

# Healing, Support & Transition Services: Statewide Coordination

OFFICE OF CRIME  
VICTIMS ADVOCACY

RFP Number: 24-31325-003

Funding Period: February 1, 2024 - June 30, 2025

Proposals Due: January 8, 2024

This is a competitive process. Here is some terminology that will be helpful to review.

- Request for Proposals (RFP):  
This document is the "RFP"; it provides information on the funding available, requirements, and process.
- Proposal:  
The documents submitted to apply for this competitive funding opportunity, also sometimes called an "application".
- Applicant:  
The organization, agency, tribe, or governmental entity submitting a proposal.

# Table of Contents

<b>Questions.....</b>	<b>4</b>
<b>Americans with Disabilities Act (ADA).....</b>	<b>4</b>
<b>Who is OCVA? .....</b>	<b>5</b>
<b>Introduction.....</b>	<b>5</b>
<b>What is this RFP for? .....</b>	<b>6</b>
<b>When can the funds be used?.....</b>	<b>7</b>
<b>How much funding is available? .....</b>	<b>7</b>
<b>Who can apply? .....</b>	<b>7</b>
<b>What can these funds be used for?.....</b>	<b>8</b>
<b>What can these funds not be used for?.....</b>	<b>8</b>
<b>What are the funding requirements? .....</b>	<b>8</b>
<b>How will proposals be reviewed?.....</b>	<b>9</b>
<b>What happens if Commerce updates this RFP document?.....</b>	<b>10</b>
<b>What is the timeline for this process?.....</b>	<b>11</b>
<b>Is Commerce required to grant these funds? .....</b>	<b>11</b>
<b>What if I have a complaint about this process? .....</b>	<b>11</b>
<b>When will we know if our proposal was successful? .....</b>	<b>12</b>
<b>If not successful, can we learn why we were not selected? (Debrief) .....</b>	<b>12</b>
<b>How can we protest the results of this RFP?.....</b>	<b>13</b>
<b>Submissions of Proposals and Due Date .....</b>	<b>15</b>

Attachments:

- Attachment A: Proposal
- Attachment B: Budget Detail Worksheets

Appendixes:

- Appendix A: Budget Guidance
- Appendix B: Healing, Support, and Transition Service Details

## Office of Crime Victims Advocacy (OCVA)

Proposals Due: January 8, 2024

**NO PROPOSALS WILL BE ACCEPTED AFTER JANUARY 8, 2024 5:00 PM PST.**

See the OCVA Grants and Funding web page at [www.ocva.wa.gov](http://www.ocva.wa.gov) for all relevant materials.

Submit applications electronically.

Email application as PDF/Excel attachments to:

[Trisha.smith@commerce.wa.gov](mailto:Trisha.smith@commerce.wa.gov)

Subject Line: [Name] Statewide Coordination RFP

OCVA cannot receive zipped files. They cannot be used for submission of applications.

## Questions

The RFP Coordinator is Trisha Smith, OCVA Assistant Managing Director. All questions must be submitted via email.

[Trisha.smith@commerce.wa.gov](mailto:Trisha.smith@commerce.wa.gov)

Questions will be answered directly via email. OCVA will develop a Q&A Document that will be posted on the OCVA website no later than November 17, 2023. The RFP Coordinator will periodically update this document on the OCVA website, the final update to will be on January 5, 2024.

## Americans with Disabilities Act (ADA)

OCVA complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this application in Braille or on tape.

## Who is OCVA?

The Office of Crime Victims Advocacy (OCVA) is housed within the Department of Commerce. OCVA serves as a voice within government for the needs of crime victims in Washington State. Established in 1990, OCVA serves the state by:

- Advocating on behalf of victims obtaining needed services and resources.
- Administering grant funds for community programs working with crime victims.
- Assisting communities in planning and implementing services for crime victims.
- Advising local and state government agencies of practices, policies, and priorities that impact crime victims.

See OCVA's website for more details: [www.ocva.wa.gov](http://www.ocva.wa.gov)

## Introduction

### Background

The Office of Crime Victims Advocacy (OCVA) serves as a voice within state government for the needs of crime victims in Washington State. OCVA administers state and federal funds for services to assist individuals who have experienced hurt, harm, trauma or crime. OCVA understands and respects that not all individuals identify as being a “victim of crime”.

### Substitute Senate Bill (SSB) 5114

In 2023, [SSB 5114](#) passed to support adults, over the age of 18, with lived experience of sex trafficking by funding Healing, Support and Transition Services. Adults are eligible for support and services if they have experienced sex trafficking as an adult or as a child or youth (under the age of 18).

This bill includes funding to support one statewide organization led by adults with lived experience of sex trafficking for the purpose of providing coordinating support and convening statewide coordination meetings, no less than quarterly, for healing, support, and transition service providers and related service providers.

The Healing, Support and Transition Services are state funded grants/agreements.

