	KITSAP COUNTY Request for Proposal 2024-010	Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us
	INSTRUCTIONS	

REQUEST FOR OFFER TITLE: Law Enforcement Virtual Reality Training System

MATERIALS AND/OR SERVICE REQUESTED: Kitsap County (County) is soliciting, for the Kitsap County Sheriff's Office, experienced and qualified offerors interested and able to provide a law enforcement virtual reality training system. Proposals are to provide a comprehensive, accessible, and engaging virtual reality (VR) product for an immersive learning experience that fully engages participants in a wide range of scenarios. Contractor will provide all equipment, tools, materials, supplies, transportation, labor, supervision, implementation, configuration, training, and maintenance for the system as provided in the Scope of Work (SOW). Department of Justice Edward Bryne Memorial Justice Assistance Grant money will be used to purchase the VR system.

CALENDAR OF EVENTS

Below are the important dates and times by which the actions must be completed. Dates and times are subject to change. If the County changes any of date or time, the change will be made by addendum.

EVENT	COMPLETION DATE, TIME, AND LOCATION
Issuance of Request for Proposal	February 20, 2024
Written Questions Due	March 13, 2024 by 3:00 pm
Addendum Issued	March 18, 2024 by 3:00 pm
Proposal Due Date	March 29, 2024 by 3:00 pm
Demonstrations	April 1 – 5, 2024, if needed
Start Date	May 15, 2024

PURCHASING PROGRAM SUPERVISOR: GLEN MCNEIL

Mailing Address for USPS delivery:
Glen McNeil, Purchasing Program Supervisor
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

Physical Address for courier or hand delivery:
Glen McNeil, Purchasing Program Supervisor
Kitsap County Administration Building
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

PHONE: (360) 337-4789
EMAIL: Purchasing@co.kitsap.wa.us
www.kitsapgov.com/das/pages/online-bids.aspx

All communications concerning this solicitation must be directed to Kitsap County's Purchasing Program Supervisor identified above, via email only. Questions to, or communications with, other Kitsap County staff may disqualify offerors from the evaluation process.

OFFERORS ARE ENCOURAGED TO READ THE ENTIRE SOLICITATION.



KITSAP COUNTY
Request for Proposal 2024-010

INSTRUCTIONS

Purchasing Department
619 Division St., MS-7
Port Orchard, WA 98366
Phone: (360) 337-4788
Email: Purchasing@co.kitsap.wa.us

TABLE OF CONTENTS

INSTRUCTIONS

1.	Due Date and Time -----	3
2.	Offer and Acknowledgment -----	3
3.	Questions, Oral Communications -----	3
4.	Addenda, Attachments-----	3
5.	Examinations of Solicitation and Site -----	3
6.	Liability for Errors -----	3
7.	Preparation Costs, Taxes -----	3
8.	Acceptable Formats, Number of Copies -----	4
9.	Submission -----	4
10.	Offer Acceptance Period -----	4
11.	County’s Right to Withdraw and Amend Solicitation -----	4
12.	Rejection of Proposals, Waiver of Irregularities-----	4
13.	Non-Responsive Proposals-----	5
14.	Acceptance is not Binding-----	5
15.	Offeror’s Withdrawal of Offer-----	5
16.	Delays-----	5
17.	Serial Numbers-----	5
18.	Brand Names and Equivalent-----	5
19.	Specifications-----	6
20.	Exceptions and Assumptions-----	6
21.	Descriptive Literature-----	6
22.	Test Models/Samples-----	6
23.	Firm Pricing-----	6
24.	Non-Exclusive Contract-----	6
25.	Warranty-----	6
26.	Conflict of Interest-----	6
27.	Laws, Licenses, Certifications -----	7
28.	Public Record, Confidential Information-----	7
29.	Cooperative Purchasing -----	7
30.	Discussions-----	7
31.	Contract Terms -----	7
32.	Proposal Format and Contents-----	8
33.	Evaluation Criteria-----	9
34.	Interviews -----	9
35.	Negotiations -----	9

ATTACHMENTS

Attachment A: Offer and Acknowledgement Form	Attachment E: Identification of Subcontractors Form
Attachment B: Exceptions and Assumptions Form	Attachment F: Subcontractor References Form
Attachment C: Cost Proposal Form	Attachment G: Sample Contract



KITSAP COUNTY
Request for Proposal 2024-010


INSTRUCTIONS

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Port Orchard, WA 98366
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Email: Purchasing@co.kitsap.wa.us

