



**Procurement Division**  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

## **REQUEST FOR QUOTES (RFQ) #2018-51**

Issue Date: June 27, 2018

Project Name:	<b>Polygraph Examination &amp; Testing Services</b>		
Quote Due Date/Time:	<b>July 19, 2018 , 2:00 PM</b>		
Procurement Analyst:	Kim Randall	Phone:	503-742-5443
		Email:	<a href="mailto:krandall@clackamas.us">krandall@clackamas.us</a>

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“RFQ #2018-51 POLYGRAPH EXAMINATION” IN THE SUBJECT LINE**

### **1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at [www.clackamas.us/bids/terms.html](http://www.clackamas.us/bids/terms.html).

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

### **2. SCOPE OF WORK**

Clackamas County seeks to contract with qualified vendors to provide Polygraph Examination & Testing Services for Adults and Youth. County intends to contract with more than one vendor for the purpose of meeting the different department needs.

#### **A. Introduction and Program History**

The Clackamas County Community Corrections and Juvenile Departments are seeking licensed polygraph examiners to perform polygraph examinations. Examinations will primarily include indigent and low income male and female adult offenders who are on active supervision in Clackamas County (i.e., probation, post-prison supervision or parole) and have been identified as a sex offender who is required to receive periodic sex offender-specific polygraph examinations as a condition of supervision. Youth, between the ages of 12 to 20 years of age, may be referred for polygraph examinations as well. The County is seeking at least one (1) qualified examiner that is fluent in Spanish, i.e., having the ability to speak and comprehend the language for clients (adult and juvenile) whose primary language is Spanish.

**B. Major Service Components Include**

- Polygraph examinations and reports; and
- Creation and maintenance of case files and content

**C. Target Population Served**

- Adult Parole & Probation (“P&P”) - Indigent or low income post-conviction or incarcerated offenders who have been assigned to the Sex Offender Unit and Sex Offender PPO.
- Juvenile Department – Youth under the supervision of the Juvenile Department, either formally or informally, for engaging in sexually harmful behaviors or who have been accepted into the department Drug Treatment Court, are subject to polygraph testing as a routine requirement of their supervision agreement or court order. Youth considered for polygraph testing generally fall in the age range of 13 to 20. Youth under age 13 are considered on a case-by-case basis.

**D. Definitions**

1. **Adult Parole & Probation (P&P)** is responsible for the supervision of adult offenders sentenced to probation or released from custody on parole or post-prison supervision.
2. **Parole/Probation Officer (PPO)** Community Corrections employee who has direct responsibility for enforcing the conditions of probation, parole or post-prison supervision required of the adult offender while under supervision.
3. **Adult Parole & Probation Sex Offender Program/Supervision** – the sex offender (“SO”) supervision team consists of an array of highly trained, experienced and dedicated staff consisting of Parole & Probation Officers and a Community Corrections Supervisor. The role of this unit is to provide supervision to offenders who have been either convicted of or have a criminal history of sex crimes. Supervision is achieved by utilizing the full complement of resources known to be effective to contain and reintegrate sex offenders back into the community.
4. **Juvenile Counselor (“JC”)** – A Juvenile Department employee who supervises youth in the community at both pre- and post-adjudication stages and are the equivalent of an adult probation officer. The JC is responsible for assessing delinquent behavior, planning for and requesting services that support, address and/or remediate youth behavior in an effort to reduce delinquency activity and promote pro- social behavior.
5. **Full Disclosure/Sexual History Polygraph Examination** – This is an examination of one’s sexual history to understand his/her overall sexual involvement and behavior to assess risk factors and to obtain information that is helpful in facilitating treatment. This includes gaining information about unreported victim(s) of all types.
6. **Maintenance Polygraph Examination** – This is an examination of one’s compliance with supervision goals and overall behavior as a way to understand and assess one’s progress in treatment and supervision.
7. **Specific Issue Examination** – This examination is used to address a single incident or allegation concerning a client.
8. **Referral Date** – The date service is initiated with the Polygraph Examiner for the purpose of scheduling the polygraph appointment.

**E. Polygraph Examiner Basic Requirements and Preferences**

At the time of Contract award, the Polygraph Examiner will need to meet the following minimum requirements:

1. A Polygraph Examiner must have a valid “General License” issued by the Oregon Polygraph Licensing Board at the time of Contract award. This means the examiner has conducted and completed 200 exams prior to testing for and passing the polygraph general examiner license.
2. It is the County’s preference that polygraph examiners performing examinations and testing on **adult** offenders have the following minimum years of experience providing sex offender Specific Polygraph Examinations directly to post-conviction/incarceration adult offenders:

- a. Polygraph examiners providing Full Disclosure Sexual History examinations: at least 2 years of experience.
  - b. Polygraph examiners providing Maintenance Polygraph Examinations: at least 1 year experience.
3. It is the County's preference that polygraph examiners performing examinations and testing on **youth/juvenile** offenders be specifically trained and have experience working with children, youth and young adults and have the following minimum years' experience in providing sex offender Specific Polygraph Examinations directly to post-conviction/incarceration juvenile offenders:
- a. Polygraph examiners providing Full Disclosure/Sexual History Examinations: at least 1 year experience.
  - b. Polygraph examiners providing Maintenance Examinations: at least 1 year experience.

