

## **Request For Proposal**

**Solicitation number: DOR-WR K2104**

**Fraud Analyst – Stanley Nweke**

**for**

**Washington State Department of Revenue (DOR)**

# Table of Contents

---

No. 1 -Signed Executive Summary – Section II, subsection 11. A. ....3  
    Guidacent ThreatRecon Cybersecurity Practice .....4  
    Guidacent Cybersecurity Consulting Pedigree .....4  
No. 2 - Bidder References – Section II, subsection 11. B. ....6  
No. 3 - Cost – Section II, subsection 11. C. ....7  
No. 4 - Proposed Staff Qualifications – Section II, subsection 11. D. ....8  
    Guidacent Resume – Stanley Nweke .....10  
No. 5 - Proposed Staff References – Section II, subsection 11. E. ....12  
No. 6 -Signed Certifications and Assurances Form – Section II, subsection 11. F. ....13  
No. 7 - Bidder /certification form Executive Order 18-03 Workers’ Rights – Section II, subsection 11. G. 14  
No. 8 - Bidder Certification form Wage Theft Prevention – Section II, subsection 11. H.....15  
No. 9 - Covid 19 Vaccination Requirement – Section II, subsection 11. I. ....16

**EXECUTIVE SUMMARY** which includes the following information stated in a concise manner and formatted to facilitate review of the material.

Question	Guidacent Response
Bidder Name, FEIN, UBI, address, phone, and representative’s name and contact information.	Guidacent, Inc. <b>FEIN:</b> 45-3720106 <b>UBI:</b> 603 154 118 10900 Northeast 4th Street Suite 2300 Bellevue, WA 98004 425-655-2992 <b>Representative: Bob Morgan</b> Managing Partner bob.morgan@guidacent.com 206-931-8788 (M)
Date Bidder is available to start work, if selected	December 1, 2022
Brief description of the company	<p>Guidacent is a Washington State-based business and technology professional consulting and advisory services firm that specializes in implementing solutions with seasoned leaders to solve business challenges. Guidacent’s primary mission is to improve client success through trusted, scalable, measurable, and timely services, which focus on blended solutions that impact three key areas: Project Management, Data Integrity, and Cybersecurity. For more than a decade, Guidacent’s pool of veteran consultants help clients from multiple industries deliver mission-critical solutions to achieve their organizational goals. The following image illustrates some of our key service-line offerings.</p> <p>Guidacent is currently working with WSDOT and have received positive feedback related to the work we are engaged in the upgrading of their financial management software.</p> <div data-bbox="873 1388 1295 1843" data-label="Diagram"> </div>

Question	Guidacent Response
<p>Description of Bidder’s experience and history providing Fraud Analyst services for large complex information technology projects.</p>	<p>Guidacent ThreatRecon™ Cybersecurity Practice</p> <p>Our ThreatRecon™ Cybersecurity Practice offers a highly focused portfolio of risk advisory and threat mitigation services that impacts customer defenses from the first day.</p> <p>These services assist Guidacent clients in their efforts to reduce the risk of a compromise associated with fraud and continue advancing their business operations. Evaluating and improving existing security governance — with focus on Fraud Prevention, Data Privacy, and regulatory compliance — are core tenets of the ThreatRecon™ portfolio.</p> <p>Guidacent Cybersecurity Consulting Pedigree</p> <p>Electronic fraud affects a wide span of business operations across all sectors—especially financial and insurance-centric organizations. Guidacent’s ThreatRecon cybersecurity division considers the issue of “online fraud” as one of the key areas of concern that continues to escalate as a primary target point within business operations. Our approach to addressing this rapidly growing problem is based on ITIL, NIST and ISO guidelines for electronic fraud and aligned topics, Specific to the Healthcare Sector, ThreatRecon Fraud Analysts incorporate HIPAA and HITRUST guidelines and best practices. Guidacent’s team of ThreatRecon Fraud Analysts include:</p> <ul style="list-style-type: none"> <li>• Contributing to establishing the CVE standard for evaluating all cybersecurity attacks and vulnerabilities.</li> <li>• Authors of the Health Information Portability and Accountability Act (HIPAA).</li> <li>• Member organizers of the Department of Homeland Security.</li> <li>• Founding the industry’s first hacker research team and event (DefCon / Black Hat Briefings).</li> <li>• Founding members of the RSA Conference (more than 40,000 attendees annually).</li> <li>• Establishing post-graduate degree programs at universities in the U.S. and Asia.</li> <li>• Planning &amp; developing the structure for establishing a multi-site “follow-the-sun” Secure Operations Center for one of the world’s leading auto manufacturers.</li> <li>• Former application CISOs for the world’s largest franchise.</li> <li>• Deputy CISOs for global retail, “big box” and cruise lines.</li> <li>• Architects of cybersecurity “Zero Trust” Architectures for large health care organizations.</li> <li>• Former U.S. Department of Defense Information Warfare Specialists.</li> <li>• Contributing editors to the CISSP, CEH and Purdue CERIAs programs.</li> </ul>

