

# REQUEST FOR PROPOSALS

## Early Learning Bus

### Request for Proposals (RFP)

RFP NO. 2025.08.29

RFP Release Date: **August 29, 2025**

Due Date: **October 7, 2025 by 5:00 p.m. Pacific Time**

RFP Coordinator: Joanna Armstrong  
[vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)

Estimated Funding: Not to exceed \$350,000

#### Overview

Sno-Isle Regional Library District (Library District) is requesting proposals from qualified vendors for the purchase of a vehicle that will serve as an Early Learning Bus designed to support early childhood development, kindergarten readiness, and caregiver education for families with small children in the Stanwood and Camano areas of Washington State.

#### Submitting a Proposal

Proposals are hereby solicited and must be submitted via email to the RFP Coordinator no later than 5:00 p.m. Pacific Time on the due date noted above.

Bidders are responsible for regularly checking the Sno-Isle Libraries Vendor Submissions page for any updates, clarifications or addenda to this RFP at <https://www.sno-isle.org/vendors/>

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## 1. OVERVIEW AND BACKGROUND

### A. About Sno-Isle Libraries

Sno-Isle Regional Library District (Library District) is a local two-county public library district headquartered at its distribution facility in Marysville, Washington, located approximately 35 miles north of Seattle, Washington. We are one of the largest Library Districts in the state of Washington serving more than 800,000 people throughout Snohomish and Island counties. Library District has approximately 480 active employees working across 23 community libraries, one service center, and through Library on Wheels services.

### B. About this RFP

Library District is seeking proposals from interested and qualified vendors for the purchase of a vehicle that meets the specifications as stated in this RFP to serve as a mobile early childhood education hub (Early Learning Bus).

The Early Learning Bus is a two-year grant-funded pilot program to address critical early learning needs in the Stanwood-Camano area of Washington State by offering library-led, research-based mobile programming that directly supports kindergarten readiness, caregiver education, and early childhood development throughout the community.

The mission and vision of the Early Learning Bus pilot is to offer programming that fosters language development and reading readiness through age-appropriate techniques and interactive educational engagement for children birth through 5 and their caregivers. The Early Learning Bus will foster a community culture that values early learning supports, which will contribute to the community's overall health and wellness.

This RFP outlines the specifications and requirements for the acquisition of this vehicle to ensure it meets the needs of the Library District. The successful bidder will contract with Library District for the sale of a vehicle that can be modified to serve as an Early Learning Bus.

The Library District has a strong preference for vehicles that are wide enough to comfortably accommodate multiple young children and their caregivers, can be delivered close to March 2026, and will require minimal additional modification after delivery.

### C. Available Funding

The available funding is not expected to exceed \$350,000, including all taxes and fees.

## 2. VEHICLE SPECIFICATIONS

This request is open to all vendors who can produce a vehicle within the range of available funding above in [Section 1.C.](#) that meets the following Minimum Specifications, and preferably also offers some or all of the Desired Specifications and/or proposes alternative specifications, designs, options, add-ons, etc that further the vision and purpose of the Early Learning Bus.

The awarded bidder will be responsible for providing and delivering such a vehicle that complies with all relevant federal, state, and local regulations including those related to environmental standards, safety, and accessibility.

