

**ATTACHMENT A
MANDATORY OFFER FORM**

Legal Name of Offeror: _____

Address: _____ City, State and Zip: _____

State of Incorporation: _____ Entity Type: (LLC, Inc.)

Authorized Representative: _____ Telephone: _____ Email: _____

Oregon Business Registry Number (see RFP Section 4.2.3): _____

COBID certifications held (see RFP Section 5.2):

List how you meet the Mandatory Business Requirements of this RFP (See Section 2.4.1.1 Mandatory Business Requirements):

List of languages you test (See RFP 2.4.1.2 Service Requirements):

List existing tests and government testing experience of Interagency Language Roundtable (ILR), American Council on the Teaching of Foreign Languages (ACTFL), or similar scale (See RFP Section 2.4.1 Contractor Infrastructure and Section 2.4.1.2 Service Requirements):

TECHNICAL REQUIREMENTS

1. Does your current website/portal provide access to online scheduling, account access and Agency management, website user guide, retain results and provide printable certificates and testing reports upon completion (See RFP Section 2.4.1.3 Technical Requirements). YES ☐ NO ☐

List any other Service delivery methods below:

2. List any Service delivery, including Helpdesk options, call center customer support below (Section 2.4.1.3.5):

3. Describe your levels of testing (basic, intermediate, advanced) and how do you define those levels?

4. Describe your ordering, invoice and customer tracking process. How do you ensure these processes meet your customer's needs?

5. Describe how you meet Service timelines. How do you communicate delays when a deadline cannot be met?

6. Describe your Quality Assurance Policy and Procedure:

QUALITY ASSURANCE

7. Which of the following can you document or provide proof of upon request?

- ☐ Document certification(s) from recognized professional organization(s)
- ☐ Tested skills ratings
- ☐ Assessment proficiency
- ☐ Language competencies
- ☐ Successful completion of adequate education levels
- ☐ Relevant subject matter testing experience
- ☐ Relevant comparable project experience of comparable complexity

Explain any checked standards marked above that you can document or provide proof of upon request and explain the application of the standards above to include but not limited to when in the process is the standard applied and how the applied standard ensures quality testing;

VALUE ADDED SERVICES

8. Indicate whether or not you offer accelerated payment discounts for payments remitted prior to NET 45.

- ☐ Offeror does not offer early payment discounts.
- ☐ Offeror does offer early payment discounts.

SUSTAINABLE PRACTICES

9. Indicate any sustainable practices you are able to evidence upon request.

- ☐ A written Sustainability Plan
- ☐ EPEAT® certified computer purchases by Offeror within the last three years
- ☐ Energy Star® certified appliance purchases by Offeror within the last three years
- ☐ A written policy requiring the use Green Cleaning products (certified by UL Ecologo, GreenSeal or SaferChoice)
- ☐ Offeror's company owns alternative fuel vehicle(s) (electric, hybrid or biofueled)
- ☐ Company provides incentives for employees who use public transportation, bicycling or walk to work.

List any sustainable practice not listed above that you believe should be included.

KEYPERSONS : ACCOUNT REPRESENTATIVE AND BILLING

10. Please provide Resumes for Keypersons (Resumes not included in Proposal page limit)

- a. Account Representative: _____
- b. Billing/Payment Account Representative: _____