

Washington State Board of Industrial Insurance Appeals

Work Request

Request for Legal Representation

Solicitation number: BIIA2026LR4

Project name: Legal Representation Services

The Board of Industrial Insurance Appeals (BIIA) is seeking an experienced workers compensation attorney to represent a claimant in a workers compensation appeal before the BIIA. The Board has ordered that the claimant be appointed counsel as a reasonable accommodation under GR 33 and the Americans with Disabilities Act. The claimant has appealed Department orders rejecting three claims and an order setting her wage rate in an accepted claim. The attorney appointed will be paid on an hourly basis based on experience.

The BIIA is prepared to pay a competitive market rate, which we understand to be in the range of \$300 to \$850 per hour, depending on qualifications and experience.

Ideally, the attorney will have significant experience in workers' compensation hearings and trials. The attorney must be able to provide in-person, videoconference (i.e., Zoom), and telephonic legal representation.

The BIIA is a quasi-judicial tribunal. Proceedings before the BIIA are governed by the Superior Court Civil Rules and the BIIA Rules of Practice and Procedure, not the APA.

Performance Period: The performance period runs from date of appointment through completion of proceedings at the BIIA (mediation, hearings, and Petition for Review, if necessary). Should the appointed attorney seek to withdraw from representation, they must comply with CR 71, and their representation would then run until the effective date of withdrawal, assuming the BIIA approved the withdrawal. The performance period could be otherwise modified by written agreement of the attorney and the BIIA.

Solicitation Schedule

Solicitation posting date: **06/17/2026**

Questions due: **07/01/2026**

Answers published: **07/02/2026**

Proposals due: **07/15/2026 12:00 PM PST**

Successful Bidder Announced: **07/24/2026**

Solicitation Coordinator

Name: Ken Moses

Title: Chief Financial Officer

Phone: 1 360 753-6823 x1265

Email: BIIALEGALSVCS@BIIA.WA.GOV

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1. Bidder Eligibility

Proposals to this solicitation will only be accepted from attorneys eligible to practice before the Board of Industrial Insurance Appeals and who have experience representing individuals who have been injured or disabled through on-the-job injuries.

2. Definitions

“BIIA” means the Board of Industrial Insurance Appeals.

“DES” means the Washington state Department of Enterprise Services, any division, section, office, unit or other entity of DES or any of the officers or other officials lawfully representing DES.

“Solicitation” means the process of notifying prospective bidders of a request for competitive bids or proposals. It also refers to the actual documents used for that process, along with all amendments or revisions thereto.

“Washington’s Electronic Business Solution or WEBS” means DES’s web-based solicitation notification system.

“Work Order” means a contractual document incorporated by reference to this solicitation and executed between the BIIA and a bidder.

“Work Request” means the BIIA’s solicitation that requests bids or proposals specific to their requirements.

“You” means the person or firm, completing this agreement, and includes all of its officers and employees.

About the Board of Industrial Insurance Appeals

The Board of Industrial Insurance Appeals (BIIA) was created in 1949 to hear appeals from decisions made by the Department of Labor and Industries (L&I). The mission of the BIIA is to serve the public by resolving appeals in a consistent, impartial, timely, and efficient manner. The Board of Industrial Insurance Appeals was established as a separate and independent agency from L&I to ensure the impartiality and fairness of the dispute resolution process. Most adjudicatory agencies in our state conduct proceedings under the provisions of the Administrative Procedures Act (APA). The BIIA does not follow the less formal APA. The BIIA is required by statute to use the Superior Court Rules of civil procedure and evidence. This makes the BIIA proceedings similar to a bench trial in superior court. By law, hearings must be reported verbatim and transcribed. The BIIA record forms the basis for all subsequent levels of appellate review.

a. Location

The BIIA headquarters is located at 2430 Chandler Ct. SW, Olympia, WA, 98501.

b. Scope of Work

Provide effective representation of a claimant in workers compensation appeals before the BIIA:

- a. Provide legal representation consistent with the obligations set forth in the Rules of Professional Conduct, Court Rules, and BIIA rules as set forth in WAC 263-12;

- b. Submit monthly statements indicating number of hours worked on behalf of injured worker and a general description of the work performed, billed in 0.1 hour increments; and
- c. Maintain professional liability insurance with minimum coverage limits of not less than \$200,000 per claim and \$500,000 in aggregate liability.

