

**STATE OF WASHINGTON  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
OLYMPIA, WASHINGTON**

**INFORMAL SOLICITATION No. 2016-21  
Tribal Sovereignty Curriculum Training, Lesson Development, Common Core  
State Standards (CCSS) Alignment & Website Editing**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for consultants to work in conjunction with OSPI's Office of Native Education (ONE), to prepare for and co-conduct basic inservice training and training of trainer workshops for the "Since Time Immemorial (STI): Tribal Sovereignty in Washington State" online curriculum website. Training shall be provided through inservice training workshops coordinated by ONE, and informational/STI overview workshops will be provided at conferences, symposiums, etc. OSPI is also seeking a consultant to edit and update the existing STI website content, develop new lessons for Grades K-3 and 4-12+, and align several current STI lessons to the Common Core State Standards (CCSS).

The goal of the **Basic STI Training** is to provide workshop participants with an introduction to the curriculum website including navigation within the site to locate lesson plans, materials, etc., suggestions for contacting/working with local tribes, and sample lessons for infusing Native history cultural information into classroom curriculum. Basic Trainings are full day trainings.

The goal of the **STI Training of Trainers** is for participants to become familiar enough with the STI curriculum that they will be able to instruct others in its use. Consultants shall provide additional instruction in planning and conducting effective trainings, modeling classroom lessons in collaboration with the website, and strategies to collaborate with neighboring tribe(s). Training of Trainer Workshops are full day trainings.

**District STI Implementation meetings** will include coordinated meetings with ONE staff and school districts requesting consultation on methods to infuse the STI curriculum within their classroom lessons and develop an implementation plan including collaboration with neighboring tribe(s).

**Editing the STI website** will involve up to two hundred (200) hours. Contractor may be required to meet with co-editors to review suggested edits, identify website content to be updated, work with the OSPI website manager to initiate the updates, fix links, streamline access to videos, review additional teaching materials and resources for inclusion, etc.

**Creation of new STI lessons** will include development of up to twelve (12) lessons for Grades K-3, up to five (5) additional units (units include individual lessons, levels, resources, materials, etc.) for Grades 4-12+, and complete alignment of the five (5) lessons not currently aligned to the Common Core State Standards. Lessons and units shall be developed matching the current STI website format including teaching levels, teaching materials/documents, and linking to relevant audio-visual resources.

The Office of Native Education is looking for up to ten (10) consultants for the Basic STI Training, up to five (5) consultants for the Training of Trainers and district implementation meetings, up to five (5) consultants for the STI website editing/update component, and up to four (4) consultants

for the lesson development component. **Consultants shall indicate their interest in one or more of the positions described above.**

## SCOPE OF WORK

The following areas are identified as the primary responsibilities for the Contractors:

### BASIC STI TRAINER

1. Attend at least one (1) STI basic training workshop planning committee with ONE staff to establish the agenda/PowerPoint, training materials, model lessons, etc.
2. Identify if additional training materials are needed and collaborate with ONE staff to develop these materials and/or lessons.
3. Conduct full and half day basic inservice training workshops for the STI online curriculum and present informational workshops at conferences, symposiums, etc. per the proposed schedule below\*.

<b>Proposed Calendar of Events Basic STI Trainings</b>		
<b><i>Date</i></b>	<b><i>Event</i></b>	<b><i>Location</i></b>
July 26, 27, or 28, 2016 Date to be determined	Wenatchee Valley College- Colville Tribes Summer Indian Education Teaching Institute <i>Workshop</i>	Omak, WA
August 11, 2016	University of Washington Masters in Teaching Elementary Cadre <i>Full Day Event</i>	University of Washington, Seattle, WA
August 17, 2016	Spokane School District Staff Professional Development Week <i>Full Day Event</i>	Spokane, WA
August 17, 2016	Northshore School District Social Studies Teachers and Staff Professional Development <i>Half Day Workshop</i>	Northshore School District, Bothell, WA
August 22, 2016	Edmonds School District Staff Inservice <i>Full Day Event</i>	Edmonds School District, Lynnwood, WA
September 16 or 17, 2016 Date to be determined	Heritage University-Yakama Nation Indian Education Teaching Institute <i>Half Day Workshop</i>	Heritage University, Toppenish, WA
October 14, 2016	Washington Library Media Association Conference <i>Half Day Pre-Conference Workshop</i>	Bellevue, Washington

October 29, 2016	Northwest Conference For Teaching Social Justice Workshop	Portland, OR
October 2016 Date to be determined	Washington State Council for the Social Studies Fall Conference Workshop	Edmonds, WA
November 2016 Date to be determined	Washington State School Directors Association Annual Conference Workshop	Spokane, WA
February 2017 Date to be determined	Washington State Council for the Social Studies K-8 Annual Conference Workshop	Seattle, WA
March 2017 Date to be determined	Washington State Council for the Social Studies Annual Conference Workshop	Location to be determined
April 2017 Date to be determined	Washington State Indian Education Conference Half Day Workshop	Spokane, WA
October 1, 2016, through June 30, 2017 Dates to be determined	Up to twenty-five (25) Basic Trainings Full Day Event	Locations to be determined

\*Some dates and locations are to be determined/added, and are subject to change at OSPI's discretion.