Question	Guidacent Response
Name, title, and signature of person with authority to enter into a Contract on behalf of the Bidder.	Robert Vandersluis Director Robert.Vandersluis@guidacent.com 206-498-9116 (M) Signature:  Robert Vandersluis

**Bidder References**, DOR requires the Bidder to provide three (3) references from clients who engaged Bidder specific to Fraud Analyst services and/or similar work. References must include the following, in order listed:

Question	Guidacent Response
<b>Reference 1</b>	
<b>Organization Name</b>	Glance Networks
<b>Organization Website Address</b>	<a href="https://ww2.glance.net">https://ww2.glance.net</a>
<b>Contact Name and Title</b>	Byron K. Thomas, Solutions Architect, ISMS Manager
<b>Contact Phone Number</b>	(617) 852-1329
<b>Contact Email Address</b>	bthomas@glance.net
<b>Name and Brief Description of the Project(s)</b>	<p><b>Fraud/Cybersecurity workshop</b></p> <p>We sought Guidacent’s Cybersecurity expertise by contracting Guidacent to do a 3- day Fraud/Cybersecurity workshop that included a tabletop ransomware attack exercise</p>
<b>Reference 2</b>	
<b>Organization Name</b>	Nutanix - Enterprise Cloud - Run Any Application at Any Scale
<b>Organization Website Address</b>	<a href="https://www.nutanix.com">https://www.nutanix.com</a>
<b>Contact Name and Title</b>	Alexandra Adams
<b>Contact Phone Number</b>	425-449-6867
<b>Contact Email Address</b>	Alexandra.huft@nutanix.com
<b>Name and Brief Description of the Project(s)</b>	<p><b>Security Projects and Tools Implementation</b></p> <p>Management of several detailed security projects as well as implementation of supporting tools.</p>
<b>Reference 3</b>	
<b>Organization Name</b>	Nutanix - Enterprise Cloud - Run Any Application at Any Scale
<b>Organization Website Address</b>	<a href="https://www.nutanix.com">https://www.nutanix.com</a>
<b>Contact Name and Title</b>	Adam McDaid, Manager, Technical Programs
<b>Contact Phone Number</b>	202-813-5545
<b>Contact Email Address</b>	Adam.mcdaid@nutanix.com
<b>Name and Brief Description of the Project(s)</b>	<p><b>Compliance Projects</b></p> <p>Compliance and development of automated cloud asset tracking mechanism</p>

**COST.** Fixed Hourly rate for each proposed Bidder(s). Indicate if Bidder is proposing a team or offering multiple staff for evaluation.

Guidacent is presenting the below Fraud Analyst to work with the DOR

**Guidacent, Inc - Cost -**

<b>Resource Name</b>	<b>Title/Role</b>	<b>Hourly Rate</b>
Stanley Nweke	Fraud Analyst	\$160

**PROPOSED CONSULTANT QUALIFICATIONS**, which includes the following information stated in a concise manner and formatted to facilitate review of the material:

