[AGENCY LOGO]

**Protest Officer**

**Procurement Integrity Certification**

Pursuant to Washington’s Procurement Code for Goods/Services ([RCW 39.26](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26)), Washington state agencies who procure goods/services through a competitive solicitation process (the “Procuring Agency”) must have a protest process that, at a minimum, complies with Washington’s enterprise procurement policy for protests. *See* [RCW 39.26.170(2)](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.170); *see also*, [Enterprise Procurement Policy No. POL-DES-170-00 – *Complaints and Protests*](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/des.wa.gov/sites/default/files/policy-documents/Policy-DES-170-00ComplaintsProtests.pdf) (“*Protest Policy*”). As a fundamental procurement integrity requirement, the *Protest Policy* requires that, in the event of a qualifying protest to the Procuring Agency’s apparent successful bidder announcement (i.e., the Procuring Agency’s proposed Contract award(s)) (the “Protest”), the Protest must be assigned to and reviewed by a fair, neutral, and impartial person who had no involvement in the Procuring Agency’s bid evaluation and contract award process pertaining to the Protest (the “Protest Officer”).

The Protest Officer’s role is to:

* Impartially review and, as appropriate, investigate the allegation(s) set forth in the Protest that are subject to review pursuant to the Procuring Agency’s applicable competitive solicitation and the *Protest Policy*; and
* Issue a written response (the “Protest Decision”) to the Procuring Agency and the bidder who submitted the Protest (the “Protestor”).

This Procurement Integrity Certification is intended to reinforce important procurement integrity requirements to further ensure that state procurements for goods/services, including bidder protests, are designed to result in high integrity procurements. Accordingly, the certifications set forth below by the assigned Protest Officer in this Procurement Integrity Certification, if untrue, may subject the Protest Officer to penalties for perjury pursuant to Washington’s Criminal Code.

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| Protest File No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print the assigned file number for the Protest |
| Protestor: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print name of the bidder who submitted the Protest |
| Date of Protest: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print the date the Protest was received by Procuring Agency |
| Procuring Agency: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print the name of the Procuring Agency |
| Competitive Solicitation No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print the Competitive Solicitation number of the protested procurement |
| Protest Officer: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print name of the assigned Protest Officer |

I, the above-referenced assigned Protest Officer for the above-referenced Protest, make this Procurement Integrity Certification as a required element to serve as the Protest Officer for this Protest. I certify, to the best of my knowledge and belief, that the following are true, complete, correct, and made in good faith:

1. Protest Officer. I certify that I am the assigned Protest Officer for this procurement Protest and that I shall:
2. Impartially review and, as appropriate, investigate the allegation(s) set forth in the Protest that are subject to review pursuant to the Procuring Agency’s applicable competitive solicitation and the *Protest Policy*; and
3. Prepare and issue a written Protest Decision to the Procuring Agency and the Protestor.
4. Procurement Protest Process. I certify that I have reviewed and understand the Procuring Agency’s protest process and the *Protest Policy*.
5. Procurement Integrity. I certify that:
6. I have not participated in the planning, development, review, evaluation, and/or contract award decisions pertaining to the above-referenced Competitive Solicitation;
7. Prior to appointment as the Protest Officer for this Protest, with the exception of receiving routine notices regarding whether debrief conferences have been requested and/or whether protests are anticipated for workload planning, I have not had any discussions regarding the above-referenced Competitive Solicitation or any protests relating to the same with the Procuring Agency’s officers and employees who participated in the planning, development, review, evaluation, and/or contract award decisions pertaining to the above-referenced Competitive Solicitation; and
8. Prior to appointment as the Protest Officer for this Protest, I have not had any discussions regarding the above-referenced Competitive Solicitation or any protests relating to the same with any other individual.
9. Procurement Ethics. I certify that:
10. I have reviewed and understand Washington’s Ethics In Public Service Act (RCW 42.52) and the ethical obligations pertaining to state agency personnel who participate in any goods/services public contracting matters, including as a protest officer (*see, e.g.*, RCW 39.26.020(1));and
11. I have completed the required Ethics In Public Service Act training.
12. Conflict of Interest. I certify that:
13. I do not have a financial interest in the above-named Protestor;
14. I have reviewed a list of all of the bidders pertaining to the above-referenced Competitive Solicitation and I do not have a financial interest in any such bidder or in the outcome of the Competitive Solicitation or this Protest;
15. I am not employed by, contract with, or am seeking employment or business with the Protestor or any bidder pertaining to the above-referenced Competitive Solicitation;
16. I am not aware of any financial interest in the Protestor or any bidder by any of my family members;
17. I am not aware of any of my family members being employed by, contracting with, or seeking employment or business with the Protestor or any bidder pertaining to the above-referenced Competitive Solicitation; and
18. I am not aware of any fact or circumstance that is a conflict of interest or reasonably could be perceived as a conflict of interest or bias pertaining to my role as the Protest Officer in this Protest.
19. Gifts. I certify that:
20. I have not received any gift(s) from the Protestor or any bidder in the above-referenced Competitive Solicitation; and
21. I am not aware of any gift(s) from the Protestor or any bidder to any of my family members.
22. Undue Influence. I certify that in serving as the Protest Officer I will not be unduly influenced by any person, including the Protestor, any bidder, and/or any Procuring Agency officers or employees. In the event I encounter undue influence, I certify that I will document and report such incident in writing.

I further certify that I shall provide immediate written notice to the above-referenced Procuring Agency if, at any time prior to completion of the Protest Decision, I become aware that any of the certifications set forth herein were erroneous when made or has become erroneous by reason of changed circumstances.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct.

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| Protest Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name of assigned Protest Officer |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Protest Officer  Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print city and state where signed  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print date signed |

Retain this Protest Officer Procurement Integrity Certification with the Protest File