### **A. Minimum Specifications**

- i. Dodge Ram ProMaster chassis or equivalent. Equivalent options must meet our stated needs for the Early Learning Bus. Library District will prioritize vehicles that are wider than a sprinter van to comfortably accommodate multiple children with their caregivers to sit and move around the vehicle.
- ii. Vehicle length must be a minimum of 20 feet but not exceed 24 feet in length.
- iii. Electric bi-fold entry door.
- iv. Automatic transmission.
- v. Must be certified for use in Washington.
- vi. Rear back up alarm.
- vii. Two (2) seats in the front of the vehicle for a driver and a passenger, which are able to turn around to face the rear of the vehicle with no partition.
- viii. Includes a fold-down counter or flat surface area with mounted outlets for powering technology near the front of the vehicle, incorporated into the driver's seat area for the purpose of having a viable workstation in a mobile environment. Bidders may propose alternative layouts that satisfy this purpose.
- ix. Includes an ADA-compliant lift or ramp in the front of the vehicle that will provide easy access in and out of the vehicle for small children and individuals with disabilities.
- x. Carpeting throughout the vehicle or alternative flooring that is comfortable for babies, small children, and their caregivers to sit, stand, and move around;
- xi. Flexibility of design and optimal use of space within the vehicle is of utmost importance to the Library District. The Library District is especially interested in

creative designs for optimal use of this space. The proposed vehicle must be able to flexibly adapt in the following ways:

1. Variety of Activities: Interior space can comfortably accommodate multiple children with their caregivers and can easily adapt to the following types of anticipated Early Learning Bus activities:
  - a. Facilitator-led activities such as simple crafting and storytime;
  - b. Shared collaborative activities such as puzzles, building blocks, etc.;
  - c. One-on-one activities engaging children with their caregivers;
  - d. Open play;
  - e. Demonstrations to an audience; and
  - f. Activities that transition between inside and outside the vehicle.
2. Variety of Functions: Vehicle must easily accommodate a variety of shifting needs as an Early Learning Bus, including but not limited to use of the vehicle for temporary storage, hauling large objects or many smaller objects, safely hosting outdoor activities around the outside of the vehicle, etc.
3. Shifting Purposes: Flexibility in vehicle modifications must accommodate changes of various purposes and utility of our use of the vehicle throughout its lifespan.

Library District needs the ability to easily convert its Early Learning Bus to serve different uses beyond the early learning activities stated above. Examples of potential future uses that may need to be accommodated may include other types of library events and activities, shelving for books, etc.

4. Flexible Seating Options: The proposal must demonstrate how the Library District could fit seating for multiple children and caregivers in the interior space of the vehicle.
    - a. Bidders may offer pricing on seating options that can be included in the delivered vehicle, such as benches that convert to workstations or storage, etc.;
- AND/OR
- b. Bidders may submit ideas in their proposal for how Library District can best utilize the space in the proposed vehicle for seating or otherwise modify the vehicle for seating after purchase.

- xii. The vehicle must reserve built-in space and/or hookups for electrical systems and Wi-Fi connectivity. Library District will install and set up the actual systems for connectivity; the awarded bidder will be expected to collaborate with Library District on the details before the design of the vehicle is finalized.

Bidders must include options such as cabling on the roof for a satellite dish, and a small “Network Closet” for cabling to different parts of the bus. Electrical systems must be able to power Wi-Fi equipment, staff workstation (laptop, receipt printer, bar scanner), public address system, and include at least two (2) outlets for a power strip for charging devices.

- xiii. Interior lighting , preferably LED, must be on the ceiling and have adjustable settings that can be lowered to a soft/gentle lighting that accommodates sensory needs while remaining bright enough to comfortably read and engage in activities.

#### **B. Desired Specifications and Proposed Alternatives**

Eligible bidders that can produce a vehicle that meets or exceeds any of the following desired specifications may be prioritized for award according to the evaluation criteria detailed in this RFP.

For each Desired Specification or other alternatives that you propose, ***please include in your proposal detailed pricing, including any discounts or bundled offers, as well as the estimated length of time that it might add to the delivery schedule.***

- i. A screen or monitor between 20 – 28 inches mounted near the ceiling, preferably on a swing arm and above the driver’s seat, visible to everyone behind the driver’s seat; **OR** space to accommodate future installation of a monitor in this location.

Library District will consider alternative locations for the monitor that allow for clearance when moving in and out of the vehicle as well as screen visibility for individuals in the vehicle.