Question	Guidacent Response
Consultant Name	<b>Stanley Nweke</b>
Number of years’ experience providing Professional Expert Level Fraud Analyst services for a high dollar, multi-year system implementation projects, noting the number of those years were for government projects	<ul style="list-style-type: none"> <li>• 9 years of Professional Expert Level Fraud Analyst Services</li> <li>• Advisory Analyst for Major Accounting Company who works with large client</li> </ul>
Education	Enugu State University of Science and Technology-Enugu-Nigeria Bachelors- Business Administration
Certifications, including year received	<ul style="list-style-type: none"> <li>• Certified Information Systems Auditor (CISA). – April 22, 2021</li> <li>• Certified Data Privacy Solutions Engineer (CDPSE). – April 22, 2021</li> <li>• Certified Information Security Manager (CISM). – May 27, 2021</li> <li>• Certified Oracle Certified Professional 11G. - March 2018</li> </ul>

**List three (3) projects proposed staff provided Professional Expert Level Fraud Analyst services for, including the following information:**

Project #1 – Name:	IT Auditor
Project Objective	Responsible for the day-to-day operational management of the department's data analytics program
Project Start and End Dates	2018 - 2021
Describe proposed staff role and responsibilities on each project, the length of the engagement, and if the proposed staff completed the engagement	<ul style="list-style-type: none"> <li>• Managed a team of 7 Jr auditors in a SOX/ITGC project.</li> <li>• Managed engagement from start to finish, was responsible for project scoping, kickoff, project expectation, and overseeing of multiple audit engagements</li> <li>• Communicated effectively with all levels of management to ensure full understanding of IT objectives, risks and controls</li> <li>• Performed and documented audit activities in accordance with professional standards and frameworks</li> <li>• Prepared remediation documentation for clients</li> <li>• Prepared summary of findings and exceptions and reference all relevant documents</li> </ul>
Project Budget	Budget covered project start and end dates
Summary of qualifications, to include knowledge of Fraud Analyst services, management, and supervisory responsibilities	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication, strong partnering skills, and ability to interact with various levels of management and external stakeholders.</li> <li>• Worked with the analysis and tools required by the customer.</li> <li>• Team Lead for the engagements</li> </ul>

<b>Project #2 – Name:</b>	<b>IT Auditor</b>
Project Objective	Responsible for the day-to-day operational management of the department's data analytics program
Project Start and End Dates	2018 - 2021
Describe proposed staff role and responsibilities on each project, the length of the engagement, and if the proposed staff completed the engagement	<ul style="list-style-type: none"> <li>Managed engagement from start to finish, was responsible for project scoping, kickoff, project expectation, and overseeing of multiple audit engagements.</li> <li>Communicated effectively with all levels of management to ensure full understanding of IT objectives, risks and controls</li> <li>Performed and documented audit activities in accordance with professional standards and frameworks</li> <li>Performed Audit Log reviews to test controls around the user activity and/or login/logout attempts</li> </ul>
Project Budget	Budget covered project start and end dates
Summary of qualifications, to include knowledge of Fraud Analyst services, management, and supervisory responsibilities	<ul style="list-style-type: none"> <li>Proven track record of assessing system/network availability, security, and data integrity to identify, manage, and reduce risks and ensure general compliance.</li> <li>Prepared summary of findings and exceptions and referenced all relevant documents.</li> <li>Prepared remediation documentation</li> <li>Managed a team of 7 Jr auditors</li> </ul>

<b>Project #3 - Name</b>	<b>Advisory Analyst</b>
Project Objective	Provide varied assistance to IT audit team focusing on the company's software programs and internal communication systems.
Project Start and End Dates	2021 - 2022
Describe proposed staff role and responsibilities on each project, the length of the engagement, and if the proposed staff completed the engagement	<ul style="list-style-type: none"> <li>Assessing, analyzing, testing and evaluation of IT controls</li> <li>Performing testing of effectiveness of implemented automated internal controls.</li> <li>Testing and analyzing of clients' big data relevant to the audit and key business processes.</li> <li>Evaluation of information systems' functionalities and capabilities</li> <li>Preparing documentation used for performed procedure</li> </ul>
Project Budget	Multiple Projects - Budget covered project start and end dates
Summary of qualifications, to include knowledge of Fraud Analyst services, management, and supervisory responsibilities	<ul style="list-style-type: none"> <li>Provided expertise in the delivery of IT environment and audit security assessments.</li> <li>SME to IT audit team focusing on software programs and internal communication systems</li> </ul>

*Note: The Bidder must provide DOR with resumes for the proposed resources. The resumes must outline how they meet or exceed the minimum requirements specified in this Work Request.*

**STANLEY NWEKE****SUMMARY**

A team-oriented IT Security/Audit Professional with strong analytical, problem solving, communications, business development and great interpersonal skills. Possess a career history of over eight years of combined experience in Database Administration, Audit, Governance, Risk and Controls (GRC) and General Management. Proven track record of assessing system/network availability, security, and data integrity to identify, manage, and reduce risks and ensure general compliance.