3. Required Submittals

Bidders must include, at a minimum, the following electronic submittals attached to an email.

The proposal must include the signature of an authorized bidder representative on all documents requiring a signature.

a. Mandatory Administration Requirements

(1) Authorized Representative for Work Request Identification –

Provide information regarding the Vendor's one point of contact for communication relating to this Work Request.

- Name
- Title
- Address
- Telephone Number
- FAX Number
- E-mail address
- Washington State Bar Association number

(2) Exhibit A1 (12) – Contractor Certification for Executive Order 18-03 – Workers' Rights (if applicable)

(3) Exhibit A2 - Bidder's Profile:

Complete as instructed and submit with the proposal to the BIIA.

Expectation: One separate email attachment labeled in accordance with the file naming convention specified below.

Required Format: PDF

File naming convention: BidderName_Administration.pdf

b. Price Worksheet

Compensation for work associated with this project will be calculated on a time basis for the actual services provided;

Submit your hourly rate in the following format:

<u>Provider's Name</u>	<u>Hourly Rate</u>

Expectation: One separate, scanned email attachment labeled in accordance with the file naming convention specified below.

Required Format: PDF

File naming convention: BidderName_PRICE_WORKSHEET.docx.

c. Non-Cost Submittals

Attach a self-authored document answering the following questions. No form is provided for this submittal.

Evaluation Questionnaire	Available Points
Describe your experience representing individuals who have been injured or disabled through on the job injuries.	100

Expectation: One separate, scanned email attachment labeled in accordance with the file naming convention specified below.

Required Format: PDF

File naming convention: BidderName_QUESTIONNAIRE.pdf.

4. **Administrative Requirements**

a. Delivery of Proposals

All proposals must be emailed to the solicitation coordinator. Facsimile transmissions will not be accepted. The BIIA assumes no responsibility for confirmation of receipt and cannot discuss contents prior to the due date and time.

All proposals and any accompanying documentation become the property of the BIIA and will not be returned

b. Due Date and Time

Proposals in their entirety must be received by the solicitation coordinator by the due date and time as indicated on the cover page. Late proposals will be rejected as non-responsive.

The "receive date/time" posted by the BIIA's email system will be used as the official time

stamp. Bidders should allow sufficient time to ensure timely receipt.

The BIIA assumes no responsibility for delays and or errors caused by bidder's e-mail, BIIA's email, network events or any other party.

c. Required Submittals

All required submittals must be submitted as instructed. Proposals that do not include all required submittals may be determined to be non-responsive and may be rejected. The bidder will be notified of the reasons for such rejection.

5. **Evaluation and Award**

To aid in the evaluation process, after the due date and time, the BIIA reserves the right to use references. Any negative or unsatisfactory reference response may be adequate reason for rejecting a bidder as non-responsible.

Proposals that are determined to be non-responsible will be rejected and the bidder will be notified of the reasons for such rejection.

a. Award Criteria

Award will be based on the following criteria and will be in accordance with provisions identified in [RCW 39.26.160](#) and other criteria identified in the solicitation.

<u>Criteria</u>	<u>Available points</u>
Responsiveness	pass/fail
Cost	75
Non-cost	100
Executive Order 18-03 Certification	25
<hr/>	
Evaluation point total	200

b. Evaluation Process

(1) Initial Determination of Responsiveness

Proposals will be reviewed initially to determine, on a pass/fail basis, whether they meet administrative requirements specified herein.

The BIIA reserves the right to determine at its sole discretion whether a bidder's response to a mandatory requirement is sufficient to pass. However, if all responding bidders fail to meet any single mandatory item, the BIIA reserves the right to either: (1) cancel the procurement, or (2) revise or delete the mandatory item.

(2) Cost Evaluation

The bidder with the lowest hourly rate will receive the maximum 75 cost evaluation points. Bidders with higher hourly rates will receive proportionately fewer cost evaluation points based upon the lowest hourly rate as follows:

low bid / higher bid = % of avail. points awarded * avail. points = total cost points

	<u>Bidder A</u>	<u>Bidder B</u>
Hourly rate bid	\$50.00 (Low bid)	\$56.00
% of available points awarded	100%	89%
Cost points (75 available)	75	67

(3) Non-Cost Evaluation

Using their best professional judgment, An evaluation team will evaluate the non-cost features of the bidders' submittals and award points accordingly.