**F. Direct Services Applicable to Adult Parole & Probation**

**1. Referral and Subsidy Approval Process:**

The sex offender will be assessed by his/her assigned P&P as to his/her ability to pay for the polygraph examination. A Polygraph Referral and Subsidy Form will be completed on each client who qualifies for subsidy assistance. The form shall indicate the type of examination required and the amount the offender shall pay Contractor or if the County is to subsidize the full amount. The Community Corrections Supervisor will approve expenditure of subsidy funds and email or fax the approval form to the Contractor. The Contractor will notify the Supervising PPO of the scheduled time and date of the polygraph examination. The Supervising PPO will forward collateral material that is available to the Contractor prior to the scheduled examination. Contractor will not schedule subsidized clients for examinations until this form has been provided to Contractor.

**2. Scheduling Services:**

The Polygraph Examiner will schedule and conduct the Maintenance or Specific Issue polygraphs within 15-working days of the referral. Full Disclosure/Sexual History polygraphs will be scheduled and conducted within 45-working days of the referral, unless more time is required by the client for preparation. If the referral source needs to have his/her client scheduled sooner than 15-working days, Contractor will make every effort, as reasonable and practicable, to accommodate the request. In acute situations, the referral source and Contractor will coordinate the expedited scheduling of the client at the earliest possible date. The referral source will make every effort, when practicable, to notify the Contractor at least three (3) days in advance of an offender's cancellation or to reschedule an appointment, and vice-versa.

**3. Case File Creation and Content:**

The Polygraph Examiner will maintain a case file on each client containing personal identifying information on the client and a hard copy of the final written report. The case file will also contain: a current *Release of Information Consent Form* permitting the Contractor to disclose polygraph examination information to all criminal justice agencies having a direct professional interest in the client, i.e. PPO, treatment provider, judges, District Attorney's Office, etc. The release should be obtained prior to commencement of services. **Failure to sign such a release will immediately disqualify clients from services derived from this contract.**

**4. Types of Polygraph Examinations and Reports:**

- a) **Full Disclosure/Sexual History** – This examination is part of the treatment process and should be scheduled after an offender is in treatment and is typically conducted within six to twelve months of entering sex offender treatment. This is a comprehensive examination that looks at, in detail, historic and current sexual behaviors of the offender.

Examiners are required to work with members of the community supervision team and/or treatment providers to require the offender to prepare a written sexual history report (prior to taking this examination). The document will provide for the offender operational definitions which clearly describe all of the sexual behaviors of concern. The purpose of the offender

preparing the document is to help him/her review and organize their history of sexual behaviors. It also assists the offender with conceptual vocabulary necessary to properly discuss sexual behaviors, as well as enabling the offender to recognize those behaviors which were abusive, unlawful, unhealthy, as well as those behaviors which are considered to be normal. Once completed, the offender should review his written history with members of his community supervision team and/or treatment providers before setting a date for taking the examination. At the time of examination, the Polygraph Examiner will conduct a final review of the document with the offender. The examination is exploratory in nature, and its purpose is to explore the possibility of additional, unreported victims of all types.

- b) **Maintenance** – this type of examination will be administered to sex offenders at a frequency of once every six (6) months or as scheduled by the offender’s supervising PPO. If prior polygraph examinations have been completed on the offender, the first one provided through contracted services will be at approximately six (6) months following the previous examination or as scheduled by the offender’s supervising PPO. The examination will focus on the offender’s compliance to their conditions of parole/probation.

The relevant targets for these examinations should bear operational relevance to the offender’s stability of functioning and changes in dynamic risk levels as indicated by compliance or non-compliance with supervision and treatment rules. Relevant targets should be developed in an effort to add incremental validity to the early detection of any escalating threat to the community or victims. These test are exploratory in nature, can address more than one relevant target, but should not address known allegations or known incidents. Relevant targets for a Maintenance Examination can include such things as: unreported sexual partners, contact with persons under 18 (sexual or otherwise), drug and/or alcohol use, and pornography.

- c) **Specific Issue** – This type of examination will be performed at the request of the supervising parole/probation officer to address a specific concern or allegation concerning the client.
- d) **Post-test Interview** – This interview will be performed if the examination results indicate client deceptiveness. The interview must allow the client an opportunity to clarify responses. While acting in a professional and understanding manner, Contractor may also use effective questioning techniques in order to increase the client’s level of comfort in being truthful.
- e) **Written Report** – A report of findings will be furnished to the appropriate criminal justice official(s). The Contractor will deliver a completed, written report to the referring PO and specific treatment provider within five (5) days from the date the polygraph examination was administered unless the client has an outstanding balance due and no Subsidy Approval Form has been provided.
- f) **Inconclusive Results** – In the event an examination yields an ‘inconclusive’ result, the referring PPO and the examiner shall discuss the appropriateness of re-testing.