Attachment D: Federal Terms


Attachment H: Contractor Reference Form

1. DUE DATE AND TIME. Proposals must be received by the Purchasing Program Supervisor at the specified location by the due date and time. Proposals, modifications, and requests to withdraw a Proposal received after the due date and time will be rejected.
2. OFFER AND ACKNOWLEDGMENT. Attachment A (Offer and Acknowledgment Form) shall be returned with the Proposal with an original signature by a person authorized to sign the offer. Unsigned Proposals may be rejected by the County as incomplete. Pricing documents and other documents which require information must be completed in ink, typewritten or computer printed. No Proposals will be accepted if pencil is used. Erasures, interlineations, or other modifications in the Proposal shall be initialed in original ink by the authorized person.
3. QUESTIONS, ORAL COMMUNICATIONS. Questions concerning the solicitation must be submitted via email to the Purchasing Program Supervisor. Direct communicate with other county staff regarding the solicitation without prior authorization from the Purchasing Program Supervisor is prohibited. Questions will be accepted up to the date and time identified on the solicitation face sheet. All correspondence related to the solicitation should refer to the solicitation number, page, and section. Offerors are to obtain written clarification from the Purchasing Program Supervisor regarding any inadequacy, omission, or conflict prior to submitting a Proposal. Failure to obtain clarification will not relieve offeror of any responsibility under the solicitation or any subsequent contract. Offerors may only rely on written answers issued by the Purchasing Program Supervisor.
4. ADDENDA, ATTACHMENTS. County will issue a written addendum when clarifying or modifying the solicitation. Substantive questions and answers are provided in addendum on the County website at <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx>. Offeror is responsible for obtaining copies of the addenda and acknowledging receipt of all addenda on Attachment A (Offer and Acknowledgment Form). Offeror shall complete and submit all attachments with the Proposal. Proposals that do not comply may be rejected as nonresponsive.
5. EXAMINATION OF SOLICITATION AND SITE. By submitting a Proposal, Offeror certifies compliance with all federal, state, and local laws, rules, and regulations that may affect the cost or performance of the goods and services have been considered, the solicitation has been read and all terms, conditions, and specifications understood, and Offeror has full knowledge of the nature, scope, and extent of how local conditions may affect the goods and services to be provided.
6. LIABILITY FOR ERRORS. County does not guarantee or warrant the information in the solicitation is accurate nor is it necessarily comprehensive or exhaustive. Nothing in the solicitation is intended to relieve the offeror from forming their own opinions and conclusions with respect to the matters addressed in the solicitation.
7. PREPARATION COSTS, TAXES.
 - A. County is not liable for any costs incurred by the offeror in preparing, evaluating, submitting,

	KITSAP COUNTY Request for Proposal 2024-010	Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us
	INSTRUCTIONS	

developing, demonstrating, presenting, negotiating, or providing a response and/or samples, for this solicitation. All such activities are done at offerors sole expense. Proposals should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

- B. Proposals shall be submitted on the forms provided in the solicitation. Proposals shall include all costs as described and indicated by the specifications. County is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate line item. The total cost shall include all freight, handling, delivery, surcharges, and other incidental charges that may be required to provide the goods and services. Additional charges such as fuel surcharges will not be accepted by the County. If the delivery combines items from more than one purchase order, separate packing slips are required.
8. ACCEPTABLE FORMATS, NUMBER OF COPIES. Electronic files shall be submitted in a format acceptable to the County. Acceptable formats include .DOC and .DOCX (Microsoft Word), XLS and XLSX (Microsoft Excel), PPT and PPTX (Microsoft PowerPoint), and .PDF (Adobe Acrobat). Requests to submit in another format must be approved by the Purchasing Program Supervisor. Proposals shall be submitted with one (1) original, (1) electronic format, and three (3) hard copies. Faxed and emailed Proposals will not be considered.
 9. SUBMISSION. Proposals shall be submitted to the Purchasing Program Supervisor at the location specified on the solicitation face sheet in a sealed envelope/package provided by Offeror and shall include offeror's name and address, solicitation name and number on the outside of the envelope or package. Offeror is responsible for the timely delivery of submitted Proposals, regardless of the delivery method. Proposals received after the offer due date and time will not be opened or considered. The timeliness of submissions is determined by the County.
 10. OFFER ACCEPTANCE PERIOD. Proposals must remain open and valid, and may not be redrawn or amended, for at least **one hundred twenty (120) days** following the opening date and time. County may request an extension of the offer acceptance period.
 11. COUNTY'S RIGHT TO WITHDRAW AND AMEND SOLICITATION. County in its sole discretion retains the absolute right without penalty to withdraw and/or amend all or any portion of this solicitation at any time, for any reason or no reason, up to contract execution. If there is any conflict between solicitation documents, the document issued last in time shall control.
 12. REJECTION OF PROPOSALS OR WAIVER OF IRREGULARITIES. Proposals must comply with the terms of this solicitation and all applicable, federal, state, and local laws, codes, and regulations. County in its sole discretion may a) reject any and all Proposals submitted, or portions thereof, b) waive or reject any defects, informalities, or irregularities; c) reissue the solicitation; d) modify the solicitation; e) cancel the solicitation; and/or f) re-advertise and solicit new Proposals on the same scope of work or on a modified scope of work, when it is in the best interests of or advantageous to the County to do so. County reserves the right to reject any conditional offer and