- ii. Windows with good visibility from inside to outside.
- iii. Motorized, retractable awning along the passenger side of the vehicle that provides shade and protection from rain during outdoor activities.
- iv. One range of flexible shelving and/or bins for books and resource sharing.
- v. Options for keeping interior climate-controlled while vehicle is turned off. Generators will be considered, but all proposed options must:
  - 1. Require minimal maintenance that is easy to perform along with any necessary training or instruction manuals;

2. Produce no excessive noise or smell to maintain a pleasant sensory experience for all engaged in and around the Early Learning Bus; and
  3. Describe the functionality, any limitations, decibel level if sound will be a factor, and the extent of care needed to operate and maintain the climate control feature.
- vi. Library District is open to vehicles with engines that run on regular gas, diesel, or a hybrid model, and will also consider fully electric vehicles if the Total Bid Price is within the stated funding availability in [Section 1.C.](#) above, meets all requirements as stated in this RFP, and has minimum range of 150 miles on full charge.
  - vii. Bidders may propose any other alternative designs, innovative concepts, creative uses of limited space, and optional add-ons that Library District did not request, but which would further the vision and purpose of the Early Learning Bus.

### 3. RFP PROCESS

#### A. Timeline

The projected timeline for this RFP process is provided below. The Library District may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses. Any changes to the schedule will be communicated via written addendum and posted to the Library District's Vendor Submission website: <https://www.sno-isle.org/vendors/>.

<u>Activity</u>	<u>Date/Time</u>
Issuance of RFP	August 29, 2025
Inquiry Period Begins	
Inquiry Period Ends	September 15, 2025
Final Response to Bidders' Questions Posted	September 24, 2025
<b>Proposals Due</b>	<b>October 7, 2025 at 5:00 pm Pacific Time</b>
Review, Interviews, & Reference check, if needed (approximate)	October 24, 2025
Award Notifications (approximate)	October 31, 2025

#### B. Bidder Questions and Other Communication

All questions or requests for clarifications should be submitted to [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org) no later than 5:00 pm Pacific Time on the date listed in the above [Section 3.A. Timeline](#) for Inquiry Period Ends.

Responses to questions will be posted on our website <https://www.sno-isle.org/vendors/> as an addendum to this RFP and will be sent to the email address of the question submitter.

The Library District may provide responses via addenda on a rolling basis depending on the nature and volume of inquiries. Final responses to all bidder questions will be posted online by 5:00 pm Pacific Time by the date listed in the above [Timeline](#) for Final Response to Bidders' Questions Posted.

The RFP Coordinator is the sole point of contact for this RFP. All communication between bidders and Library District must be in writing as follows:

Joanna Armstrong  
RFP Coordinator  
[vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)

Any other communication shall be considered unofficial and non-binding on the Library District. Bidders may rely on all written statements issued by the RFP Coordinators.

***Communication with any Library District staff other than the RFP Coordinator while this RFP is in process may result in disqualification.***

### C. How to Apply

#### i. Process

Submissions must be complete, responsive, emailed to the RFP Coordinator at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org) and be time-stamped as received before 5:00 pm Pacific Time on the due date noted on this RFP.

Library District will confirm timely receipt of your submission with a confirmation email. If you do not receive a confirmation email within 24 hours of submission, please follow up at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org).

Any emails that are caught in the spam filters and not received will be investigated to ascertain whether the submissions were sent on time. Submissions that were not received on time due to technical challenges such as spam filters will be considered as submitted timely if we can confirm that the time stamp on the email was sent in advance of 5:00 pm Pacific Time on the due date.

You are encouraged to submit your proposal early to avoid any delays or errors in submission. Library District is not responsible for any technical difficulties that you may experience, and ***late submissions may not be accepted.***



ii. Format

Proposals shall be submitted via email and may include documents in Word, PDF, Excel, or equivalent documents, and links or attachments to materials which support, validate, or demonstrate the design and specifications of the vehicle being proposed.

