

WTIA

Request for Bids

Advanced Technology Expert

BACKGROUND

WTIA was founded in Washington state in 1984 and is a consortium that includes a 501(c)(6) not-for-profit member trade association, a 501(c)(3) not-for-profit tech apprenticeship intermediary, and a Washington state registered for-profit corporation providing healthcare, retirement, and business insurance to small and medium sized businesses. Our mission is to foster a robust, inclusive, and equity-centered technology-driven economy that empowers thriving communities.

The WTIA was recently awarded a grant from the Washington State Department of Commerce as part of the second Innovation Cluster Accelerator cohort. WTIA will lead the Advanced Technology Cluster which aims to make Washington the best place in the world for advanced technologies to be created, grown, and applied with a focus on artificial intelligence, web3, and quantum information sciences technologies.

The Cluster has already been in operation for two years its focuses are to

- Create, attract, and accelerate startups
- Develop a robust, diverse, equitable, and inclusive workforce
- Advance a supportive policy environment
- Create strong partnerships
- Promote WA as a Global Hub to Increase private investment into companies and the State

As WTIA works to grow the Cluster as part of the Department of Commerce's Innovation Cluster Accelerator program, it will look to engage and recruit members from academia, investors, entrepreneurs and startups, enterprise companies, and governments to formally engage in the Cluster through both a leadership and programmatic lens.

WTIA will be subcontracting with an individual or firm with advanced technology expertise and who has the experience, leadership, and credibility to engage members from across those diverse sectors to foster the growth of Advanced Technologies in Washington, with this subcontract focusing on distributed ledger technologies.

The Cluster's current funding is through September 2024.

SCOPE OF WORK

The Scope of Work will include:

- Event planning support including sourcing speakers, moderating panels, and recruiting attendees.
- Assist with and/or manage any Cluster social media channels to increase awareness about the Cluster to recruit new members and participants.
- Assist with and/or manage any Cluster member communication channels such as Slack communities or similar.
- Produce thought leadership relevant to the Cluster including interviews with local companies, 'Ask Me Anything' educational events, and similar.
- Serve as a subject matter expert with Academic partners to assist with developing and delivering curriculum, guest lectures, or similar educational activities. This includes helping connect with and recruit Academic partners and/or student clubs.
- Provide mentorship to startups and help recruit other mentors.
- Help recruit investors into the Cluster's membership and activities.
- Assist with securing additional private funding for the Cluster.
- Attend weekly team meetings.
- Work with Cluster staff to execute on the Cluster's strategy.
- Provide periodic status reports.
- Serve as a subject matter expert when meeting with or providing education to policymakers.
- Represent the Cluster at relevant conferences both within and outside of Washington state.

WTIA anticipates that experts will dedicate 12 hours per week on Cluster activities and coordination with Cluster staff with an hourly rate of \$94/hr. Taking in consideration the time to time needed to procure Advanced Technology Expert, WTIA estimates an 8-month contract period with a cost of no more than \$36,000.

BID REQUIREMENTS

- Cover letter that includes your business's legal information.
- Respond to Experience/Qualifications listed in Exhibit A.
- Resume or statement of qualifications for individual(s) who will be performing the work.
- Your bid amount to meet and deliver the Scope of Work. For transparency purposes, a fee schedule including hourly rates, miscellaneous fees, and other anticipated expenses.
- Copy of current required business license(s).
- Please indicate if you are a certified women/minority owned business and if so, please include a copy of your certificate.

Bids shall not exceed ten (10) pages total including all required components; bidder(s) will not be graded upon the length of their proposal or effort to reach the 10-page maximum. Bidder(s) are encouraged to focus on the quality and brevity of their proposal.