	<p style="text-align: center;">KITSAP COUNTY Request for Proposal 2024-010</p>	<p>Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us</p>
	<p style="text-align: center;">INSTRUCTIONS</p>	

any or all exceptions. Proposals may be rejected if they show alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

Offerors may not qualify the offer with limitations nor restrict the rights of the County. If an offeror does so, the Purchasing Program Supervisor may reject the offer as a non-responsive counteroffer. Certain irregularities in an offer may be waived by the Purchasing Program Supervisor if it: a) does not affect responsiveness, b) is merely a matter of form or format, c) does not change the relative standing of or otherwise prejudice other offerors, d) does not change the meaning or scope of the solicitation, e) is trivial, negligible, or immaterial in nature, f) does not reflect a material change in the work, or g) do not constitute a substantial reservation against a requirement or provision.

13. NON-RESPONSIVE PROPOSALS. County may at any time reject all or part of any offer as nonresponsive for any of the following reasons: a) late or incomplete offer; b) noncompliance with any part of the solicitation; c) inaccurate, misleading, exaggerated, or false information; or d) failure to respond to every solicitation item or to provide all information requested.
14. ACCEPTANCE IS NOT BINDING. Acceptance of an offer does not bind the County until the offer is executed by both parties consistent with all County contractual requirements.
15. OFFEROR WITHDRAWAL OF OFFER. Offerors may modify or withdraw a submitted offer prior to the offer due date and time. A request to modify or withdraw an offer must be in writing, signed by an authorized representative of the offeror, and submitted to the Purchasing Program Supervisor. Faxed withdrawals will NOT be accepted. A withdrawn offer may be resubmitted prior to the offer due date and time. Negligence in preparing an offer confers no right of withdrawal or modification after the offer due date and time.
16. DELAYS. County, at its sole discretion, may delay any or all scheduled due dates indicated on the solicitation face sheet if it is advantages to the County to do so.
17. SERIAL NUMBERS. Offerors which include equipment shall be for equipment on which the original manufacturer’s serial number, if applicable, has not been altered in any way. Throughout the contract term, County reserves the right to reject any altered equipment.
18. BRAND NAMES AND EQUIVALENTS. References to manufacturers, trade names, brand names or catalog numbers in the solicitation are intended to be descriptive, not restrictive, unless otherwise stated and intended to indicate the level of quality, design, or performance desired. Any offer which proposes equal or greater quality, design or performance may be considered. Proposals based on equivalent products shall clearly describe the alternate offered and indicate how it differs from the product specified and include complete and sufficient descriptive literature and specifications to enable a full and fair determination as to whether the proposed alternate will be equal to or better than the product named in the solicitation. County has the sole authority to accept or reject any like item and may require offeror to provide additional information and/or samples. If Offeror does not specify otherwise, it is understood the referenced brand will be supplied.