**SKILLS**

- Information systems audit
- Risk Assessment, IT Service Management, Data Governance
- Software, hardware, networking, and emerging technologies controls
- Information Security Compliance
- Quickbooks, Freshbooks, NetSuite, Sage Intact
- Data protection/privacy Integration
- Reporting capabilities, Team Leadership, & Development
- Automation, Data Migration, Third party risk, Data Privacy
- Project and Program Management
- SAP, Dynamics, SQL, COSO

**PROFESSIONAL EXPERIENCE****Deloitte, Advisory Analyst****2021-2022**

Project: To provide varied assistance to IT audit team focusing on the company's software programs and internal communication systems.

- Learning and understanding client accounting and operating procedures and systems of internal control
- Performing audit procedures and client IT environment assessment
- Assessing, analyzing, testing and evaluation of IT controls
- Understanding of business processes and internal control environment of our clients, focusing on information technology
- Performing testing of effectiveness of implemented automated internal controls
- Testing and analyzing of clients' big data relevant to the audit and key business processes
- Evaluation of information systems' functionalities and capabilities
- Preparing documentation used for performed procedure

**Phinamek Consulting Services, IT Auditor****2018-2021**

Project: Responsible for the day-to-day operational management of the department's data analytics program.

- Managed Client's engagement from start to finish, was responsible for project scoping, kickoff, project expectation, and overseeing of multiple audit engagements
- Managed Client's engagement from start to finish, was responsible for project scoping, kickoff, project expectation, and overseeing of multiple audit engagements
- Communicated effectively with all levels of management to ensure full understanding of IT objectives, risks and controls
- Performed reviews and tested IT controls such as incident management, change management, segregation of duties and data integrity
- Conducted walkthroughs and initiated meetings with process owner and control owner
- Conducted audit interviews and assignments, reviewed work papers and reports, documented and analyzed audit evidence
- Tracked results of prior audits and facilitated appropriate corrective action performed risk assessments, including identification, evaluation and

- documentation of IT business risks and controls
- Reviewed the company's Business Continuity Plan to determine the business strategy, the risks and the impact of unexpected disruptions
- Reviewed and tested for Segregation of Duties (SoD) and access control in SAP to ensure compliance with SOX
- Implementation and assessment of security and business process controls in SAP including segregation of duties, structural authorizations, access
- Reviewed, documented, evaluated and test manual and automated computer controls throughout the client's systems
- Evaluated the operating effectiveness of internal controls based upon testing results and communicated operating effectiveness conclusions to clients
- Performed security and access controls review, which included logical access, security administration, program changes, operating system, and database reviews
- Drafted high quality reports and ensured findings and actions are well documented in accordance with department standards
- Performed Audit Log reviews to test controls around the user activity and/or login/logout attempts
- Demonstrated excellent verbal and written communication, strong partnering skills, and ability to interact with various levels of management and external stakeholders
- Performed and documented audit activities in accordance with professional standards such as COBIT & COSO frameworks  
Prepared remediation documentation for client
- Prepared summary of findings and exceptions and reference all relevant documents/Managed a team of 7 Jr auditors in a SOX/ITGC project

**Wipro Technologies, Oracle DBA****2013-2017**

Project: General administration of database infrastructure

- Developed database structure, implemented applications, enhanced system, and ensured security
- Oversaw data analysis and database management for Oracle systems including applications upgrades
- Worked on multiple technologies enhancement projects, reporting to Team Lead
- Designed scripts and developed tools to automate periodic tasks and improve monitoring of systems
- Managed business continuity efforts with oversight for backup and recovery of data
- Facilitated database documentation and guidelines to help support operations
- Developed database monitoring/health check alert scripts for database uptime/downtime status, and sizing issues using grid control (OEM)
- Experienced with Oracle technology architecture, Oracle and Real Application Clusters
- Expertise in maintaining Database Security using auditing

