

Request for Proposals

RFP# ESD 123 CDL Simulator

Issued by:



**3924 W Court St.
Pasco, WA 99301**

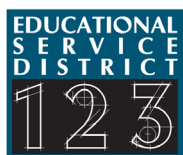
Request for Proposals for:

Class A CDL Simulator

Issue Date:

March 8, 2024

PROPOSALS ARE DUE BY 5:00 PM, PST on:
April 8, 2024



**Request for Proposals #
ESD 123, CDL Simulator**

BRIEF SCOPE OF WORK

ESD 123 seeks to purchase Class A CDL Simulator equipment and software. Detailed specifications listed below.

PROJECT TIMETABLE

RFP Release	March 8, 2024
Deadline for Questions	March 25, 2024
Proposals Due	April 8, 2024
Date of Intent to Award	April 17, 2024

STEVENS AMENDMENT: The Class-A CDL Program at the ESD123 receive(s) support from the U.S. Department of Labor Career Connect Washington Launch grant for \$190,800, beginning May 18, 2023 and ending September 30, 2024. Read more about this USDOL grant funding at esd.wa.gov/usdol.

SUBMITTAL OF PROPOSAL

**Submit one (1) unbound original, one (1) digital and three (3) complete copies.
Proposal(s) shall be sealed and clearly marked on the package cover as shown below:**

Educational Service District 123
Attention: Keeley Gant, CTE Director
3924 W Court St.
Pasco, WA 99301

**CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
RFP # ESD 123, CDL Simulator**

Questions SHALL NOT be directed to other ESD 123 staff members. All questions shall be addressed in writing to:

Keeley Gant
Educational Service District 123
kgant@esd123.org

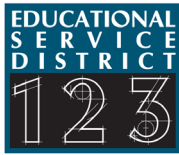


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ESD 123 RFP SITE: www.esd123.org/services/cte

All questions and answers will be posted on this website.

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.



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GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS –

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as any applicable program performance standards. ALL proposals submitted become the property of ESD 123. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. ESD 123 has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD – ESD 123 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where the negotiation of contract activities is necessary, ESD 123 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY – Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 123 or the

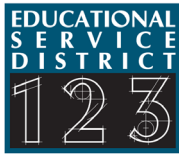
appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award(s) will not be final until ESD 123 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 123 is not responsible for any costs incurred prior to the effective date of the contract. ESD 123 reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES – ESD 123 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to ESD 123, Executive Director of Finance and Operations, 3924 W Court St., Pasco WA 99301.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of ESD 123 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 123 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 123 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are



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made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for the purpose of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit ESD 123 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location of the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 123: fund accountability, contract compliance, and program performance.

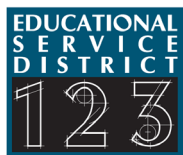
PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 123 Executive Director of Finance and Operations within three days.

PUBLIC SAFETY – May require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 123 managers have discretion to require the successful proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

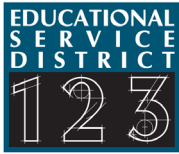
REJECTION/ACCEPTANCE OF PROPOSALS – ESD 123 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of ESD 123 to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of ESD 123. Intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.



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VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.



BACKGROUND

Washington, like the rest of the nation, has an ever-growing demand for commercial truck drivers. With a projected annual growth rate of 6% and 4,840 projected annual job openings (2018-28), there is a current shortage nationwide of over 80,000 truck drivers as more drivers are aging out or retiring than are coming into the profession. By 2030, this shortage is expected to rise as high as 160,000. In Washington, 80% of communities depend exclusively on trucks to move goods. The truck driving industry employs 1 in 20 Washingtonians in roles beyond truck driving including compliance, safety, risk management, fleet maintenance and repair, dispatch, sales, and administrative support staff.

The High School to Highway CDL Preparatory Program is designed to provide the knowledge, skills, and technical training necessary for careers within the transportation, distribution, and warehousing industries. The CDL Preparatory program prepares students to earn their Class-A Commercial Driver's License, and CPR/First Aid and Forklift certification that will prepare them for jobs that include long haul and local tractor-trailer/commercial driver, heavy equipment hauler, school bus driver, dump truck driver and forklift operator.