The evaluators will review each bidder's responses and award either all or a portion of the available points. Scoring may be performed in isolation or together as a group, or a combination of both.

(4) Executive Order 18-03 (Firms without Mandatory Individual Arbitration for Employees)

Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with [Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations](#) (dated June 12, 2018), the BIIA will evaluate bids for best value and provide a bid preference in the amount of 25 points to any bidder who certifies, pursuant to the certification attached as *Exhibit A1 (12) – Contractor Certification for Executive Order 18-03 – Workers' Rights*, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

(5) Interviews (100 points, if conducted)

At its sole discretion, the BIIA may select the top scoring bidders for an interview as part of the evaluation process. In that event, Tthe BIIA will contact the top scoring bidders to schedule interviews. Representations made by the Bidder during the interview will be considered binding.

(6) Selection of Apparent Successful Bidders

To identify an apparent successful bidder, each bidder's points earned from the cost evaluation and the non-cost evaluation will be added together in the following way as shown in this example:

Bidder A Bidder B

Cost points (75 Possible)	75	67
Non-cost score (100 Possible)	100	100
Executive Order 18-03 Certification	0	25
Interviews	72	100
Evaluation point total	247	292

c. SELECTION OF BID

- (a) The bidder with the highest evaluation point total will be declared the apparent successful bidder.

d. NOTIFICATION TO BIDDERS

- (1) All Bidders responding to this solicitation will be notified once the BIIA has determined the bid it is accepting.
- (2) Unsuccessful bidders will be notified that their bids were not accepted no later than the date the BIIA announces its successful bidder.

e. COMPLAINT PROCEDURE

- (1) Complaints may be made by any vendor who is a prospective bidder. Complaints must be in writing and include all of the following: the solicitation title and number, a complete statement of the grounds for the complaint, and a description of the corrective action or remedy sought. Complaints must be signed by the vendor/bidder or an authorized agent. Complaints may be submitted by mail, e-mail, or hand delivered and must be addressed to the Bid Coordinator.
- (2) Complaints must be received by the Bid Coordinator no later than 5:00 PM, local time, at 2430 Chandler Court SW, Olympia, Washington on the fifth (5th) business day prior to the due date for proposals. Complaints received less than five (5) business days prior to the due date for proposals will be reviewed and considered only as time permits.
- (3) The Bid Coordinator will respond in writing to all complaints within three (3) business days of receipt of the complaint, and a copy of the response will be posted on WEBS. The response will include the decision, how the review was conducted, and the basis upon which a decision was made. The BIIA decision regarding the complaint is not appealable.

f. DEBRIEFING OF UNSUCCESSFUL BIDDERS

- (1) Any Bidder who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the Bid Coordinator within three (3) business days after either the Unsuccessful Bidder Notification is e-mailed to the Bidder or the Notice of Successful Bidder is posted on WEBS, whichever is sooner.
- (2) Requests for a debriefing conference must be in writing and include all of the following: the solicitation title and number, a complete statement of the grounds for the debriefing

conference, and a description of the corrective action or remedy sought. Requests for a debriefing conference must be signed by the vendor or an authorized Agent.

- (3) The debriefing must be held within three (3) business days of the request., and the Bid Coordinator will schedule the conference for a maximum of one hour. Once scheduled, the requestor of the debriefing conference will be promptly notified of its date and time. Debriefing conferences may be conducted in person, by phone or by video conferencing.
- (4) Discussion at the debriefing conference will be limited to the following:
 - (a) Failure to follow the process articulated in the solicitation.
 - (b) Evaluation and scoring of the Bidder's proposal.
 - (c) Critique of the Bidder's proposal based on the evaluation.
 - (d) Review of Bidder's final score in comparison with other final scores without identifying the other bidders.
 - (e) Comparisons between proposals or evaluations of the other proposals will not be allowed.
- (5)

g. PROTEST PROCEDURE

Protests may be made only by Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five (5) business days to file a protest of the acquisition with the Bid Coordinator. Protests must be in writing and received by the Bid Coordinator no later than 5:00 PM, local time, at 2430 Chandler Court SW, Olympia, Washington on the fifth business day following the debriefing. Protests may be submitted by e-mail, but must then be followed by the document with an original signature.

Bidders 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 Bidders under this procurement.

All protests must be in writing, addressed to the Bid Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the solicitation title and number, the grounds for the protest with specific facts and a complete statement of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests identifying an issue of fact on one or more of the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator.
- Errors or flaws in the scoring process.
- Non-compliance with procedures described in the procurement document or agency policy.

