

**WHITMAN COUNTY WASHINGTON**  
**OFFICE OF THE AUDITOR**  
**Eunice L. Coker, Auditor**



Whitman County Gazette  
11:40 AM 4/24/2018

Please print the following classified advertisement in the Gazette on:

4/26/2018;  
5/3/2018;  
5/10/2018;  
5/17/2018; and  
5/24/2018

Billing should be sent to PO Box 350, Colfax WA 99111

Thank you,

Eunice Coker  
Whitman County Auditor

**BUSINESS OPPORTUNITY, REQUEST FOR PROPOSALS.** The Whitman County Auditor is seeking applicants to contract for the operation of a vehicle/vessel license sub-agency business in the Northern Whitman County area, preferably in the Highway 195 corridor. Applicants are required to submit a written business proposal addressing specific subject areas, and agree to a background check. Your proposal will be part of a competitive replacement process. An outline of the subject areas to be addressed in the business plan is available at [www.whitmancounty.org](http://www.whitmancounty.org) or by picking up the packet at the address below. The Department of Licensing provides equal opportunity when appointing Subagents. All qualified persons are encouraged to apply, including members of protected groups under applicable state and federal law. Please submit four (4) copies of your written business proposals to: Whitman County Auditor Eunice L. Coker, PO Box 350, 400 N. Main Street 2<sup>nd</sup> Floor, East Wing, Colfax, WA 99111. Proposals must be submitted in a sealed package with the applicant's name clearly identified on the outside. **ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 5:00 p.m. MAY 25, 2018**

## **SUBMITTAL DUE DATE**

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To be eligible for consideration, four (4) copies of the complete proposal package, including a completed Vehicle/Vessel Licensing Subagent Application, must be received by the Whitman County Auditor's Office, PO Box 350, or at 400N Main, 2<sup>nd</sup> Floor, East Wing, Colfax, WA 99111 no later than 5:00 pm, May 25. The response must be submitted in a sealed package with the applicant's name clearly identified on the outside.

The completed and signed Vehicle/Vessel Licensing Subagent Application will serve as the required signature page for this business proposal. This is a proposal only and non-binding.

## **DESCRIPTION OF PROJECT**

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The Whitman County Auditor has a long tradition of successful license sub-agencies located throughout the County serving residents in vehicle/vessel needs. These businesses have been enhanced by their commitment to community.

The Whitman County Auditor is seeking applicants for the operation of a vehicle/vessel license sub-agency business in the Northern 1/3 of Whitman County, preferably along the Highway 195 Corridor. A map, indicating the area in which the sub-agency must be located, is enclosed with this application. Operating a vehicle/vessel license sub-agency business is essentially and most importantly a public service business. The vehicle/vessel license sub-agency business must provide full motor vehicle and vessel licensing services. Examples are: preparing/processing original ownership documents of vehicles/vessels, and title transfers of same; processing annual renewals of vehicle/vessel licenses; preparing and processing registration documents; preparing permits, tonnage and specialized registrations (i.e. farm vehicles; snowmobiles); calculating, collecting, depositing and reporting of associated fees; receiving and controlling all accountable inventory associated with licensing.

The owner of a vehicle/vessel license sub-agency business must ensure adequate staff, in terms of numbers and training, to meet the public demands for services. A secure office space (including sufficient and convenient public access and parking meeting ADA accessibility requirements) must be provided. The vehicle/vessel license sub-agency business owner must equip the business with general office equipment (e.g. typewriters, telephone, calculators, cash drawers, personal PCs with internet and e-mail, etc.) sufficient to handle the volume of licensing transactions in a professional and safe manner.

The State of Washington, through the Whitman County Auditor, provides licensing materials (license plates, registration tabs, forms, etc.), along with computer, printer, and other essential supplies. The appointed subagent will be required to provide necessary internal electrical power outlets, telephone lines, and access terminals identified by the Department of Licensing as being required to facilitate the installation of equipment provided by the Department of Licensing.

The successful applicant must be able to obtain a fidelity bond in the amount of \$15,000 or more, bound to Whitman County Auditor and the Department of Licensing, State of Washington. In addition, the applicant must obtain, at a minimum, fire, casualty, vandalism, and malicious mischief insurance coverage equal to the replacement cost of the state property possessed, including the loss of monies and/or securities.

The appointee must obtain insurance against employee dishonesty and robbery inside and outside the premises. The policy shall be extended to include the actual value of license tabs and license plate replacement costs, as well as money. Additional insurance requirements include commercial general liability coverage. The name insured for each type of coverage shall include Whitman County Auditor and the Department of Licensing, State of Washington.