Instructional delivery is currently offered in person with a smaller student to teacher ratio of 16:1 fostering closer interaction and training. In addition, students engage in federal entry level driver's training in accordance with new February 2022 federal regulations. Course instruction is hands-on application, as a Class-A CDL truck is present on location at the high school for students to practice the pre-trip safety inspection component of their classwork. In addition, a CDL simulator is being sought to supplement instruction with customized hands-on training. A proven effective tool for teaching, the simulator would provide students with the basic instructions of operating a truck before getting behind the wheel for the very first time. Today, simulator truck driver training has made driver training safer and less expensive compared to live truck training. CDL simulators can emulate difficult road conditions and potential accidents, identify individual student skills and gap areas for improvement, with low-risk driver training that can also save vehicle wear and tear, and unnecessary costly maintenance and repair. The CDL simulator would provide real-life, real-scenario, hands-on instruction that would quickly engage students, allowing them to learn quicker in a safe and controlled environment.



SPECIFICATIONS

The equipment specified below is used to establish a level of quality and functionality. Other products may be replaced with prior approval of ESD 123.

TaskMaster-NG CDL 3-Screen Driver Training Simulator with OnQ Motion Seat,
Touchscreen Dash Mounted OpCon Interface

Services to include:

- one-to-one support representative
- initial minimum of two-year warranty, with the ability to add additional year's warranty beyond
- free software updates provided
- software and hardware upgrades available for installation upon purchase
- remote capability for advanced training, software updates, and troubleshooting operational issues

Functionality to include:

- interactive, self-paced training package that includes backing training, weather and scenario variations, with a touchscreen interface for intuitive control that is adaptable to accommodate any experience level
- ability to control and change vehicle type
- after action review (AAR) and playback capability
- data reporting for each student
- measurement of student physical characteristics including but not limited to: increased pulse or heart rate, excess sweat and overall nervousness and anxiety
- 10-speed "lock-out" transmission, dynamic mirror module (DMM), and push button transmission module with 5x virtual pre-trip 90-day licenses
- lock-out transmission, manual shifter force detection, driver stress assessment, and glass dashboard with 3-D, 360-degree virtual reality sight of the road



COOPERATIVE WORK BETWEEN ESD 123 AND EDUCATIONAL ORGANIZATIONS (INTERLOCAL AGREEMENT)

This RFP has been prepared to meet the requirements of acquiring a Class-A CDL training simulator for meeting the federal commercial driver's license requirements. ESD 123 will be happy to cooperatively work with any/all other local school districts that may want to purchase under this RFP if approved by the awarded vendor and funding exists. Each school district will be responsible for entering into an Intergovernmental Cooperative Purchase Agreement with ESD 123. Each participating school district or eligible purchaser will be responsible to work directly with the awarded vendor(s) to complete all paperwork and order expediting to ensure that delivery and other requirements are met. ESD 123 will not charge any administrative fee for service.

PREVAILING WAGE

In accordance with Washington State RCW39.04.010, RCW39.12.010, RCW39.12.020, and WAC 296-127, Contractors and Sub-Contractors shall be required to pay workers the Prevailing Wage rates prescribed by the Washington State Department of Labor and Industries.

After award of Proposal, the successful Contractor shall prepare and file all forms relating to bonding, insurance, prevailing wages, and any other requirements of public works Contracts with ESD 123 and the state within required timeliness. The Washington State Department of Labor and Industries current schedule of Prevailing Wage Rates can be found on their website at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

This rate schedule applies to any work performed under this Proposal and is part of the Contract requirements. Please obtain Prevailing Wage forms from the Washington State Department of Labor and Industries. This will ensure that current Labor and Industries forms are utilized.



PROPOSAL FORMAT

Please format your proposal as shown below. The cover sheet should include the RFP number, Title of RFP, name of organization, contact name, address, phone number and email address.

SECTION 1: OVERVIEW OF EXPERIENCE, KNOWLEDGE, AND REFERENCES

1. Describe your experience providing CDL simulator equipment and software to training providers and/or educational institutions.
2. Explain your state and federal knowledge of Class-A CDL instructor training, curriculum, and the specific use of simulation on improving student testing outcomes.
3. Provide specific reference examples of training providers currently seeing success through implementation of your simulation equipment.

SECTION 2: EQUIPMENT AND SOFTWARE

1. Describe the equipment and software you offer, and what makes your product unique and most valuable to a training provider.
2. Explain how your model will accommodate ALL student learners in meeting their educational goals.
3. Describe how your systems are adaptable to individual student characteristics, as well as provide a breadth of environmental variances in training scenarios.
4. Provide trainer options for collecting and reporting student data, and after activity review and playback.