**EDUCATION & CERTIFICATIONS**

Enugu State University of Science and Technology, Enugu-Nigeria

Bachelors- Business Administration

- Certified Information Systems Auditor (CISA). – April 22, 2021
- Certified Data Privacy Solutions Engineer (CDPSE). – April 22, 2021
- Certified Information Security Manager (CISM). – May 27, 2021
- Certified Oracle Certified Professional 11G. - March 2018
- Certified ITILV.3 Foundation - expired

**PROPOSED STAFF REFERENCES: THREE (3) REFERENCES, FOR EACH PROPOSED STAFF.** Please include the following in the order listed:

Question	Guidacent Response
Organization Name	Wipro
Organization Website Address	<a href="https://www.wipro.com">https://www.wipro.com</a>
Contact Name and Title	Jame Anderson
Contract Phone Number	470-685-1525/Lead
Contact Email Address	lyandaedu2000@gmail.com
Name and Brief Description of the Project(s)	General administration Oracle Database Project. 03/2013-12/2017
Bidder must also included signed Certifications and Assurances form Attachment B.	Please see signed Certifications and Assurances form

Question	Guidacent Response
Organization Name	Phinamek Consulting Services
Organization Website Address	<a href="https://phinamek.com/">https://phinamek.com/</a>
Contact Name and Title	John Cosmas
Contract Phone Number	571-505-5919
Contact Email Address	<a href="mailto:john.cosmas@yahoo.com">john.cosmas@yahoo.com</a>
Name and Brief Description of the Project(s)	ITGC,SOX&SOC2 Projects - Jan 2018-Oct 2022
Bidder must also included signed Certifications and Assurances form Attachment B.	Please see signed Certifications and Assurances form

Question	Guidacent Response
Organization Name	Wipro
Organization Website Address	<a href="https://www.wipro.com/">https://www.wipro.com/</a>
Contact Name and Title	Anthony Okpalor/ Supervisor
Contract Phone Number	678-215-1860
Contact Email Address	<a href="mailto:chineduokpalor@yahoo.com">chineduokpalor@yahoo.com</a>
Name and Brief Description of the Project(s)	General administration Oracle Database Project. 03/2013-12/2017
Bidder must also include signed Certifications and Assurances form Attachment B.	Please see signed Certifications and Assurances form

**ATTACHMENT B: CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

I/we declare that all answers and statements made in the proposal are true and correct.

1. The prices and cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of ninety (90) days following receipt, and it may be accepted by the Washington State Department of Revenue (DOR) without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90)-day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
4. I/we understand that DOR will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of DOR, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
6. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
8. I/we grant DOR the right to contact references and others, who may have pertinent information regarding our ability to perform the services requested in this Work Request (WR).

We (circle one) **are** / **are not** submitting proposed Contract exceptions. If Contract exceptions are being submitted, I/we have attached them to this form.

**On behalf of the Bidder submitting this proposal, my name below attests to the accuracy of the above statement. We are submitting a scanned signature of this form with our proposal.**

  
 \_\_\_\_\_  
 Signature of Bidder

November 3, 2022

Director  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
Date

ATTACHMENT D

WORKERS' RIGHTS CERTIFICATION

I hereby certify, on behalf of the firm identified below, as follows (check one):

**NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This 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 waivers.

OR

**MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

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 authorized to make these certifications on behalf of the firm listed herein.

Solicitation No.: DOR-WR-K2104

FIRM NAME: Guidacent, Inc

Name of Contractor/Bidder – Print full legal entity name of firm

By:   
Signature of authorized person

Robert Vandersluis  
Print Name of person making certifications for firm

Title: Director  
Title of person signing certificate

Place: Bellevue, WA  
Print city and state where signed

Date: November 3, 2022

ATTACHMENT C - CONTRACTOR CERTIFICATION

WAGE THEFT PREVENTION – RESPONSIBLE BIDDER CRITERIA

WASHINGTON STATE GOODS & SERVICES CONTRACTS

*Prior to awarding a contract, agencies are required to determine that a bidder is a 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include a contractor certification that the contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).*

Solicitation No.: **Work Request DOR-WR-K104 for Fraud Analyst**

Solicitation Date: **October 14, 2022**

I/we hereby certify, on behalf of the firm identified below, as follows (check one):

**NO WAGE VIOLATIONS.** This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries (LNI) 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 procurement solicitation date.