Protests not based on one or more of the three issues immediately above 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, or 2) agency assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the BIIA. An employee delegated by the Board Members 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 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 Bid Coordinator.

The final determination of the protest shall:

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

If the agency determines that the protest is without merit, the agency will enter into a contract with the selected Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. The Bid Coordinator will post a copy of the protest and determination on WEBS.

H. AUTHORIZED COMMUNICATION

All bidder communications concerning this solicitation must be directed to the Solicitation Coordinator. All verbal communications will be considered unofficial and non-binding. Bidders should rely only on written statements issued by the Solicitation Coordinator, such as written amendments.

I. QUESTIONS

- (1) Questions will be allowed consistent with the schedule. All questions must be submitted in writing to the Solicitation Coordinator.
- (2) Verbal responses to questions will not be provided. Only written answers posted to WEBS will be considered official and binding. Bidders will not be identified in answers.
- (3) If interpretations or other changes to the solicitation are required as a result of inquiries made during the question and answer period, the solicitation may be amended. Amendments are posted to WEBS.

6. **General Information**

a. Option to Extend

The BIIA reserves the right to extend a Work Order issued under this solicitation at its discretion.

b. Right to Cancel

The BIIA reserves the right to cancel or reissue all or part of this solicitation at any time as allowed by law without obligation or liability.

c. Information Availability

Proposal contents (including pricing information) and evaluations are exempt from disclosure until the BIIA announces the apparent successful bidder.

d. Proprietary or Confidential Information

All proposals submitted become the property of the BIIA and a matter of public record after the BIIA announces the apparent successful bidder.

e. Work Orders

A proposal submitted to this solicitation is an offer to contract with the BIIA. An order document resulting from this solicitation will be designated as a Work Order. Work Orders are established upon award, acceptance and signature by both parties.

f. Solicitation Amendments

The BIIA reserves the right to revise the schedule or other portions of this solicitation at any time. Changes or corrections will be by one or more written amendment(s), dated, attached to or incorporated in and made a part of this solicitation. All changes must be authorized and issued in writing by the Solicitation Coordinator. If there is any conflict between amendments, or between an amendment and the solicitation, whichever document was issued last in time shall be controlling.

7. **Nondiscrimination.**

- a. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, The Board of Industrial Insurance Appeals may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this

Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until the Board of Industrial Insurance Appeals receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), the Board of Industrial Insurance Appeals may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

- d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. The Board of Industrial Insurance Appeals shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe the Board of Industrial Insurance Appeals for default under this provision.

EXHIBIT A-1 – BIDDER’S CERTIFICATION

Competitive Solicitation:	No. _____	
Bidder:	_____ Type/print full legal name of Bidder	
Bidder’s Address:	_____ Type/print Bidder’s Address	
Bidder Organization Type: Check appropriate box	Corporation:	<input type="checkbox"/>
	Limited Liability Company (LLC):	<input type="checkbox"/>
	Partnership:	<input type="checkbox"/>
	Sole Proprietorship:	<input type="checkbox"/>
State of Formation:	_____ Type/print the state where the corporation, LLC, or partnership is formed – e.g., ‘Washington’ if domestic and the name of the state if ‘Foreign’ (i.e., not Washington)	

Bidder, through the duly authorized undersigned, makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief:

1. **UNDERSTANDING.** Bidder has read, thoroughly examined, and fully understands all of the provisions in the Competitive Solicitation (including all exhibits) and the terms and conditions of the Contract and any amendments or clarifications to the Competitive Solicitation, and agrees to abide by the same.
2. **ACCURACY.** Bidder has carefully prepared and reviewed its bid and fully supports the accuracy of the same. Bidder further understands that the BIIA shall not be responsible for any errors or omission on the part of Bidder in preparing its bid. The facts declared here are true and accurate. Bidder further acknowledges that the continuing compliance with these statements and all requirements of the Competitive Solicitation are conditions precedent to the award or continuation of the resulting Contract.
3. **FIRM OFFER.** Bidder agrees that its bid, attached hereto, is a firm offer which cannot be withdrawn for a period of ninety (90) days from and after the bid due date specified in the Competitive Solicitation. The Agency may accept such bid, with or without further negotiation, at any time within such period. In the event of a protest, Bidder’s bid shall remain valid for such period or until the protest and any related court action is resolved, whichever is later.
4. **NO REIMBURSEMENT.** Bidder understands that the State of Washington will not reimburse bidder for any costs incurred in the preparation of this bid. All bids become the property of the State of Washington.