SECTION 3: TEACHER TRAINING AND TECHNICAL SUPPORT

1. Describe your process for initial and ongoing trainer/teacher support.
2. Describe your system for providing one-on-one support and remote technical support.

SECTION 4: SHIPPING, DELIVERY, AND INSTALLATION

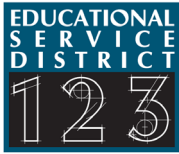
1. Provide detailed rates and terms of shipping, delivery, and installation of simulator.
2. Describe the billing process and payment requirements, to include any deposits required.

SECTION 5: WARRANTY, UPDATES, AND UPGRADES

1. Explain the warranty service provided at the time of installation, as well as additional extended options for future purchase.
2. Describe the process for acquiring future software and hardware updates.
3. Provide summary of the process for upgrading equipment and software in the future.

EVALUATION CRITERIA

The contract will be awarded by ESD 123 to the Proposer whose proposal provides the best overall value to ESD 123, cost and other factors considered. ESD 123 reserves the right to



accept any proposal which it deems most favorable to the interests of ESD 123. It also reserves the right to waive any informalities and irregularities and reject any and/or all proposals or any portion of any proposal submitted which in its opinion is not in the best interests of ESD 123.

EVALUATION POINTS MATRIX

Proposals will be evaluated utilizing the points matrix system shown below. Each category is assigned a maximum point potential. Each Proposal will be reviewed by the selection committee and will be scored a value between zero and the maximum points shown for each category, based on the information submitted for that category and additional pertinent information submitted in the Proposal. The maximum total score for all categories is 100 points.

EVALUATION CRITERIA

Each proposal received in response to this RFP will be objectively evaluated and rated according to the 100-point system below. Proposals that do not meet all evaluation criteria will not be considered.

EVALUATION MATRIX	
SCORING CATEGORY	MAXIMUM POINTS
Costs of Equipment and Software	50
Technical Support and Teacher Training	15
Shipping, Delivery, and Installation	10
Warranty, Updates, and Upgrades	10
References From Other Training Providers	10
Overall History, Experience, and Knowledge	5
MAXIMUM TOTAL SCORE	100

PROPOSAL LIMITS

Proposals must be clear, succinct, and not exceed 20 pages in length. Proposals exceeding 20 pages may be rejected. Proposals must:

- Be on white, 8 ½ by 11 paper,
- Be a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Have numbered pages

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

PROPOSAL SUBMISSION



Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

All received proposals will be time stamped. Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, and therefore, may not be accepted.

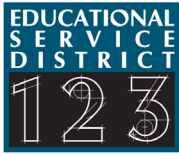
INSURANCE REQUIREMENTS

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than \$1,000,000 per occurrence with a \$3,000,000 General Aggregate. The proposer's policy shall include an Additional Insured Endorsement, which names ESD 123 and their respective directors, officers and employees as an additional insured. The proposer's coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of \$1,000,000.
3. Sexual Misconduct liability coverage with a minimum limit of \$1,000,000 per occurrence.
4. The proposer will maintain their own Property Insurance Policy to cover their personal property.
5. The proposer will provide proof of Worker's Compensation Coverage with a minimum limit of \$1,000,000.
6. Premium costs for Student Accident Insurance or other additional insurance requirements requested by ESD 123, will be reimbursed to the contracted vendor.

FEDERAL FUNDS

Federal funds will be used for purchases associated with this solicitation. Contractors shall comply with all federal rules and standards. ESD 123 will work with the contractor to identify and communicate the necessary compliance instructions particular to those projects.



DEFINITIONS

ADDENDA

Modifications or interpretations of the Request for Proposals and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 123 web site. Proposers are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Request for Proposals.

APPENDIX

The section of the Request for Proposals that is located at the end and includes additional pertinent forms and information.

AWARD

The acceptance of a bid and creation of a Contract with a Proposer.

AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

CONTRACT

The agreement that exists when ESD 123 accepts the bid and awards the Contract for a competitive solicitation.

DISPUTE

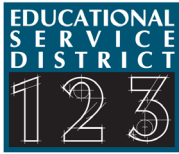
An unresolved disagreement between the Awarded Proposer and the Purchasing Manager that arises after the award has been made.