OR

**VIOLATIONS OF WAGE LAWS.** This firm has been determined by a final and binding citation, and notice of assessment issued by the Washington Department of Labor and Industries (LNI) 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 procurement solicitation date.

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 authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: GUIDACENT, INC \_\_\_\_\_  
Name of Contractor/Bidder – Print full legal entity name of firm

By:  \_\_\_\_\_  
Signature of authorized person

Robert Vandersluis \_\_\_\_\_  
Print Name of person making certifications for firm

Title: Director  
Title of person signing certificate

Place: Bellevue, WA  
Print city and state where signed

Date: November 3, 2022

## Attachment F

## Contractor Certification

## Proclamation 21-14 - COVID-19 Vaccination Certification

*To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021) and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.*

**Department of Revenue (“DOR”) Contract Number: K2104**

I hereby certify, on behalf of the firm identified below, as follows (check one):

- CONTRACTOR HAS A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN THAT COMPLIES WITH THE VACCINATION PROCLAMATION.* Contractor:
- Has reviewed and understands Contractor’s obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021);
  - Has developed a COVID-19 Vaccination Verification Plan for Contractor’s personnel (including subcontractors) that complies with the above-referenced Proclamation;
  - Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  - Complies with the requirements for granting disability and religious accommodations for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  - Has operational procedures in place to ensure that any contract activities that occur in person and on-site at DOR premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Contractor personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
  - Has operational procedures in place to enable Contractor personnel (including subcontractors) who perform contract activities on-site and at DOR premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation;

## Attachment F

## Contractor Certification

## Proclamation 21-14 - COVID-19 Vaccination Certification

*To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021) and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.*

**Department of Revenue (“DOR”) Contract Number: K2104**

I hereby certify, on behalf of the firm identified below, as follows (check one):

**CONTRACTOR HAS A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN THAT COMPLIES WITH THE VACCINATION PROCLAMATION.** Contractor:

- Has reviewed and understands Contractor’s obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021);
- Has developed a COVID-19 Vaccination Verification Plan for Contractor’s personnel (including subcontractors) that complies with the above-referenced Proclamation;
- Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
- Complies with the requirements for granting disability and religious accommodations for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
- Has operational procedures in place to ensure that any contract activities that occur in person and on-site at DOR premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Contractor personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
- Has operational procedures in place to enable Contractor personnel (including subcontractors) who perform contract activities on-site and at DOR premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation;

Attachment F  
Contractor Certification  
Proclamation 21-14 - COVID-19 Vaccination Certification  
Page 2

- Will provide to DOR, upon request, Contractor’s COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

OR

- CONTRACTOR DOES NOT HAVE A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN.* Contractor does not have a current COVID-19 Contractor Vaccination Verification Plan and is not able to develop and provide a COVID-19 Contractor Vaccination Verification Plan to ensure that Contractor’s personnel (including subcontractors) meet the COVID-19 vaccination requirements as set forth in the above-referenced Proclamation and provide the same to DOR within twenty-four (24) hours of such designation. [Note: Compliance with the Proclamation is mandatory.]

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 authorized to make these certifications on behalf of the firm listed herein.

**Solicitation No.:** DOR-WR-K2104

**Solicitation Date:** October 14, 2022

Firm Name: Guidacent, Inc. \_\_\_\_\_  
Name of Contractor – Print full legal entity name of firm

By:   
Signature of authorized person

Robert Vandersluis  
Print Name of person making certifications for firm

Title: Director  
Title of person signing certificate

Place: Bellevue, WA  
Print city and state where signed

Date: November 3, 2022

**Return to Procurement & Contracts Manager  
Department of Revenue  
[LoriG@dor.wa.gov](mailto:LoriG@dor.wa.gov)  
Post Office Box 47462  
Olympia, WA 98504**

**Failure to submit may result in contract termination.**