KITSAP COUNTY
Request for Proposal 2024-010

INSTRUCTIONS


Purchasing Department
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19. **SPECIFICATIONS.** Apparent silence or omission in the specifications of the scope of work as to any detail shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.
20. **EXCEPTIONS AND ASSUMPTIONS.** Proposals in strict compliance with the solicitation are desired. Offeror must provide a complete comprehensive listing of all exceptions and assumptions made in the offer using Attachment B (Exceptions and Assumptions Form). If any exception or assumption is not acceptable to the County, it may cause the offer to be rejected. No assumptions shall be included regarding negotiation, terms and conditions, and requirements. The absence of identified exceptions or assumption shall mean offeror accepts and meets all solicitation requirements in every respect.
21. **DESCRIPTIVE LITERATURE.** Proposals shall include complete manufacturer's descriptive literature regarding the equipment, goods and services proposed to be furnished. Literature shall be sufficient in detail to allow a full and fair evaluation of the Proposal submitted. Failure to include this information may result in the offer being rejected.
22. **TEST MODELS/SAMPLES.** County may request that offerors provide a test model of the product(s) offered on a no-charge basis. The performance, characteristics, and components of the model(s) submitted for inspection and testing shall be considered a representative model of the product(s) offered and intended for delivery. Any product tested and found not capable of meeting the requirements of the solicitation specifications will not be considered for a contract award. At the conclusion of the testing, offeror may retrieve the product, if practical. County is not responsible for any damages that may occur to any products supplied for testing.
23. **FIRM PRICING.** Prices will be firm for the entire contract period unless the solicitation specifically states otherwise.
24. **NON-EXCLUSIVE CONTRACT.** County retains the discretion to make multiple or partial awards to obtain the same or similar services and products that are the subject of this solicitation and/or to order greater or less products or quantities based on County need. Contracts resulting from this solicitation are not exclusive service agreements.
25. **WARRANTY.** Contractor warrants all materials and workmanship delivered under any resulting contract to be free from defects, damage or failure which County may reasonably determine is the responsibility of offeror, for a minimum of 90-days after final acceptance and without cost to the County for labor, materials, parts, installation or any other costs except where longer periods of warranty of guarantees are specified.
26. **CONFLICT OF INTEREST.** Offerors shall disclose in the offer letter if offeror is an immediate family member of or engaged in any business enterprise with a County employee, elected or

	<p style="text-align: center;">KITSAP COUNTY Request for Proposal 2024-010</p>	<p>Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us</p>
	<p style="text-align: center;">INSTRUCTIONS</p>	

appointed official with authority to award the solicitation.

27. LAWS, LICENSES, CERTIFICATIONS. All Solicitations and Proposals are subject to all applicable legal requirements and regulations. Offerors, both corporate and individual, must be fully licensed and certified (in good standing) for the type of work to be performed in Washington state at the time of proposal and during the entire contract period, including extensions.
28. PUBLIC RECORD, CONFIDENTIAL INFORMATION. All Proposals and other records submitted to the County in response to the Solicitation become the property of the County and are subject to the Public Records Act (Act), chapter 42.56 RCW. If an offeror considers any portion of its offer, electronic or hard copy, to be protected from inspection and copying under Washington law, offeror shall specifically identify each page and item it claims to be exempt from disclosure in the offer letter. If the County receives a request under the Act to inspect or copy the information that has been identified by offeror as exempt from disclosure, County's sole obligation is to make a reasonable effort to notify offeror of the request and the date the exempt information will be released to the requestor unless the offeror obtains a court order to enjoin such disclosure pursuant to RCW 42.56.540. County will release the information unredacted on the date specified, absent receipt of a court order enjoining such disclosure. County has no obligation to claim any exemption from disclosure on behalf of offeror. County will not be liable to offeror for releasing records that have been marked by offeror as exempt.
29. COOPERATIVE PURCHASING. RCW 39.34 allows cooperative purchasing between public agencies, nonprofits, and political subdivisions. Public agencies that file an intergovernmental cooperative purchasing agreement with Kitsap County may purchase from County Contracts. Offeror has the option to agree to sell additional items at the bid prices, terms, and conditions, to other eligible governmental agencies. County has no responsibility for the payment of such purchases. This is for information only and not to determine award.
30. DISCUSSIONS. County reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.
31. CONTRACT TERMS. Offerors must carefully read and review Attachment G (Contract). The final Contract with the County will be substantially similar to it. If an Offeror wishes to make changes to the Contract, the proposed changes must be submitted with the Proposal using the Exceptions and Assumptions Form and must be clear, legible, and conspicuous. Offeror must also provide the rationale for all proposed changes. If no changes are submitted with the proposal, it is understood that the terms and conditions of the sample contract have been accepted. County reserves the right to add terms and conditions during contract negotiations.
32. REFERENCE CHECKS. County may conduct reference checks to verify offeror's past performance. Reference checks indicating poor or failed performance may be cause for rejection. County reserves the right to obtain reference checks, other than those provided by offeror, relevant

	<p style="text-align: center;">KITSAP COUNTY Request for Proposal 2024-010</p>	<p>Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us</p>
	<p style="text-align: center;">INSTRUCTIONS</p>	

to the good and services to be provided.