**Please note:** Per SSB 5114 “adults with lived experience of sex trafficking” means any person age 18 or older who was a person who has been forced or coerced to perform a commercial sex act including, but not limited to, being a victim of offenses defined in RCW 9A.40.100, 9A.88.070, 0.68A.101 , and the trafficking victims protection act of 2000, 22 U.S. C. Sec. 7101 et seq.; **or** a person who was induced to perform a commercial sex act when they were less than 18 years of age including but not limited to the offenses defined in chapter 9.68A RCW.

## Human Trafficking

The Federal Trafficking Victims Protection Act (TVPA) of 2000 was the first law passed to combat the trafficking in persons. The Act was amended by the Trafficking Victims Protection Reauthorization Act in 2003, 2005, 2008 and 2013. The law focuses on combatting “severe forms of trafficking in persons” and provides an approach that includes prevention, protection and prosecution.

Under the TVPA, “severe forms of trafficking in persons” includes both sex and labor trafficking as defined in 22 USC § 7102 and means:

Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

Labor trafficking is the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

### Under Washington State law:

- **Sex trafficking:** is the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion. <sup>1</sup>
- **Labor trafficking:** A person is guilty of trafficking in the first degree when such person recruits, harbors, transports, transfers, provides, obtains, buys, purchases or receives by any means another person knowing, or in reckless disregard of the fact, (A) that force, fraud, or coercion as defined in RCW 9A.36.070 will be used to cause the person to engage in: forced labor; involuntary servitude. <sup>2</sup>
- **Commercial Sexual Abuse of a Minor (CSAM):** is when a person solicits, offers, requests to engage or provides anything of value to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her. *Consent of a minor to the sexual act does not constitute a defense to this offense.*

## What is this RFP for?

Per [SSB 5114 \[pg. 5\]](#) OCVA seeks proposals from qualified organizations for “the purpose of providing coordinating support and convening statewide coordination meetings, no less than quarterly, for healing, support, and transition service providers and related service providers.”

---

<sup>1</sup> Revised Code of Washington (RCW) 9A.40.100

<sup>2</sup> RCW 9A.40.100

OCVA anticipates approximately twelve healing, support, and transition service providers will be funded across the state. OCVA intends to fund one entity for this statewide coordination role.

All activities and support must be provided in Washington State.

As defined in SSB 5114:

- Healing, support, and transition service provider means an entity or person that provides healing and transition services that meet the self-determined needs of adults with lived experience of sex trafficking ages 18 and older.
- Healing, support, and transition services means safe and trauma-informed services that are tailored to the self-determined needs of each individual.

## When can the funds be used?

The project period for this RFP is February 1, 2024 through June 30, 2025. The funds are available on an annual basis.

- Year One = February 1, 2024 – June 30, 2024
- Year Two = July 1, 2024 – June 30, 2025

Please note that any funds not spent in Year One expire on June 30, 2024 and do not roll over into Year Two.

## How much funding is available?

OCVA estimates that approximately \$173,500 will be available per year.

## Who can apply?

Eligible applicants include organizations with the capacity to complete the scope of work within the project period.

To demonstrate this, applicants must:

- Be an organization that is led by adults with lived experience of sex trafficking (as required per SSB 5114).
- Have a minimum of two years of relevant experience; this includes coordinating groups, meeting planning and facilitation, and providing consultation and subject matter expertise on services for adults with lived experience of sex trafficking ages 18 and older.

## What can these funds be used for?

The expenses relevant to the scope of work. This includes compensation, as well as relevant goods and services and operational expenses.

*See the Budget Worksheets and the Budget Line Item Guidance for details.*

## What can these funds not be used for?

Any costs outside the approved scope of work are not eligible. The successful applicant must bill for costs that align with their approved budget.

## What are the funding requirements?

OCVA encourages applicants to consider the following requirements when deciding to apply for this funding opportunity:

### Reporting

The successful applicant must be prepared to submit regular updates on contract funded activities. These can be submitted monthly or quarterly (with each reimbursement request).

OCVA staff conducts periodic checks for compliance with these requirements during the contact period of performance. Noncompliance may result in suspension of payments to the contractor.

### Reimbursement Based

Successful applicants will receive a reimbursement based grant or agreement. Entities will submit invoices via an online Contract Management System. Invoices are generally submitted monthly or quarterly. A more frequent invoice submission may be approved on a case-by-case basis.

### Statewide Vendor Number

The contractor must have a Statewide Vendor Number (SWV) to execute a contract with COMMERCE. If the successful bidder does not already have a statewide vendor number, they must apply for one upon notice of being an apparently successful bidder. This must be obtained prior to the start of the contracted work. For additional information about acquiring a SWV number, see the Office of Financial Management website: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>.

*See the Applicant Information in the Proposal Documents.*



## Washington Business License

The contractor must be licensed to do business in the state of Washington. If the successful bidder does not already have a business license, they must apply for one upon notice of being the apparently successful bidder. This must be obtained prior to the start of the contracted work. For additional information about acquiring a business license, see the Department of Revenue website: <https://dor.wa.gov/open-business/apply-business-license>.

*See the Applicant Information in the Proposal Documents.*

## How will proposals be reviewed?

### Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with these requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in disqualification of the proposal as incomplete and/or non-responsive.