5. PERFORMANCE. Bidder understands that its submittal of a bid and execution of this Bidder's Certification certifies bidder's willingness to comply with the Contract if awarded such. INSURANCE. Bidder certifies as follows (must check one):

BIDDER HAS REQUIRED INSURANCE. Bidder has attached a current, valid Certificate of Insurance with each and all of the required insurance coverages (note: Bidder must attach the Insurance Certificate).

OR

BIDDER DOES NOT HAVE REQUIRED INSURANCE. As detailed on the attached explanation (Bidder to provide), Bidder either does not have a current, valid Certificate of Insurance with each and all of the required insurance coverages or, if designated as the Apparent Successful Bidder will provide such a Certificate of Insurance within twenty-four (24) hours or be deemed a nonresponsive bid.

6. DEBARMENT. Bidder certifies as follows (must check one):

NO DEBARMENT. Bidder and/or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity.

OR

DEBARRED. As detailed on the attached explanation (Bidder to provide), Bidder and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity.

7. WAGE THEFT PREVENTION. Bidder certifies as follows (must check one):

NO WAGE VIOLATIONS. Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced Competitive Solicitation date.

OR

VIOLATIONS OF WAGE LAWS. Bidder has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced Competitive Solicitation date.

8. WORKERS' RIGHTS (EXECUTIVE ORDER 18-03). Bidder certifies as follows (must check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. Bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR

EMPLOYEES. Bidder requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

9. TAXES. Bidder certifies as follows (must check one):

- TAXES PAID.* Except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.

OR

- DELINQUENT TAXES.* As detailed on the attached explanation (Bidder to provide), Bidder has not paid or arranged for payment of all taxes due to the State of Washington and/or has not timely filed all required returns and reports as applicable.

10. LAWFUL REGISTRATION. Bidder, if conducting business other than as a sole proprietorship (e.g., Bidder is a corporation, limited liability company, partnership) certifies as follows (must check one):

- CURRENT LAWFUL REGISTRATION.* Bidder is in good standing in the State of Washington and the jurisdiction where Bidder is organized, including having timely filed of all required annual reports.

OR

- DELINQUENT REGISTRATION.* As detailed on the attached explanation (Bidder to provide), Bidder currently is not in good standing in the State of Washington and/or the jurisdiction where Bidder is organized.

11. SUBCONTRACTORS. Bidder certifies as follows (must check one):

- NO SUBCONTRACTORS.* If awarded a Contract, Bidder will not utilize subcontractors to provide the goods and/or services subject to this Competitive Solicitation.

12. REFERENCES. Bidder authorizes the BIIA to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Contract, if awarded. Bidder authorizes such individuals and firms to provide such references and release to the BIIA information pertaining to the same.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am duly authorized to make these certifications on behalf of the Bidder listed herein.

BIDDER NAME: _____
Print Name of Bidder – Print full legal entity name of the firm submitting the Bid

By: _____
Signature of Bidder’s authorized person

Print Name of person making certifications for Bidder

Title: _____
Title of person signing certificate

Place: _____
Print city and state where signed

Date: _____

EXHIBIT A2 – BIDDER’S PROFILE

Bidder:		
Company Information		
Legal Company name (from Business License) and address _____ _____ _____	Indicate entity type (LLC, Inc, Corp., etc.):	_____
	Indicate state of registration/incorporation:	_____
Wash. Dept. of Revenue Registration No. Unified Business Identifier (UBI)	_____	
Federal Tax ID No. (TIN) If TIN is a Social Security number, provide only the last four digits	_____	
Is your firm certified as a minority or woman owned business with OMWBE?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide MWBE certification no. _____	
Is your firm a self-certified Washington State small business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is your business size? Small <input type="checkbox"/> Mini <input type="checkbox"/> Micro <input type="checkbox"/>	
Is your firm certified as Veteran Owned with Washington State Department of Veteran Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide WSDVA certification no. _____	
Contract Management Points of Contact		
Authorized Representative	Contract Administrator	
Name: _____	Name: _____	
Email: _____	Email: _____	
Phone: _____	Phone: _____	