### **STI TRAINING OF TRAINERS (TOT)**

1. Attend at least one (1) STI TOT workshop planning committee meeting with ONE staff and co-trainers to establish the agenda/PowerPoint, training materials, model lessons, etc.
2. Identify if additional training materials are needed and collaborate with ONE staff and co-trainers to develop these materials and/or lessons.
3. Conduct or co-conduct up to fifteen (15) full day training of trainer workshops for the STI online curriculum between October 1, 2016, and June 30, 2017 (dates and locations to be determined).

### **DISTRICT STI IMPLEMENTATION MEETINGS**

As authorized by ONE office, meet with school districts requesting consultation to develop an implementation plan to integrate the STI curriculum into their classroom lessons.

## **STI WEBSITE EDITING**

Editing the STI website will involve up to two hundred (200) hours. Contractors shall meet with co-editors to identify suggested edits, updates and additional resources, work with ONE staff and the OSPI website manager to initiate the updates, input additional lessons and resources, identify and fix linkage issues, streamline access to videos, etc.

## **STI LESSON DEVELOPMENT**

Develop, format, and align to the CCSS up to twenty (20) new lessons for Grades K-3 and up to five (5) new units for Grades 4-12+ including teaching levels, accompanying resources and teaching materials which will be added to the STI Curriculum website.

## **PERIOD OF PERFORMANCE**

The initial period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about July 25, 2016, and be in force through June 30, 2017. The option to extend any contract resulting from this solicitation shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend/extend the contract for three (3) additional contract years (July 1-June 30): 2017-18, and 2018-19, and 2019-20. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

## **MINIMUM QUALIFICATIONS**

### **Basic Trainers, District Implementation and TOT:**

This solicitation is open to individuals that meet the following minimum criteria:

1. Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
2. Knowledgeable about the "Since Time Immemorial (STI): Tribal Sovereignty in Washington State" online curriculum website.
3. Has utilized the STI website in classroom or other venues.
4. Has modeled classroom lessons utilizing the units within the STI website.
5. Experience presenting in front of groups of twenty-five (25) or more adults.
6. Experience working with tribal communities.

### **STI Website Editing and New Lesson Development:**

In addition to 1-6 above, Consultants shall have been involved in lesson development, lesson planning, contributed materials for inclusion within the STI website, and have an in-depth knowledge of all aspects of the STI curriculum design, layout, resources, etc. Previous assistance/experience with STI website editing is valuable but not a requirement.

Applicants who do not meet these minimum qualifications shall be deemed to be non-responsive, will not be evaluated, and a score will not be assigned.

## COMPENSATION

- **Basic STI Training** consultants shall be compensated at a rate of four hundred dollars (\$400) per day for full day basic trainings, as indicated on the schedule, and two hundred dollars (\$200) per day for workshops at conferences, symposiums, etc., in addition to travel related expenses.
- **STI Training of Trainer** consultants shall be compensated at a rate of four hundred dollars (\$400) per day in addition to travel related expenses.
- **STI Website Editing and District Implementation Planning Meetings:** Consultants shall be compensated at a rate of fifty dollars (\$50) per hour in addition to travel related expenses as appropriate.
- **STI New Lesson and Unit Development:** Consultants shall be compensated a flat rate of eight hundred dollars (\$800) per K-3 lesson and two thousand dollars (\$2,000) per 4-12+ unit.

Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in addition to the rates noted above, in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

OSPI may cover the cost of registration fees for pre-approved events where an STI training workshop will occur including conferences, institutes, symposiums, etc.

OSPI may amend any awarded contract to increase the Contractor's involvement. Such amendment, if any, to increase or decrease the dollar value, increase or decrease the scope of work, and extend the period of performance, shall be at the sole discretion of OSPI.

## SCHEDULE

OSPI has the right to change this schedule as necessary.