Please review the RFP carefully and respond to each requirement prior to preparing and submitting a proposal. Bidders are not required to use a particular format as long as the proposal is clear, responsive to the request, and complete.

## 4. PROPOSAL CONTENTS

The Library District is looking for succinct responses with relevant information. Library District reserves the right to request, or not request, clarification of information submitted, and to request additional information from any bidder.

### A. Company Information

i. **Cover Letter (on company letterhead)**

Please provide a summary of the submitted proposal and a brief statement of the bidder's qualifications and ability to produce a vehicle that meets the needs and specifications as described in this RFP including the following:

1. Identification of the bidder – including name, address, email address, telephone number, and the Bidder's office location responsible for performance under the resulting contract;
2. The Bidder/Firm's Employer Identification Number (EIN) and Washington State Unified Business Identifier (UBI) Number if applicable; and
3. The name, title, and signature of the person authorized to bind the Bidder to the terms of their proposal.

ii. **General Company Profile and Experience**

Briefly provide pertinent information about the bidder including:

1. Brief description of your company and its history including the number of years in business.
2. Where is your main office located? Please note if you have any local Washington State offices.

3. Description of your company's experience building out vehicles of the type or purpose described in this RFP, designing similarly adaptable spaces within vehicles, and/or producing similarly sized bookmobiles.
4. Submit pictures, designs, or any such samples of previous work as described in #3 above.

## **B. Technical Components of the Vehicle**

- i. Specifications – Please include a detailed description of how the proposed vehicle meets Minimum Specifications and requirements described in this RFP.

Please also include a detailed description of what ways the proposed vehicle can include Desired Specifications and/or other proposed alternative designs or optional add-ons as described in [Section 2.B.vii.](#) above.

- ii. Images of Proposed Vehicle – Please include a mock-up, pictures, video or other visual imagery depicting the vehicle being proposed.
- iii. Modifications – How easy would it be to make internal modifications to the proposed vehicle after purchase? For example, would the Library District be able to easily make modifications in-house or with a local vendor? Would making such modifications to the internal design alter the warranty or impact the terms and conditions in any way?
- iv. Warranty – Please submit details on the warranty and maintenance services for the vehicle being proposed. How long is the warranty and what is covered?
- v. Terms and Conditions– Include any required terms and conditions to contract for the purchase of your proposed vehicle.

***The Library District may object to certain terms and conditions proposed, and award may be conditioned upon bidder's ability to accommodate such objections.***

***No other terms and conditions will be accepted by the Library District in a resulting contract except those included in the bidder's proposal.***

- vi. Proposed Delivery Schedule – Please include your proposed schedule for manufacture, modifications, and delivery of the vehicle.

Proposed schedule must be realistic and include time for administrative processes, coordination with the Library District on contract negotiation and signatures as well as design components of vehicle and delivery. Proposals with a delivery date near March 2026 are preferred and will be prioritized for award according to the

evaluation criteria below in Section 5. The awarded bidder will be contractually held to their proposed schedule.

Please also include any possible anticipated delays in completing or delivering the vehicle and any risk mitigation measures you plan to take to reduce delays (e.g. availability of resources, potential impact of tariffs, streamlined communication process, etc).

The awarded bidder will be contractually held to the proposed schedule.

### C. Pricing

#### i. Total Bid Price with Line-Item Breakdown

In your proposal, please provide a Total Bid Price, which must include detailed pricing breakdown of all Minimum Specifications as described in [Section 2.A.](#) above, any applicable taxes, fees, and delivery costs. See below table for a sample breakdown:

Item	Cost	Time Added to Delivery
Cost of manufacture of vehicle		
Cost of each Minimum Specification		
Delivery/handling fees		
Administrative fees and costs		
Other fees, costs, and taxes		
Washington State sales tax		
<b>Total Bid Price</b>		
Itemized and/or bundled costs of each Desired Specification and other alternatives proposed		

#### ii. Line-Item Breakdown of Desired Specifications and Alternatives

If you are offering any of the Desired Specifications as described in [Section 2.B.](#) above or other alternatives as described above in [Section 2.B.vii.](#), please provide detailed pricing on each of those components and include any available discounts or bundled packages of add-ons that may reduce the cost.

