     YES  NO

Bidder commits to becoming licensed to do business with Washington within 30 days of ASB:  
 YES  NO

2. The Bidder agrees that it is willing and able to take on full responsibility for the performance of all subcontractors identified above in the Bidder Profile Section.

YES     NO

3. The Bidder has a minimum of three (3) years proven and documented experience providing hosted solutions.

YES     NO

4. The Bidder's proposed key staff have documented experience with implementing and maintaining a facilities portfolio management tool.

YES     NO