Disqualified applicants will be notified after the announcement of the Apparently Successful Bidders.

Disqualified Applicants will be afforded a Debriefing, see debriefing section.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

## Evaluation of Proposals

This is a competitive process. Responsive proposals will be evaluated based on the requirements stated in this RFP and any revisions issued.

OCVA will designate an evaluation team or teams with expertise in the program area(s) to review, evaluate, and score proposals. In formulating a rating, reviewers will consider:

- The soundness of the qualifications and capacity to complete the scope of work
- How the accompanying budget aligns with the scope of work

OCVA reserves the right to reject proposals that fail to meet the requirements for this RFP. OCVA will initially screen each proposal to ensure compliance with the eligibility criteria as stated in this RFP. If a proposal does not meet the eligibility requirements for this RFP, OCVA will consider the proposal non-responsive and withdraw it from consideration.

Proposals will be rated and then ranked based on the following:

- Experience - 50 points
- Implementation Plan - 40 points
- Budget - 10 points
- TOTAL - 100 points

Please do not submit any information that was not requested, it will not be reviewed or scored.

The evaluation process is designed to award this procurement not necessarily to the applicant of least cost, but rather to the applicant whose response best meets the requirements of this RFP. Applicants are encouraged, however, to submit responses which are consistent with state government efforts to conserve state resources.

## What happens if Commerce updates this RFP document?

In the event it becomes necessary to revise any part of this RFP, amendments will be posted on the [OCVA website, grants and funding page](#). *Interested applicants should check the website for any amendments prior to submitting a proposal.* OCVA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a grant.

## What is the timeline for this process?

This schedule is an estimate.

Activity	Date
Issue Request for Proposals	November 15, 2023
Question & Answer period	November 15 – January 5, 2024
Q&A posted <i>will be updated approximately weekly</i>	November 17, 2023
Bidders Conference ( <b>optional</b> )	December 8, 2023 @ 10:00 via Zoom. See <a href="#">OCVA's Grants &amp; Funding page for link</a> .
Proposals due	January 8, 2024
Evaluate proposals	January 9 – January 19, 2024
Announce Apparently Successful Bidders	January 22, 2024
Negotiate Contract	January 23 – January 31, 2024
Contract Begins	February 1, 2024

## Is Commerce required to grant these funds?

This RFP does not obligate the state of Washington, Department of Commerce or OCVA to grant for services specified herein. Proposals submitted become the property of the Department of Commerce and cannot be returned. The Department of Commerce is not liable for any costs incurred by the Applicant in developing the proposal.

## What if I have a complaint about this process?

Applicants may submit a complaint to COMMERCE based on any of following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the submission due date. The complaint must meet the following requirements:

- The complaint must be in writing;
- The complaint must be sent to the RFP Coordinator in a timely manner;
- The complaint should clearly articulate the basis for the complaint; and

- The complaint should include a proposed remedy.

The RFP Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS and the OCVA website. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint will be final. There will be no appeal process.

## When will we know if our proposal was successful?

COMMERCE will notify the Apparent Successful Bidders of their selection via email upon completion of the evaluation process. Proposers who were not selected for further negotiation or award will be notified separately by e-mail.

## If not successful, can we learn why we were not selected? (Debrief)

Any Applicant who has submitted a proposal and received notice that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notification is e-mailed or faxed to the Proposer. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Proposer Notification. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Proposer's proposal;
- Any written comments from evaluators;
- Review of proposer's final score in comparison with the other final scores without identifying the other Proposers or reviewing their proposals.

Comparisons between proposals or evaluations of the other proposals is not allowed.

Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes.

## How can we protest the results of this RFP?

Protests may be made only by Applicants who submitted a response to this RFP document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth business day following the debriefing. Protests must be submitted by email.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest from the list below with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or

- Find only technical or harmless errors in COMMERCE'S process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
- Correct the errors and re-evaluate all proposals, or
- Reissue the solicitation document and begin a new process, or
- Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the Apparent Successful Bidder(s). If the protest is determined to have merit, one of the options above will be taken.

## Submissions of Proposals and Due Date

Proposal Due: January 8, 2024

**NO PROPOSALS WILL BE ACCEPTED AFTER JANUARY 8, 2024 5:00 PM PST.**

See the OCVA Grants and Funding web page at [www.ocva.wa.gov](http://www.ocva.wa.gov) for all relevant materials.

<p>Submit proposals electronically.</p> <p>Email application as PDF/Excel attachments to: <a href="mailto:Trisha.smith@commerce.wa.gov">Trisha.smith@commerce.wa.gov</a></p> <p>Subject Line: [Name] Statewide Coordination RFP</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p>
--

OCVA will disqualify any proposal that is received after the due date and time.

Commerce does not assume responsibility for problems with an applicant's email. If Commerce email is not working, appropriate allowances will be made.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

**Please do not wait until the last minute to submit your proposal**, that is often when things go wrong. Historically, this is when most applicants have been disqualified from consideration.

Applicants will receive a generic email reply stating that their email has been received. The confirmation does not imply that an applicant has met eligibility criteria or that the submitted proposal materials are responsive or complete.