Please also include any extensions to the proposed delivery schedule that might occur if such alternates are accepted by Library District. *For example, proposals offering a motorized, retractable awning must include the additional cost of the awning along with the time added to the delivery schedule in order to manufacture and install the awning.*

The Library District reserves the right, in its sole discretion, to freely accept or reject from the awarded bidder any Desired Specifications or other proposed alternatives and add-ons beyond the Total Bid Price.

**D. OPTIONAL: References/Client Testimonials**

Bidders may submit client references and/or client testimonials for work of similar size and scope as described in this RFP that has been performed by the bidder within the last three (3) years.

If submitting references, please provide the name, title, entity, and contact information of the persons who may be contacted for reference regarding the services provided.

Library District reserves the right to be its own reference.

## 5. EVALUATION PROCESS

All timely, complete, and responsive proposals will be evaluated by a team of at least three Library District staff members and will be scored according to the criteria stated below. The evaluation team members will score each proposal and then make award decisions based on the highest scoring proposal.

Library District reserves the right to ask clarifying questions of any of the Bidders to better understand their proposals. Library District may also request further information from Bidders if needed to make final decisions.

The highest scoring bidder(s) may be asked to participate in an interview process after the initial evaluation if needed to make final decisions. If interviews are conducted, no additional points will be awarded. Rather, the interview will be used to better understand bidders' proposal and adjust final scores accordingly.

Proposals that offer Desired Specifications and/or other alternatives as described above in [Section 2.B.](#) will each be considered by the Library District in its sole discretion for purchase and inclusion into the resulting contract. Library District further reserves the right to contract with the awarded bidder for only the Total Bid Price and reject all other proposed options.

**A. Complete and Responsive Proposals Only**

In order to be considered for award, bidders must submit on-time proposals that are timely, complete, and responsive. All proposals must include the required information

listed above in [Section 4. Proposal Contents](#) and must be submitted in accordance with [Section 3. RFP Process](#) above.

If applicable, bidders must include clear and detailed pricing breakdown of each Desired Specification and proposed alternative along with the extension of time to the delivery schedule that would be required if such alternatives were accepted by Library District.

If any information is missing or unclear, Library District may, in its sole discretion, either reject the proposals as incomplete/nonresponsive or follow up with the bidder to ask clarifying questions.

#### **B. Scoring Matrix**

Members of the evaluation panel will assign scores on a scale of zero (0) to five (5) according to the general guidelines of the scoring matrix below.

Score	Description	Considerations
<b>0</b>	No Value	Submitted proposal does not address any component of the scoring criteria.
<b>1</b>	Poor	Submitted proposal only minimally addresses the requirements, is missing components, and/or information provided is not responsive to a portion, or all, of the requested information.
<b>2</b>	Below Average	Submitted proposal demonstrates incomplete understanding of the request, does not respond adequately to all requested information, and/or has simply restated the requirements with no additional information.
<b>3</b>	Average	Submitted proposal is considered to meet minimum requirements. Proposal shows an acceptable understanding of the request, provides sufficient detail in response, and demonstrates an acceptable level of experience.
<b>4</b>	Above Average	Submitted proposal is thorough, detailed, and demonstrates a firm understanding of Library District's needs and ability to deliver services to our standards.
<b>5</b>	Excellent	Submitted proposal has provided an innovative, detailed, and thorough response to the requirements. Proposal clearly demonstrates a high level of experience with, or understanding of, the requirements and ability to deliver services at a high level.