## G. **Direct Services Applicable to the Juvenile Services Division**

### 1. **Referrals:**

Referrals will originate from the Juvenile Counselor (JC) assigned to the youth.

### 2. **Scheduling Services:**

The Juvenile Department will coordinate with the Polygraph Examiner so that Full Disclosure, Specific Issue, or Maintenance Polygraph Examinations can be scheduled and conducted within thirty (30) days of the referral. In acute situations, the referral source and Contractor will coordinate the expedited scheduling of the client at the earliest possible date. Polygraph examinations will be scheduled for no less than ninety (90) minutes and no more than four (4) examinations scheduled in any single day for youth. The referral source will make every effort, when practicable, to notify either

by phone or email the Polygraph Examiner as soon as possible of the cancellation or rescheduling of an appointment, or vice-versa.

### **3. Types of Polygraph Examinations and Reports:**

The types of polygraph examinations and written reports for juvenile referrals will be the same or similar as those described above for adults. A polygraph examination will consist of a pre-test, polygraph question formulation, question review with youth, administration of polygraph testing and post-test interview.

- a) Full Disclosure/Sexual History** – A polygraph questionnaire will be provided by the Polygraph Examiner to be used in the pre-polygraph interviews conducted by the youth's therapist. The questionnaires will be reviewed by the Juvenile Department and the Contractor before being adopted as part of the youth's treatment requirements. This type of polygraph is an examination of a youth's sexual history conducted to understand their overall sexual involvement and how those experiences may have contributed to their decision to engage in harmful sexual behaviors. It also provides an important opportunity to gain information about unreported victims.
- b) Maintenance** – Maintenance Polygraphs will be administered to youth under the Juvenile Department supervision every four (4) to six (6) months, generally after a youth has completed a Full Disclosure Polygraph. The intent of the polygraph examination is to explore whether a youth has been compliant with their terms of supervision during the time elapsed since their last polygraph. Drug Treatment Court utilizes Maintenance Polygraphs as their primary type of polygraph as a purpose to ensure compliance to supervision rules within specific time periods.
- c) Specific Issue** – this type of examination is generally used when there is an allegation concerning a youth's compliance with supervision conditions or when specific concerns or allegations arise relative to a youth's conduct.
- d) Post-test Interview** – This interview will be performed if the examination results indicate client deceptiveness. The interview must allow the client an opportunity to clarify responses. While acting in a professional and understanding manner, Contractor may also use effective questioning techniques in order to increase the client's level of comfort in being truthful.
- e) Written Report** – A written report will be generated and delivered to the Juvenile Counselor for each polygraph examination administered no more than 36 hours after the examination is completed. The results of the polygraph will be shared verbally with the Juvenile Department staff at the conclusion of examination.
- f) Inconclusive Results** – In the event an examination yields an 'inconclusive' result, the referring Juvenile Counselor and the examiner shall discuss the appropriateness of re-testing.

### **H. Service Locations & Equipment:**

Polygraph examinations will be performed using the Contractor's own equipment, sensors, computer and any other necessary equipment. Examinations will be performed using the Contractor's place of business, or at such other location as is convenient to the Contractor and County, including Clackamas County offices.

### **J. Term of Resulting Contract**

The term of the contract shall be for three (3) years.

## **3. SAMPLE CONTRACT**

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at:

<http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

**Professional Services Contract** (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☐ Article I, Paragraph 4 – Travel and Other Expense is authorized
- ☒ Article II, Paragraph 29 – Confidentiality
- ☒ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☐ Article II, Paragraph 30 – Key Persons
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Personal Automobile Liability: the limits shall not be less than \$250,000/occurrence, \$500,000/aggregate, and \$100,000/property damage, the same as Oregon State's minimum requirements.

**4. QUOTE**

Quotes should be short and concise with the following information:

- A. Cover Letter stating Quoter's background, areas of expertise, and training. Cover letter should identify if Quoter is submitting for Adults Polygraph Services, Juveniles Polygraph Services or Both;
- B. Copy of your Polygraph Examination License showing expiration date;
- C. Three references with contact information;
- D. Fee Schedule per Polygraph Examination inclusive of all fees, including but not limited to preparation, administration and reports for each polygraph examination. (**NOTE:** The Juvenile Department is grant funded and the maximum per examination shall not exceed \$240.00);
- E. **Clackamas County Certifications Form** (see attached); and
- F. Any additional information that Clackamas County should take into consideration for the project or qualifications.

**5. EVALUATION**

Quotes will be evaluated based on subjective factors including, but not limited to: Background and experience, training, references and fee schedule.

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2018-51 Polygraph Examination & Testing Services**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time.



Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

### **QUOTE EVALUATION AND AWARD**

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
6. **METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
7. **QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.