33. **PROPOSAL FORMAT AND CONTENTS.** Offerors are to respond to all information requested in this solicitation. Offerors must follow the format set out in this solicitation and provide all information requested. Proposals should be consecutively numbered and organized as identified below and include all appendices, appropriately signed, tabbed, and referenced.

A. Introduction – Company Profile

1. Offeror’s full legal name and all other names used by offeror since company formation, including trade names and assumed business names, and corresponding dates of use.
2. Complete description of ownership, age, and scope of offeror’s company.
3. Detailed organizational chart identifying the organizational structure, including parent companies, subsidiaries, affiliates and other related entities and controlling equity holders.
4. If incorporated, identify the state of incorporation.
5. Identify if offeror, under any business name, has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with another government entity. If yes, provide detailed information regarding such action.
6. Provide name/title of person authorized to execute the Contract on offeror’s behalf.

B. Experience, References


1. Identify previous experience, capabilities, and other qualifications to provide the goods and services requested.
2. Provide three (3) references from entities offeror has provided or is providing the same or similar services using Attachment H (Contractor Reference Form). References shall be for the same or similar types of goods/services to be performed under the Contract.

C. Key Personnel And Subcontractors

1. Identify and describe the roles and qualifications of all individuals who will be part of the management team.
2. Provide business names, titles, roles, responsibilities and qualifications of Subcontractors.
3. Provide references for all entities and subcontractors providing goods and/or services under the Contract. See attachments.
4. Identify if any proposed Subcontract(s), under any business name, has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with another government entity. If yes, provide detailed information regarding such action.
5. Describe how Contractor will manage Subcontractors and assign responsibilities.

D. Services and Cost Proposal

1. Complete and return the Scope of Work with any exceptions or deviations.
2. Describe any Service enhancements and/cost reductions if awarded the Contract.
3. Complete and provide the Attachment C (Cost Proposal Form).

	KITSAP COUNTY Request for Proposal 2024-010	Purchasing Department 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788 Email: Purchasing@co.kitsap.wa.us
	INSTRUCTIONS	

E. Performance (Active and Inactive Contracts).

1. Provide complete list of all closed or pending legal judgments, claims, or lawsuits, against offeror or its Subcontractors including a summary of the complaint, answer, and final disposition, if closed, in the past five (5) years, include caption and cause number.
2. Identify if any closed or pending legal judgments, claims, or lawsuits contributed to any contracts being terminated, or were related to any deficiencies, concerns, failures, non-compliance, sanctions, or monetary off-sets during the contract term.

F. Descriptive Literature. Proposals shall include complete manufacturer’s descriptive literature regarding the equipment and goods to be furnished and contain sufficient detail to provide a full and fair evaluation of the equipment and goods to be provided.

34. EVALUATION CRITERIA.

A. A committee of individuals representing the County will perform an evaluation and ranking of the Proposals. County reserves the right to award a contract solely on the written proposal. Evaluation of the Proposals will be based on a competitive selection process, which will not be limited to price alone. The evaluation committee may seek reviews of end users of the services or advice or evaluations of subject matter experts. County reserves the right, in consultation with the evaluation committee, to reject any and all proposals. The evaluation committee will evaluate and numerically score each offer based on the criteria below and weight assigned to each.

1. Company Profile, Experience, References, Personnel	[15 points]
2. Project Approach	[20 points]
3. Ability to Perform	[35 points]
4. Functional Capabilities	[35 points]
5. Cost Proposal, Attachments	[25 points]
TOTAL POINTS	130 Points

35. INTERVIEWS. County may request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators’ scores achieved on the second rating. County shall not reimburse the offeror for the costs associated with the interview process.

36. NEGOTIATIONS. Negotiations will be scheduled at the convenience of the County. Should the evaluation process have resulted in a top-ranked proposal, County may limit negotiations to only that offeror and not hold negotiations with any lower-ranking offeror. If negotiations are unsuccessful with the top-ranked offeror, County may then go down the line of remaining offerors, according to rank, and negotiate with the next highest-ranking offeror. This process may continue until successful negotiations are achieved. County reserves the right to terminate negotiations with any offeror should it be in the County. County reserves the right to reject any and all proposals submitted.



KITSAP COUNTY
Request for Proposal 2024-010

INSTRUCTIONS

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END OF INSTRUCTIONS