**C. Scoring Criteria**

All submitted and complete proposals will be scored on a scale of 0-5 for each scoring criterium multiplied by the respective weights in the table below. Each scoring criterium listed below shows the total points available for each of the requests in [Section 4. Proposal Contents](#) with a short description of the primary considerations the panelists' awarded points will be based on.

SCORING CRITERIA	Weight	Total Points
<b>Company Profile and Experience</b> <i>Past experience building out vehicles of similar size and scope.</i> <i>References and client testimonials.</i>	1	5
<b>Compliance with Minimum Specifications</b> <i>How well the minimum specifications are satisfied, including but not limited to assessment of quality, relevance, and utility.</i>	5	25
<b>Desired Specifications</b> <i>Quality, relevance, and utility of desired specifications and alternatives proposed.</i> <i>Pricing breakdown for each specification is clear and within the funding availability.</i> <i>Impact on delivery timeline for each specification is clear and will not cause excessive delays.</i>	3	15
<b>Creativity, Innovation, and Utility of Proposed Specifications</b> <i>Proposed specifications include innovative design, creative use of space, and/or added utility that furthers the vision of the Early Learning Bus.</i>	3	15
<b>Flexibility of Design</b> <i>Flexibility of design meets the various functionalities and purposes described in this RFP.</i> <i>Flexibility of the space for various early learning activities.</i> <i>How modifiable is the vehicle after delivery.</i>	4	20
<b>Warranty, Terms and Conditions</b> <i>Terms and conditions proposed are reasonable.</i> <i>Warranty meets Library District's needs.</i>	1	5
<b>Timeline</b> <i>How soon the vehicle can be delivered – near March 2026 preferred.</i> <i>Readiness of vehicle for immediate use and extent of need for further modification after delivery.</i>	2	10
<b>Cost and Value to Library District</b> <i>Detailed cost breakdown is clear.</i> <i>Cost assessment will evaluate the Total Bid Cost.</i> <i>Points awarded will be based on highest value to Library District, not necessarily lowest cost of the Total Bid Price.</i>	4	20
<b>Total Points Possible</b>		115

The Library District will notify all responsive bidders of the final selection.

## 6. TERMS AND CONDITIONS

All answers and statements made in the proposal must be true and correct.

Submission of the proposal constitutes acceptance of the solicitation contents and general terms and conditions as a required element of this RFP.

The truthfulness of the facts and statements in submitted proposals and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

### A. RFP Terms

#### i. Bidders' Responsibilities

1. It is the sole responsibility of the bidder to ensure they received the most current RFP and pertinent addenda, which will be posted to the Library District's website at <https://www.sno-isle.org/vendors/>.
2. It shall be the responsibility of each bidder to call to the attention of the Library District any apparent discrepancy in the RFP or any question of fairness or interpretation before the Inquiry Period deadline as detailed in the Timeline above. Failure to do so by the stated deadline constitutes acceptance as written.

#### ii. Revisions to the RFP

Library District reserves the right to "revise" or "amend" the RFP prior to the due date by "written addenda," which will be posted at <https://www.sno-isle.org/vendors/>

All questions and answers and any other additional pertinent information will also be provided as an addendum to the RFP and posted to the website.

#### iii. Cost to Propose

Library District is not responsible for any costs incurred by the bidder in preparing, submitting, or presenting its response to this RFP.

#### iv. Right to Contact References

Library District reserves the right to contact references and other customers, who

may have pertinent information regarding the ability of the bidder and the lead staff to perform the work contemplated by this RFP.

v. Right to be Own Reference

To serve the best interests of Library District, we reserve the right to be our own reference with any potential bidder as deemed necessary in its sole discretion.

vi. Right to Request Additional Information

Library District reserves the right to obtain from one or more of the bidders, supplementary information as may be necessary for Library District to analyze the proposals pursuant to the selection criteria contained herein.