Solicitation Released:	June 23, 2016
Proposals Due:	July 8, 2016*
Evaluation:	July 11-12, 2016
Award:	July 13, 2016
Estimated Contract Start:	July 25, 2016

***\*This solicitation will remain open until filled. However, to be considered for a contract beginning in July 2016, Consultants are strongly encouraged to submit proposals by 4:00 p.m. on July 8, 2016.***

## PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Letter of Application – The letter shall specify which position(s) the Consultant prefers, and clearly describe how the Consultant meets all of the minimum qualifications.

2. Resume
3. Name, addresses, and telephone numbers of three (3) references (Consultants shall not use current OSPI staff as references)
4. Contractor Intake Form

Provide information regarding past performance by indicating if the Consultant has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant's historical performance.

Proposals will be evaluated by OSPI based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive. This solicitation will remain open until filled. **However, to be considered for training contract beginning in July 2016, Consultants are strongly encouraged to submit proposals by 4:00 p.m. on July 8, 2016.** Proposals received after July 8, 2016, will be evaluated upon receipt.

All proposals shall be submitted electronically via email to the Coordinator noted below. Attachments to email shall be on Microsoft Office software and/or PDF format. OSPI does not assume responsibility for any problems in the email submission or delays caused by any delivery service. The Coordinator will respond with a confirmation email upon receipt of proposals.

**LATE PROPOSALS FOR FALL TRAININGS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

Proposals are to be emailed to:

Office of Superintendent of Public Instruction  
 Coordinator: Kyla Moore  
 Email: [contracts@k12.wa.us](mailto:contracts@k12.wa.us)

**EVALUATION**

The following weights will be assigned for bid evaluation purposes:

Training Experience/Staff Qualifications	10 points
Knowledge of STI Website and accompanying resources	10 points
Reference Checks (if determined necessary by OSPI)	10 points
<b>Total Points Possible</b>	<b>30 points</b>

OSPI reserves the right at its sole discretion to reject any or all proposals for any reason whatsoever prior to the execution of a contract. This solicitation does not obligate OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. OSPI is not obligated to select the lowest priced proposal. OSPI shall

not be responsible for any costs associated with a Consultant's preparation of a proposal in response to this solicitation. OSPI reserves the right, at its sole discretion, to waive minor administrative irregularities.

The Contractor selected to perform the duties as outlined in this solicitation shall be required to sign a contract, including General Terms and Conditions. Consultants shall not propose their own standard contract, or terms and conditions in response to this solicitation.

#### **AMERICANS WITH DISABILITIES ACT**

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the Informal Solicitation Coordinator to receive this Solicitation in an alternative format.

#### **COMMITMENT OF FUNDS**

Only authorized representatives of OSPI may legally commit OSPI to the expenditures of funds for a contract resulting from this Informal Solicitation. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

#### **STATEWIDE VENDOR PAYMENT REGISTRATION**

Individuals awarded contracts as a result of this RFP are **required** to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. This allows you, as a vendor, to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. For online registration, visit:

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

#### **SMALL BUSINESS, WOMEN-/MINORITY- OR VETERAN-OWNED BUSINESS PARTICIPATION**

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form.

## PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this solicitation is a public record and will be disclosed consistent with the Public Records Act), Chapter 42.56 RCW.

### A. CONFIDENTIAL DOCUMENTS

For the purposes of this solicitation do not include confidential or proprietary information unless specifically requested by OSPI.

If OSPI requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

### B. PUBLIC RECORDS REQUESTS

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", OSPI will take the following steps:

- i. We will notify you. We will identify the requestor and the date that OSPI will disclose the requested records.
- ii. We will give you an opportunity to seek a court order to stop OSPI from disclosing the records.
- iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

If you have any questions, please do not hesitate to contact the OSPI Public Records Office at <http://www.k12.wa.us/publicrecordsrequest/>

## COMPLAINT PROCEDURE

The complaint process is available to Consultants interested in this solicitation. The complaint process allows Consultants to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow an agency to correct a problem before proposals are submitted and time expended on evaluations.

A Consultant may submit a complaint based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Consultants may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Consultants are encouraged to submit complaints as soon as possible so OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by OSPI.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. The response, and any changes to the Informal Solicitation will be posted to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

## **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, an individual debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the Coordinator within three (3) business days after the Notification of Unsuccessful Consultant letter or e-mail is sent to the Consultant. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by the Coordinator and Proposer.

Discussion will be limited to a critique of the requesting Consultant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

## **PROTEST PROCEDURE**

This protest procedure is available to Consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completion of the debriefing conference, the Consultant is allowed five (5) business days to file a protest of the acquisition with the Coordinator. Protests may be submitted by fax or email, but should be followed by a hard copy document.

