



**This Second Tier Solicitation (Work Request) is issued under
Master Contract 05913 for Financial and Audit Services.**

Second Tier Solicitation Number: <i>PSC 15-003</i>	Date Issued: <i>January 22, 2015</i>
Number of business days to respond to this request:	<i>13 days</i>
Responses are due by Close of Business on:	<i>February 10, 2015</i>
Please have your response submitted via email to:	<i>Joanne.Graley@wsgc.wa.gov</i>
Expected Work Period. Work period is projected from:	<i>April 13, 2015 – July 13, 2015</i>
<i>Late submissions cannot be considered.</i>	

Purpose and Objectives:

The Gambling Commission is seeking the development of a cost allocation model to determine the agency billing rates to ensure accurate cost recovery.

Relevant Background Information:

The Washington State Gambling Commission (Gambling Commission) is a limited jurisdiction law enforcement agency; the agency’s mission is to protect the public by ensuring gambling is legal and honest. The Gambling Commission meets its mission through licensing of businesses and individuals involved in gambling activities (other than lottery and horse racing), regulation of gambling establishments, and investigation/enforcement of criminal activities. In addition, the Gambling Commission also partners with tribal gaming agencies in their regulation and enforcement efforts in tribal casinos through a compact between each tribe and the State of Washington.

The Gambling Commission is a non-general fund, non-appropriated state agency. The agency is funded primarily through license fees and reimbursements for monitoring tribal gaming activities. The cost allocation model, which includes the specific billing rates, directly impacts the amount of revenue the agency receives. RCW 9.46.070 (5) authorizes the Gambling Commission to establish a schedule of annual license fees for carrying on specific gambling activities upon the premises, and for such other activities as may be licensed by the Gambling Commission, “which fees shall provide to the commission not less than an amount of money adequate to cover all costs incurred by the commission relative to licensing under this chapter and the enforcement by the commission of the provisions of this chapter and rules and regulations.”

The Tribal-State Compacts state that “the Tribe shall reimburse the Gambling Commission for all reasonable costs and expenses actually incurred by the agency in carrying out its responsibilities as authorized under the provisions of this Compact.”



Scope of the Work:

The Gambling Commission is seeking a consultant to assist in determining proper allocation of costs and billing rates.

The following is work that is anticipated to be part of this project:

- Determining how agency expenses should be allocated;
- Defining direct and indirect costs;
- Designing a model for calculating billing rates and tracking costs;
- Calculating a billing rate that recovers direct and indirect costs;
- Reviewing time reporting and billing methods and make written recommendations for improvements;
- Providing a formal method for monitoring recovery of costs and making adjustments to the model as needed;

In addition, the selected vendor will provide electronic copies of the final work product.

Timeline and Work Period of Performance:

Contract negotiated with selected vendor and signed by March 31, 2015.

Work to begin no later than April 13, 2015.

Formal update on the progress of the contract deliverables by June 1, 2015.

Completion of field work by July 13, 2015

Final deliverables to Gambling Commission staff by August 1, 2015.

Experience, Qualifications and additional Certifications :

Mandatory:

- The Gambling Commission is a regulatory and law enforcement agency. All vendor employees working on the project are required to pass a background investigation, including a criminal history check, fingerprint check, and credit check. All vendor employees working on the project will be required to sign a release authorizing the background investigation.
- Selected vendor must be capable of meeting the project's purpose and objectives and providing contract deliverables with a cost not to exceed \$50,000.
- Selected vendor must be in the pre-qualified vendor pool established and managed by DES.

Highly Desirable:

- Prior experience working with a governmental agency conducting a similar scope of work, including the development of a cost allocation plan. Examples of similar work performed should be provided if available.



References (OPTIONAL):

Provide references for previous jobs performed with similar job deliverables.

Evaluation Criteria

Capabilities	Weight Assigned
Qualifications and experience of vendor staff	35
Costs/Price	10
Approach, methodology and availability of proposed staff	30
References	25

Performance Measures:

Is the established billing rate(s) sufficient to allow the agency to recover the costs of operations?

Comparison of actual costs recovered using established billing rate to actual costs of operation.

Debriefs and Protests :

COMPLAINTS

Issues or concerns not resolved to a Bidder’s satisfaction during the question and answer period ending on January 27, 2015 may be addressed through a complaint only on the following grounds:

1. The Solicitation unnecessarily restricts competition;
2. The evaluation or scoring process is unfair or flawed; or
3. The Solicitation requirements are inadequate or insufficient to prepare a response.

A complaint must:

1. Be received by the Gambling Commission not less than five business days prior to the Response due date and time. Otherwise, an untimely complaint may be rejected without further consideration at the discretion of the agency; and
2. Be in writing (see Form and Substance below).

A complaint should:

1. Clearly articulate the basis of the complaint consistent with the complaint criteria; and
2. Include a proposed remedy.



Upon receipt of a timely complaint, the Gambling Commission will consider all the facts available and respond in writing prior to the Response due date and time.

The Procurement Coordinator shall promptly post the response to a timely complaint on WEBS.

The Gambling Commission response to the complaint is final and not subject to appeal. Issues raised in a complaint may not be raised again during the protest period.

OPTIONAL BIDDER DEBRIEFING

Following announcement of the Apparent Successful Bidder(s), Responses and evaluations become available for public inspection. To be eligible to submit a protest, a Bidder must first meet the following requirements:

- Any Bidder submitting a timely Response may request a debriefing conference (see Form and Substance below). A debriefing conference provides an opportunity for a Bidder to meet with Procurement Coordinator to discuss the evaluation and scoring.
- Debriefing conference requests must be communicated to the Procurement Coordinator within three business days after the announcement of the Apparent Successful Bidder(s).
- Debriefing conferences may be conducted either in person or by telephone, as determined by the Procurement Coordinator.
- The failure of a Bidder to submit a timely request and attend a debriefing conference shall constitute a waiver of the right to protest.