EVALUATION CRITERIA

Evaluation Criteria	Value
Cover letter that includes your business’s legal information.	Y or No
Proposed delivery of Scope of Work	45%
Resume or statement of qualifications for individual(s) who will be performing the work.	45%
Fee schedule including hourly rates, miscellaneous fees, and other anticipated expenses.	10%
Copy of current business license(s).	Y or N

TIMELINE

Bid Request Issued	January 26, 2024
Bids Due	February 9, 2024 by 4:00PM PT
Possible finalists interviews	Week of February 12, 2024
Work Begins	Upon execution of contract
Work Complete	By September 30, 2024

SELECTION CRITERIA

Bids will be evaluated to determine the best responsive bid and responsible bidder. WTIA may choose to interview one or more bidders but reserves the right to choose or to contract with the person or firm that has submitted the best responsive bid and is determined to be the best responsible bidder without conducting any interviews. WTIA also reserves the right to reject all bids.

Submitting a bid or being chosen as the most responsive bidder does not guarantee a contract will be executed.

SUBMISSION INSTRUCTIONS

Bids are due no later than 4:00 pm PT, February 2, 2024. Late submissions will not be accepted or considered. WTIA assumes no responsibility for formatting or transmission errors.

Responses must be submitted in MS Word or PDF format by email to Vera Panasiuk at vpanasiuk@watech.org. Responses must NOT be mailed.

QUESTIONS

Questions must be sent to Vera Panasiuk by email to vpanasiuk@watech.org. Questions sent in any other manner will not be accepted.

GENERAL INFORMATION

Compliance with Commerce General Terms and Conditions

Commerce included in its RFP a list of General Terms and Conditions to be included in any agreement between Commerce and grant awardees. These General Terms and Conditions are attached as Appendix A. As noted in Section 36 of the General Terms and Conditions, any WTIA subcontractor must follow applicable terms of the contract between WTIA and Commerce.

Additionally, the subcontractor cannot be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

Discrimination Laws

Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies. Contractor noncompliance with certain anti-discrimination laws may result in canceling the contract.

Required Disclosures

Contractor shall disclose any potential or actual conflicts of interest, including but not limited to, any recent business dealings that could be perceived as a conflict, any current or recent state employee working on behalf of Contractor. Contractor shall also certify that it has not been debarred from contracting with the Federal government, and shall further disclose if there are any legal actions against it.

Fraud Training

Contractor shall complete the certification and fraud training to comply with EDA conditions.

Insurance

The subcontractor shall secure insurance coverage that shall be maintained in full force and effect during the term of this Contract, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$500,000 per occurrence. Additionally, the subcontractor is responsible for ensuring that any of its subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Automobile Liability. In the event that performance pursuant to this Contract involves the use of vehicles, owned or operated by the subcontractor or its subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$500,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

A. Subcontractors that receive \$10,000 or more per year in funding through this Contract shall secure fidelity insurance. The amount of fidelity coverage secured pursuant to this subcontract shall be \$100,000 or the highest of planned reimbursement for the Contract period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name WTIA as beneficiary.

B. The subcontractor shall provide, upon request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that WTIA will be provided thirty (30) days advance written notice of cancellation

Industrial Insurance Coverage. Contractor must comply with applicable industrial insurance coverage required by law.

EXHIBIT A
Experience/Qualifications Questionnaire

Experience / Qualifications	Response
Must have deep expertise and credibility in advanced technology sectors with companies, individuals, and other stakeholders.	
Must have a large network in advanced technology sectors both in Washington state and across the United States. An international network is also preferred.	

Experience / Qualifications	Response
<p>Has demonstrated the ability to build communities, convene stakeholders from those communities, and motivate them to work together on common challenges.</p>	
<p>Must have credibility with policymakers in Washington state. Credibility with policymakers outside of Washington is also preferred.</p>	

Experience / Qualifications	Response
Should have experience in event planning and execution.	
Must have a network with startups and investors. Previous experience working in startups or as an investor is also preferred.	

Experience / Qualifications	Response
Should have sales and/or marketing experience to assist with fundraising and member acquisition for the Cluster.	
Preferred to have experience developing and delivering educational content around advanced technologies.	

Experience / Qualifications	Response
<p>The Advanced Technology Cluster has a prime focus on diversity, and so candidates from groups underrepresented in advanced technology industries are preferred.</p>	
<p>The person should be located in Washington due to the state and regional focus of the Cluster.</p>	