The subagent must establish a checking account at a local bank in the name of the Department of Licensing, Agency Account, Sub-agency name, Subagent.

Applicant must enter into a signed contract containing requirements of a subagent.

The vehicle license subagent business must be in operation a minimum of seven (7) hours each day Monday through Friday. Saturday hours are encouraged.

## **SCOPE OF WORK**

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Please give specific, detailed descriptions in your written Business Proposal. All statements must be verifiable. References may be contacted for further verification as deemed necessary.

### **I. EXPERIENCE:**

- A. Individual Employment Experience
  - 1. Type of work and description of job functions
  - 2. Where, when, how long
  - 3. List references and/or supply letters of recommendations
- B. Business Experience
  - 1. Nature of work or product and description of job functions
  - 2. Where, when, how long
  - 3. List customers, industry associates, and business banking references
  - 4. Ownership(s) of business(es)
  - 5. Size of business(es)
  - 6. Financial aspects
  - 7. Disposition of business(es)
  - 8. Employee theft or embezzlement
- C. Management/Supervisory Experience
  - 1. Supervisor
    - a) how many people - staff
    - b) where, when, how long
  - 2. Nature of work
  - 3. List references and/or supply letters of recommendations
- D. Financial Experience  
(list as many examples as necessary to illustrate experience)
  - 1. Financial institution
    - a) checking
    - b) custodial accounts
  - 2. Budgeting, forecasting, inventory management
- E. Vehicle/Vessel License Experience
  - 1. Nature of work
    - a) description of job functions
  - 2. Where, when, how long
  - 3. List references and/or supply letters of recommendations

### **II. STAFFING:**

- A. Projections — number of staff needed
- B. Sufficient staff for full service agency
- C. Full time help - part time help
- D. Qualifications of any intended staff already identified
  - 1. Experience
  - 2. Description of job functions

Staffing: Provide staffing sufficient to operate; minimum of one full time person plus staffing for any extended hours and Saturday coverage.

Desirable Qualifications: Persons with previous business, supervisory, and/or management experience are preferred. Previous vehicle/vessel licensing experience is also preferred but not required.

### **III. BUSINESS SITE/FACILITIES**

**List all potential locations and address each category listed below.**

- A. Public Access
  - 1. ADA accessible
  - 2. Sufficient parking
  - 3. Outside signage and advertising
- B. Potential Locations
  - 1. Currently leased, rented or owned by applicant
  - 2. Remodel requirements
- C. Office Space
  - 1. Sufficient for public service
  - 2. Storage
  - 3. Office equipment
  - 4. Secure work area
  - 5. Secure storage for accountable inventory
- D. Security
  - 1. Internal
  - 2. External
  - 3. During office hours
  - 4. After office hours
- E. Service
  - 1. Office by itself
  - 2. Office ran in conjunction with other business

### **IV. BONDING/INSURANCE**

- A. Has applicant ever been bonded and/or insured?
- B. Has applicant ever been denied a bond?
  - 1. If yes, describe circumstances surrounding denial
- C. Can applicant qualify for a \$15,000 bond?
- D. Has applicant ever been denied insurance?

### **V. COMMUNITY RELATIONSHIP/INVOLVEMENT**

- A. Resident of Community:
- B. Business in Community:
- C. Community Involvement:

Additional Information: Applicants need to be aware that the Pullman area vehicle/vessel license sub-agency is an extension of the Whitman County Auditor's Office. This means that whatever transpires in that environment, good or bad, directly reflects on the Whitman County Auditor's Office.

Geographic Confines: The location of the sub-agency must be within the confines as outlined on the attached map of the Northern 1/3 of Whitman County.

### **W. COMMITMENT TO TRAINING TIME NEEDED**

Extensive training through the state systems and with the county agency is necessary to learn the job, and to work toward mandatory State Certification. This may require not being open for business for a time.

## **TIMELINE**

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Proposals received by the closing date above will be evaluated and oral interviews with applicants will be scheduled and occur by June 8, 2016.

## **EVALUATION CRITERIA**

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Applicants will be evaluated on the business proposal and the following criteria:

1. Suitability of location, which will provide adequate service to the public;
2. Defined operating hours;
3. Public parking including disabled accessibility;
4. Must be able to meet bond and insurance requirements;
5. Must meet state mandated record keeping and reporting requirements;
6. Must attend mandatory training sessions at various locations in Whitman County;
7. Must provide adequate trained staff to meet technical and public service level requirements;
8. Must meet and maintain performance standards set by Whitman County Auditor's Office and State of Washington Department of Licensing;
9. Agree to comply with Equal Opportunity and human rights laws;
10. Agree to provide full vehicle and vessel licensing services;
11. Agree to establish a special Subagent/Department of Licensing Agency bank account;
12. Ability to enter into a contractual agreement with the Whitman County Auditor and Dept. of Licensing, State of Washington that is binding upon the subagent and subagent employees;
14. The successful applicant will be required to satisfactorily pass a background check.
13. Other information as appropriate.