PROTEST PROCEDURES

Only Bidders who have submitted a Response to this RFQQ and have had a debriefing conference may make protests. Upon completion of the debriefing conference, a Bidder is allowed five business days to file a protest of the RFQQ with the Procurement Coordinator.

Protests may be made on only these grounds:

- Errors were made in computing the score.
- The Gambling Commission failed to follow procedures established in the Solicitation document.
- There was bias, discrimination, or conflict of interest on the part of an evaluator.

Only Bidders who have participated in a debriefing conference may submit a protest. A protest must:

1. Be submitted to and received by the Procurement Coordinator, not more than five business days after the protesting Bidder's debriefing conference (see Form and Substance below);
2. Be in writing (e-mail is acceptable);
3. Include a specific and complete statement of facts forming the basis of the protest; and
4. Include a description of the relief or corrective action requested.



After receiving the protest, the Procurement Coordinator will forward the protest and all relevant procurement documentation to the Gambling Commission protest representative. The Gambling Commission protest representative must be a neutral party that had no involvement in the Solicitation evaluation and award process. The representative will review the protest and available facts, and issue a written response within 10 business days from receipt of the protest, unless additional time is needed. If additional time is needed the protester will be notified to include an estimate of the length of the additional time needed.

The final determination of the protest will:

- Find the protest lacking in merit and uphold the Gambling Commission’s action; or
- Find only technical or innocuous errors in the acquisition process and determine the Gambling Commission to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide options which may include:
 - Correct the errors and re-evaluate all Proposals, and/or
 - Reissue the Solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the agency determines that the protest is without merit, they will enter into a contract with the Apparent Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

The protest decision is final and not subject to administrative appeal. If the protesting bidder does not accept the agency protest decision, the bidder may seek relief from the Superior Court.

FORM AND SUBSTANCE

Complaints, debrief requests, and protests must:

1. Be in writing (e-mail is acceptable);
2. Be submitted by an authorized agent of the Bidder;
3. Be delivered within the time frame(s) outlined herein;
4. Be sent to the Procurement Coordinator as identified in the Solicitation;
5. Include the Solicitation identifier (i.e. title and number) ;
6. Be clearly labeled as a “Complaint”, “Debrief”, or “Protest”;

Additionally, all complaints and protests must:

1. State all facts and arguments on which the Bidder is relying as the basis for its action; and
2. Include any relevant documentation or other supporting evidence.



Agency / Customer Information

Project Manager: Joanne Graley		Date:
Phone: 360 486-3489	Email: Joanne.Graley@wsgc.wa.gov	Fax: 360 486-3628

Instructions to Vendors: Please ensure that you have included the following information in your response, as these are the items that will be used to evaluate your response:

1. In 3 pages or less, describe your proposed solution, methodology and overall approach to the customer's defined Scope of Work. Include all of the following in your response:
 - The number of hours required for you to complete the Scope of Work;
 - Hourly rate proposed for consultant(s) to complete the work;
 - A firm, fixed cost for completing the Scope of Work;
 - A detailed project plan and schedule to complete the Scope of Work;
 - Number of staff that will be available for this Second Tier Solicitation;
 - Affirm that proposed consultant will be available to begin work no later than April 13, 2015. Indicate any known staff scheduling issues during the proposed project period including but not limited to other project engagements and holidays;
 - Commit that the staff proposed for this work will actually perform the contracted services. The bidder, by submitting a proposal, agrees that he/she will not remove the selected staff person without the prior approval of Project Manager. If removal is permitted, the bidder agrees that it will submit the name of the proposed replacement, who must meet the qualifications/experience requirements, for Project Manager's review and approval before the individual is assigned responsibility for services of any Second Tier Contract awarded as a result of this Second Tier Solicitation;
 - Availability of staff for possible interview with customer; and
 - Vendor's contact information for this Second Tier Solicitation. Include project lead name, title, email, phone & fax numbers.
2. In addition, in 2 pages or less, describe a similar project completed in the last 3 years by the consultant(s) submitted for this Second Tier Solicitation. Include the outcomes achieved for the customer. Identify this customer and provide contact information (name, telephone, email, etc) for this customer.
3. Also include a résumé for each staff person submitted for this project, including subcontractors if applicable (include company names and phones numbers worked for past three years for each individual).

A Second Tier Contract number will be assigned, and formal Purchase Order issued, after a vendor is selected to perform from this solicitation.



**Please indicate Second Tier Solicitation # *PSC 15-003* when responding to this solicitation.
If you have any questions please either email [Joanne Graley](mailto:Joanne.Graley@wsgc.wa.gov) at Joanne.Graley@wsgc.wa.gov
or you may call **customer phone# (360)486-3489.****

Vendor complete and return the following reference information with your response:

Name of 05913 Financial and Audit Services Vendor for whom this reference applies: (Note: Vendor submission of this form constitutes permission for Customer to contact the reference indicated herein.)	
Contact Name of Reference:	Contact's E-mail:
Contact's Phone Number:	Name of the Vendor's Consultant(s) who are known to this contact:
Time Frame of Services Provided:	Budget for Services Performed by Vendor:
Description of Services Performed:	
(This space reserved for Customer use)	