

**WAC 200-320-305 Solicitation content.** Solicitations shall include:

- (1) Complete bidder instructions;
- (2) Submittal requirements;
- (3) Performance work statement;
- (4) Cost and noncost evaluation criteria;
- (5) Name and address of the person designated to receive complaints and appeals;
- (6) Agency's plan for publication and notice of award/intent to award; and
- (7) Contract requirements, which shall include, but are not limited to:
  - (a) State standards as provided in WAC 236-51-210;
  - (b) Compliance and adherence to a quality assurance plan;
  - (c) Measurable standards for the performance of the contract;
  - (d) Methods used to measure contract performance, costs, service delivery quality, and other contract standards;
  - (e) Terms and conditions;
  - (f) Provisions requiring an entity other than an employee business unit to consider employment of state employees who may be displaced by the contract;
  - (g) Cancellation provisions for improper or failed performance;
  - (h) Complaint process; and
  - (i) Appeal process.

[Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-320-305, filed 11/17/11, effective 11/17/11. Statutory Authority: RCW 41.06.142. WSR 04-07-104, § 236-51-305, filed 3/17/04, effective 7/1/05.]