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**Exhibit B – Performance Requirements**

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| Competitive Solicitation: | No. RFP 2024 0822 |
| Bidder: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print full legal name of bidder company |

**Instructions**:

Bidders submitting a proposal must complete and submit an Exhibit B for evaluation purposes.

**Performance Requirements**: Bidder must respond to each requirement as noted in the instructions below.

1. Review all requirements, priorities and provided definitions:

* *Mandatory Pass/Fail (M):* Minimum requirement; Bidder that does not meet this requirement will not be considered any further.
* *Mandatory Scored (MS):* Critical requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.
* *Desirable Scored (DS):* Desirable requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.

1. Using the ***Bidder Meets Requirement*** column, Bidder **must** select either a "Yes" or "No" to indicate the Bidder's ability to meet the requirement.  **Any entry that is not marked as either a"Yes" or "No", may be deemed non-responsive and will not be considered any further.**
2. Bidder must respond in the ***Written Response*** column for every requirement that indicates a "Written Response Required”. If additional space is necessary than what is provided, please attach all written responses in order by REQ ID and compile into one document named Exhibit B- Performance Requirements Response, with this document as the preceding pages. If additional writing space is utilized, indicate in the response column below which page that the response is indicated.

| **Performance Requirements and Factors** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **REQ ID** | **Performance Requirement and**  **Stated Business Need** | **Points Available** | **Priority** | **Bidder’s Compliance** | **Written Response** |
| 1a. | As per ESHB 1125 and Exhibit F, Scope of Work, it is required bidders have the ability to work and collaborate with government and research institutions is critical to this project.  Describe your experience working with government and/or research institutions on data gathering. Include what data was being gathered, in what format and for what purpose. | 15 points | MS | Yes  No | Written Response Required. |
| 1b. | It is required that bidders can write and execute detailed, comprehensive implementation plans to achieve program success.  Describe your experience writing and implementing large scale projects including implementation plans. | 15 points | MS | Yes  No | Written Response Required. |
| 1c. | Per the legislative intent of the WE-Bike program described in ESHB 1125, the program must include equity criteria.  Describe your expertise in delivering equitable programming and how you have ensured projects adhere to relevant legislation and policy whilst ensuring equity needs of communities are met. | 10 points | MS | Yes  No | Written Response Required. |
| 1d. | It is required that bidders have expertise and experience executing complex projects in a timely manner.  Demonstrate your successful past performance bringing projects in on time through examples of your work. | 15 points | MS | Yes  No | Written Response Required. |
| 1e. | It is required that bidders have the necessary resources to execute this contract.  Describe your staff, expertise, infrastructure, and any additional funds/resources you have, to implement the WE-Bike Program effectively and successfully. Include your ability to quickly make staffing adjustments due to changes in funding. | 10 points | MS | Yes  No | Written Response Required. |
| 1f. | As per Exhibit F, Scope of Work, it is required vendors pay bike shop partners within 30 days of rebate being redeemed.  Please describe the system you will use to ensure bike shop partners are paid on time. | 10 points | MS | Yes  No | Written response required. |
| 1g. | References: Bidder is responsible for ensuring that a minimum of three previous clients complete bidders’ references on Exhibit G, and email directly to the RFP coordinator.  Bidder is responsible for completing Exhibit A2 detailing reference contact details and submitting this with their proposal.  The response may be disqualified if WSDOT is unable to verify qualification and experience requirements from the respondent’s references. The response may be disqualified if WSDOT receives negative responses, as solely determined by WSDOT. | Pass/Fail | M | ☐ Yes  ☐ No |  |
| 1h. | Per Exhibit F- Scope of Work, the Contractor’s responsibilities encompass three phases of this Project including project development, project implementation and project reporting.  Please provide resumes describing the educational and relevant work and/or volunteer experience for each of the key staff including any subcontractorswho would be assigned to the project in its various phases. If at Contract award or any time thereafter, any specifically named individual(s) identified in the Response to work on this engagement are not available, WSDOT has the right to approve or reject any change in Vendor personnel. Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 RCW. Vendors should familiarize themselves with the requirements prior to submitting a Response. | Pass/Fail | M | ☐ Yes  ☐ No |  |
| 1i. | Per the requirements of Exhibit F- Scope of Work, this Project will require a thorough and evolving plan to achieve the various tasks of this Project.  The Bidder must submit a Project Implementation Plan that clearly defines how they will achieve success for this Project.  The Project Implementation Plan must address the following at a minimum:   * Describe how the contractor will develop the WE-Bike program. * Tailor recommendations creatively, * Provide recommendations for effective and efficient project development, implementation, and administration. * Deliver on equity goals from ESHB 1125 * Protect applicants personally identifiable data. * Collect data on trio reduction goals in collaboration with University of Washington * Select/grant award vouchers. * Educate/train bike shops. * Educate participants in the program about E-bike safety and use. * Demonstrate high impact activities that maximize the effectiveness of the budget. * Demonstrate how the bidder will organize and coordinate with WSDOT’s project administrators, relevant state agencies, University of Washington, e-bike retailers, and other relevant parties. * Include a timeline for project completion, detailing turnaround time to launch the project and projected date when rebates will be available to the public. | 40 points | MS | ☐ Yes  ☐ No | Written Response Required. |
| 1j. | Per the implementation of WE-Bike as approved by the legislator in ESHB 1125, the Program must be implemented by June 30, 2025. Due to the quick turnaround and high-risk nature of the program, please describe your contingency plan for risks and mitigation for the successful execution of this project. | 20 points | MS | ☐ Yes  ☐ No | Written Response Required. |
| 2a. | Exhibit F – Scope of Work will require development and implementation of the technological infrastructure to support application processes for rebate vouchers. The desirable Bidder will have experience developing and implementing public facing websites.  Does your company have experience developing user-friendly public facing websites or other relative IT Projects? If so, describe this experience and how it will support your successful implementation of this project, including details of how to design successful systems able to cope with high traffic. | 10 points | DS | ☐ Yes  ☐ No | Written Response Required. |
| 2b. | Describe any experience you have working with electric bike manufacturers and/or bike retailers (or equivalent) and/or other key project related interested parties. | 15 points | DS | ☐ Yes  ☐ No | Written Response Required. |
| 2c. | Describe any experience you have with E-bikes and/or commute trip reduction goals. | 15 points | DS | ☐ Yes  ☐ No | Written Response Required. |
| 2d. | Describe any experience you have with development of incentive, voucher, or rebate projects (such as developing tools, processes, materials etc.) | 15 points | DS | ☐ Yes  ☐ No | Written Response Required. |
| 2e. | Describe any experience you have with the day-to-day implementation of incentive, voucher, or rebate projects. | 10 points | DS | ☐ Yes  ☐ No | Written Response Required. |

Return this exhibit to Procurement Coordinator at:  
[Heidi.Olson@wsdot.wa.gov](mailto:Heidi.Olson@wsdot.wa.gov)