## **Business Plan Proposal | Potential Costs/Budget Items**

Below are some costs you may incur in doing business as a subagent.

### General Costs

- Rent or lease
- Taxes (local, state, federal)
- Insurance
- Bond
- Remodeling
- Photocopying services
- Office furniture and counters
- Messenger or common carrier
- Publications (vehicle appraisal guides)
- Accountant fees
- Agent fees
- Parking facility
- Attorney fees
- Office supplies
- Janitorial
- Banking charges
- Membership dues
- Advertising
- Signage
- Utilities
- Yellow page listing
- Postage

### Equipment

- Installation of communication lines for DOL equipment
- Telephone
- Fax
- Safe or vault
- Security system
- Answering machine
- Copy machine

### Personnel

- Salaries
- Benefits
- Insurance
- L & I insurance
- Travel

# Vehicle/Vessel Licensing Subagent Application

You can use this form to apply as a new subagent, change a subagent business name, or subagent replacement.

Application type:

- New subagent
- Change of subagent business name
- Replacement subagent

## Subagency information

TYPE or PRINT Subagency licensed business name (as filed with Master License Services)			
Name business will do business as (if different from above)			
Address			
City	State	ZIP code	County
Mailing address (if different)			
City	State	ZIP code	
(Area code) Telephone number	(Area code) Fax number	Email	
Proposed business open date (mm/dd/yyyy)	Days and hours of operation Day(s) _____ Hours _____		
Business ownership structure (as provided through open competitive process)			
<input type="checkbox"/> Sole proprietor	<input type="checkbox"/> Association	<input type="checkbox"/> Partnership (define type) _____	
<input type="checkbox"/> Municipality	<input type="checkbox"/> Trust	<input type="checkbox"/> Corporation (define type) _____	
State where incorporated/formed _____		Year incorporated/formed _____	

**Subagent applicants/appointees** – List all names of applicants/ appointees for this business as provided through the open competitive process. Attach additional pages if needed.

<b>1</b> Name (Last, First, Middle)			Business title	
Address (Residence or mailing)		City	State	ZIP code
(Area code) Home telephone number		(Area code) Cell phone number		
<b>2</b> Name (Last, First, Middle)			Business title	
Address (Residence or mailing)		City	State	ZIP code
(Area code) Home telephone number		(Area code) Cell phone number		
<b>3</b> Name (Last, First, Middle)			Business title	
Address (Residence or mailing)		City	State	ZIP code
(Area code) Home telephone number		(Area code) Cell phone number		
<b>4</b> Name (Last, First, Middle)			Business title	
Address (Residence or mailing)		City	State	ZIP code
(Area code) Home telephone number		(Area code) Cell phone number		



**Subagent applicants/appointees – continued**

Applicant/Appointee signatures

<p><b>X</b> _____ Signature Date</p> <p><b>X</b> _____ Signature Date</p>	<p><b>X</b> _____ Signature Date</p> <p><b>X</b> _____ Signature Date</p>
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Answer the following  
 Have any of the applicants/appointees been convicted of a misdemeanor or felony within the past 7 years that might unfavorably affect their appointment as a subagent? . . . . .  Yes  No  
 If yes, please explain:

**County Auditor/Agent**

- I am confident the applicant(s)/appointee(s) is able to and will perform all duties required of a vehicle/vessel license subagency, and if appointed, will be fully trained and meet banking, bonding, and insurance requirements included in the standard contract and applicable Department of Licensing (DOL) Policies and Procedures.
- This office will educate, train, and qualify the applicant as provided in the standard agent contract and DOL Policies and Procedures.
- I have reviewed and verified the information provided in this application is accurate.

<p>_____</p> <p>Name of county</p>	<p><b>X</b> _____</p> <p>County Auditor/Agent signature</p>
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**Department use only**

Appointing authority approval/disapproval

Approve  Disapprove

If disapproved, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>X</b> _____</p> <p>Director signature</p>	<p>_____</p> <p>Date</p>
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**WHITMAN COUNTY MAP**  
WASHINGTON, USA



Referenced Area

Highway 195