EFFECTIVE DATE OF AWARD

The date that performance of the Contract shall start.

ESD 123

The abbreviation for Educational Service District 123, located at 3924 W Court St., Pasco WA 99301.



INTERLOCAL AGREEMENT

An agreement between two or more eligible purchasers that is entered into in accordance with state laws that apply to the purchasers.

ELIGIBLE PURCHASERS

Agencies including K-12 public and private schools, colleges, universities, regional service agencies and state departments of education.

LETTER OF INTENT TO AWARD

The official announcement to the Proposer that ESD 123 intends to award them a Contract.

LETTER OF REJECTION

The official announcement to the Proposer that their bid was not acceptable due to not qualifying as an eligible proposer, not providing evidence of being a responsive proposer, and/or not providing evidence of being a responsible proposer, as per the definitions in the Evaluation section of the Request for Proposals.

RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

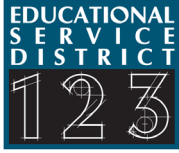
- The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- Whether the Proposer can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Proposer with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

RESPONSIVE

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

REVIEW TEAM

A panel of at least three leaders at ESD 123 with the authority to endorse or retract decisions made at the program level.



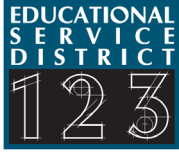
REVISED CODE OF WASHINGTON (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

SCOPE OF WORK

Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

END OF DEFINITIONS



Submittal Forms

Please provide your Proposer Response Documents in the following order;

- 1. COVER LETTER**
- 2. SUBMITTALS**
 - A. Non-Collusion Affidavit
 - B. Corporate Profile – Primary and Sub-Contractors/Technical Qualifications
 - C. Proposer's Offer and Acceptance Form
- 3. OTHER SUPPORTING DOCUMENTATION (if applicable)**
 - A. Proof of Insurance
 - B. Proof of Bonding Capacity
 - C. Any additional necessary supporting documents



Non-Collusion Affidavit - A

RFP TITLE: _____

RFP DUE DATE: _____

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 123.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative **SHALL** be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 123.

COMPANY NAME _____ (Check one) _____ Corporation _____ Partnership _____ Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

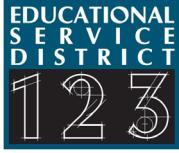
PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes _____ No _____
If yes, please explain

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____	Subscribed and sworn to before me this _____
County of _____	day of _____ 20 _____
Notary seal	I, the undersigned notary public, do affirm the bove individual has presented valid identification to me.



Corporate Profile – B

Primary and Sub-Contractors/Technical Qualifications

Company Name: _____

Company Contact: _____

Contact Telephone Number(s): _____

Company Overview: _____

Date Company Established: _____ Is the company privately or publicly held? _____

Parent, Alliances, Consultants, and Partnered Relationships: *Include a description of any outside resources available/used for performance of project(s).*

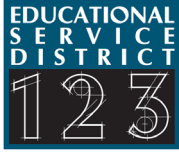
Additional Qualifications: _____

What was your total revenue for 2023? _____

What were your total 2023 R&D Investments (in US Dollars)? _____

Is your Company a member of any standards bodies? _____

Has your company attained ISO 9000 registration? _____



Corporate Profile – B Continued....

Primary and Sub-Contractors/Technical Qualifications

Company Achievements: *Please list any significant company achievements (chronological order is preferred).*

Product Achievements: *Please list any product achievements (chronological order is preferred).*

Primary Customer Base/Vertical Markets: *Please describe your customer base.*



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Proposer's Offer and Acceptance Form -C

The undersigned hereby agrees to the requirements, terms and conditions of **RFP ESD 123, Class-A CDL Simulator**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Proposer's Authorized Representative
Representative

Printed Name of Company

Title of Proposer Representative

Date Signed

Legal Address of Proposer's Company (including address, city, state and zip code)

Company Phone (including area code)

Company Fax (including area code)

Federal Tax Identifier of Proposer's Company

E-Mail Address

To the Proposer:

Effective this ____ day of _____, 2024, ESD 123 is accepting the proposal and awarding a contract to the Proposer named above for **Class-A CDL Simulator** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 123 in accordance with the requirements, and terms and conditions, in Contract ESD 123, Class-A CDL Simulator.

Educational Service District 123
3924 W Court St.,
Pasco WA 99301

By Steve McCullough, Superintendent (or Designee)