Consultants protesting this procurement 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 Consultants under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or OSPI policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, 2) OSPI's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by OSPI. OSPI's Contracts Administrator or an employee delegated by the Contracts Administrator who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified.

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

The final determination of the protest shall:

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

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

## **QUESTIONS**

Any requests for information about this project are to be directed to Coordinator named above. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator may result in disqualification of the Consultant.



# CONTRACTOR/GOVERNMENTAL ENTITY INTAKE FORM

**All potential Office of Superintendent of Public Instruction (OSPI) Contractors or Governmental Entities must sign and submit this form before an OSPI contract or Agreement is offered.**

<b>1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):</b>		<b>CONTRACTOR DBA (DOING BUSINESS AS) NAME:</b>	
<b>2. CONTRACTOR ADDRESS &amp; CONTACT INFORMATION:</b>			
<b>ADDRESS (NUMBER, STREET, AND APT OR SUITE)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>BUSINESS PHONE NUMBER</b>	<b>BUSINESS FAX NUMBER</b>		
<b>CONTRACT MANAGER NAME</b>	<b>CONTRACT MANAGER EMAIL ADDRESS</b>		
<b>CONTRACT MANAGER PHONE NUMBER</b>	<b>CONTRACT MANAGER FAX</b>		
<b>3. CONTRACTOR LICENSE (Not applicable to ESDs, School Districts, and State Agencies):</b>			
Do you have a current Washington State business license?		<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="color: red;">If yes, attach a copy.</span>	
Have you had any contract to provide services terminated for default? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you do not have a Washington State business license, explain why you are exempt from registering your business with the State of Washington.  To file for a Master Business Application, visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a> .	
If yes, please attach a list of each terminated contract with an explanation of the situation involved.			
<b>4. BUSINESS INFORMATION:</b>			
<b>How is your business organized?</b> Please select		If filing as Corporation, non-profit, attach a copy of 501(c) status.	
<b>Is your business a small, women/minority, or veteran-owned business” as defined in <a href="#">Chapter 39.26.010 RCW</a>?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please complete and submit the <a href="#">Self-Certification Statement</a> with this form. Refer to Chapter 39.26.010 RCW for more information.	
<b>TAXPAYER IDENTIFICATION NUMBER (TIN)</b>  SSN:    -    -                    EIN:    -		For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.) this is your Employer Identification Number (EIN).	
<b>STATEWIDE VENDOR NUMBER</b> SWV        -		Individuals awarded contracts with OSPI are <b>required</b> to register as a Statewide Vendor. Visit the Department of Enterprise Services to <a href="#">register as a Statewide Vendor</a> .	
<b>5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):</b>			
Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington?    * <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
If you answered yes or are unsure, contact the <a href="#">Executive Ethics Board</a> for guidance (360-664-0871 or <a href="mailto:ethics@atg.wa.gov">ethics@atg.wa.gov</a> ). Submit a copy of the Executive Ethics Board decision with this form. <i>*District and Educational Service District employees are not considered state employees for this purpose.</i>			
<b>6. I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify OSPI of any changes in any statement.</b>			
<b>CONTRACTOR SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	

## SMALL, WOMEN/MINORITY, AND VETERAN-OWNED BUSINESS

### SELF-CERTIFICATION STATEMENT

Per chapter [39.19](#) RCW, state agencies are encouraged to contract with Washington small businesses, microbusinesses, and minibusinesses, and minority and women-owned businesses.

**Please check the box that applies to your business.**

"**Microbusiness**" means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Is owned and operated independently from all other businesses; **and** (b) has a gross revenue of less than one million dollars annually as reported on its federal tax return or on its return filed with the department of revenue.

"**Minibusiness**" means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Is owned and operated independently from all other businesses; **and** (b) has a gross revenue of less than three million dollars, but one million dollars or more annually as reported on its federal tax return or on its return filed with the department of revenue.

"**Small business**" means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity that certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either:

- (i) Fifty or fewer employees; or
- (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years.

Per RCW [39.19](#), is certified with the office of **women and minority business** enterprises.

Per RCW 43.60A.200, state agencies are encouraged to award contracts to **veteran-owned businesses** certified by the Department of Veterans Affairs under RCW [43.60A.195](#). Please check this box if your business is a veteran-owned businesses.

**I hereby certify, under penalty of perjury, that my business meets the above definition of a small business, microbusinesses, or minibusiness.**

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*Signature of person authorized to sign  
on behalf of legal entity*

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*Name of business*

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*Written name*

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*Date*