vii. No Unfair Bidding Practices

1. The bidders' prices and/or cost data must have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, bidders may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
3. Unless otherwise required by law, the prices and/or cost data which have been submitted must not have been knowingly disclosed by the bidder and will not knowingly be disclosed prior to the RFP deadline, directly or indirectly, to any other bidder or to any competitor.
4. In preparing submissions, bidders must not have been assisted by any current or former employee of Library District whose duties relate (or did relate) to this RFP or a prospective contract, and who was assisting in other than their official, public capacity.

viii. No Obligation to Contract

This RFP does not obligate Library District to enter into any contract for services specified herein.

ix. Rejection of Proposals

The Library District reserves the right to reject any proposal without penalty for any reason including, but not limited to the following:

1. any proposal which is incomplete, obscure, irregular, ambiguous, or lacking necessary detail and specificity;



2. any proposal for which a bidder fails or neglects to complete and submit required information; and
  3. any proposal which is received after the deadline date and time.
- x. Acceptance Period  
By submitting a proposal in response to this RFP, the bidder provides one hundred eighty (180) calendar days for acceptance by Library District without further negotiation (except where obviously required by lack of certainty in key terms) from the due date for receipt of proposals.
- xi. Protest Procedures  
Protests may be made only by bidders who submitted a response to this RFP. The Bidder must submit a written protest as directed in this paragraph within two (2) business days of the bidder's receipt of award notification. Protests received after this deadline will not be considered.

Library District will not execute a contract with any party other than the protesting bidder until the full two (2) business day protest period has expired.

Bidders submitting a protest shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

1. Protests must be in the following format:
  - a. in writing;
  - b. addressed to the procurement coordinator named in this solicitation document; and
  - c. signed by the protesting party or an authorized agent.
2. Protests must contain the following information:
  - a. RFP solicitation name and number;
  - b. grounds for the protest with specific facts and complete statements of the action(s) being protested; and
  - c. description of the relief or corrective action being requested.
3. Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- a. A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- b. Errors in computing the score;
- c. Non-compliance with procedures listed in the bid solicitation documents or Library District's policy.

4. Protests will be rejected as without merit if it addresses the following issues:

- a. An evaluator's professional judgment on the quality of a proposal; or
- b. Library District's assessment of its own and/or other agencies' needs or requirements

Upon receipt of a protest, the Library District's Executive Director or designee who was not involved in the procurement will hold a protest review. In the protest review, the Executive Director or designee will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another bidder that also submitted a proposal, such bidder will be given an opportunity to submit its views and any relevant information on the protest to the procurement lead.

The final determination of the protest as rendered by Library District's Executive Director or designee shall choose one of three courses of action: (1) find the protest lacking in merit and uphold the Library District's actions, (2) find only technical or harmless error in Library District's acquisition process and determine Library District to be in substantial compliance and reject the protest; or (3) find merit in the protest and provide Library District options to address the issue, which may include but is not limited to correcting the identified errors and re-evaluate all proposals, re-issue the solicitation and begin a new process, and/or make other findings and determine other courses of action as appropriate.

If all protests are found to be without merit, Library District may enter into a contract with the apparent successful bidder.

xii. Public Disclosure

All proposals received shall become the property of the Library District and remain confidential until a contract, if any, resulting from this RFP is signed by the Executive Director (or designee) of Library District.

After a contract is signed, all proposals received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information contained in the proposal that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

xiii. Proprietary Rights

All proposal become the property of Library District, and bidders may claim no proprietary right to the ideas, writings, items, or samples, unless so stated in the responsive proposal.

**B. Contract Terms**

i. Library District Contract

The contents of this RFP and the awarded proposal shall become contractual obligations if a contract ensues. A contract between the awarded bidder(s) and Library District shall include the following:

1. Standard Terms and Conditions
2. Scope of Work
3. The original RFP, as issued by Library District
4. The bidder’s response to the RFP; and
5. Any other documents mutually agreed upon.

ii. Compliance with All Relevant Laws

The successful bidder must comply with all Federal, State, and local statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.