

Culturally-Specific Sexual Assault Services and Prevention Activities

OFFICE OF CRIME
VICTIMS ADVOCACY

RFP Number: **40124** 24-31310-XXX

Funding Period: July 1, 2024-June 30, 2027

Proposals Due: May 10, 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.

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Attachments

- Attachment A: Application
- Attachment B: Budget

Appendixes

- Appendix A: Combined Service Standards
- Appendix B: Prevention Information and Awareness
- Appendix C: Audit and Insurance Information
- Appendix D: Living Wage by County

Office of Crime Victims Advocacy (OCVA)

Proposals Due: May 10th, 2024

NO PROPOSALS WILL BE ACCEPTED AFTER 1:00 PM PST.

See the OCVA Grants and Funding web page at www.ocva.wa.gov for all relevant materials.

<p>Submit applications electronically.</p> <p>Email application as PDF/Excel attachments to:</p> <p>joanna.zapien@commerce.wa.gov</p> <p>Subject Line: Agency Name CSS/ Prevention Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p>
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Questions

The RFP Coordinator is Joanna Zapien all questions must be submitted via email.

joanna.zapien@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 April 8th, 2024 The RFP Coordinator will periodically update this document, the final update to will be on May 6th, 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

What is this application for?

The funds available through this application are to support the efforts of culturally-specific services for people affected by sexual assault. Eligible programs must be by and for the communities they are serving.

When can the funds be used?

OCVA intends to award funds for three years, July 1, 2024 through June 30, 2027, with one-year grants issued at the beginning of each state fiscal year.

- Year One will be awarded for the period July 1, 2024 – June 30, 2025.
- Year Two will be awarded for the period of July 1, 2025 – June 30, 2026.
- Year Three will be awarded for the period of July 1, 2026 – June 30, 2027

Renewal applications will be requested from successful bidders each state fiscal year. Renewal of the grant is dependent on the availability of funds and meeting grant requirements.

OCVA reserves the right to extend the grant period for successful applicants for one year (July 1, 2027 - June 30, 2028).

How much funding is available?

OCVA estimates that **\$693,120** will be available for this grant program.

Applicants may request up to \$140,000.

Who can apply?

Any community-based non-profit organization with a primary mission and history of serving a culturally-specific community, a Tribe, or tribal organization is encouraged to apply for this funding.

For the purposes of the application, culturally-specific communities may include, but are not limited to: lesbian, gay, bisexual, transgender and queer communities; communities of people with disabilities; Black communities; American Indian/Alaska Native communities; other Indigenous groups not from the United States; other communities of color; and Tribal communities.

What can these funds be used for?

OCVA developed four Service Standards in consultation with community-based service providers to determine the kinds of services that can be performed with this funding. Review Appendix A Service Standards. Funds may be used to support one or a combination of these sexual assault services.

OCVA strongly encourages applicants to be creative in providing services that are aligned with the community values and needs including activities that support healing and community building. All services must be provided in Washington State.

PLEASE SEE APPENDIX A FOR DETAILED DESCRIPTIONS OF THE SERVICE STANDARDS.

PLEASE SEE APPENDIX B FOR ADDITIONAL GUIDANCE ON PRIMARY PREVENTION ACTIVITIES.

What can these funds not be used for?

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

- Active investigation and prosecution of criminal activities
- Capital Expenses
- Costs that would otherwise be covered by Crime Victims Compensation for crime victims
- Food/beverages for trainings, meetings and conferences- these does not include food for clients
- Fundraising activities
- Lobbying and administrative advocacy
- Most medical costs
- Rehabilitation and counseling for people that have caused harm
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation

- Vehicle purchase for clients and/or organizations

Please contact application [RFP Coordinator](#) if you have any questions.

What are the funding requirements?

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

Background Checks

Entities providing direct services must complete required background checks for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check (that meets all funding requirements) is completed and the documentation is on file. Required checks include a fingerprint search.

Confidentiality

Entities must have the capacity to adhere to the confidentiality requirements of these funds and state law. Grant recipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services. This means they shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with services without the informed, written, reasonably time-limited consent of the person about whom information is sought. In no circumstances may a victim be required to provide a consent to release personally identifying information as a condition of eligibility for services.

Data Collection and Reporting

Grantees must submit service and activity data through InfoNet. Data is due the 15th of the month after the end of the quarter.

OCVA staff conducts periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee under this grant.

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.

Training Requirements (for staff and volunteers)

If selected for funding, there are training requirements that must be met prior to starting service provision. OCVA encourages Applicants to include these costs in your budget.

Successful applicants will be required to meet training and experience requirements before providing services. OCVA encourages to include training cost in their budgets.

See Appendix A Service Standards

Uniform Guidance

All requested expenses must be necessary and reasonable as defined in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards¹.

How will applications be reviewed?

Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with the 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 strength of the rationale
- The soundness of the proposed service delivery strategy in meeting victim service needs
- How the accompanying budget aligns with the proposed service(s)
- The agency's experience and capacity to deliver the proposed services

As part of funding decisions, OCVA will also consider the following when making awards: geography and urban/rural distribution; service area and program type; activities that address needs of underserved populations; and applicants' history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants.

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

¹ http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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:

- Rationale for Proposed Services 20 pts
- Proposed Services 50 pts
- Agency Capacity 20 pts
- Budget 05 pts
- Living Wage by County* 05 pts
- Total Points Available 100 pts

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

*Whether or not employee pay aligns with a wage adequate to rent a 0 bedroom apartment in the organization or employee’s county without paying more than 30% of their income in rent (see Appendix D). Please note that this is a minimum standard—there will be no penalty to paying above this rate.

What happens if Commerce updates this RFP document?

In the event it becomes necessary to revise any part of this funding application, amendments will be posted on the OCVA website, grants and funding page. Interested applicants should check the website for any amendments prior to submitting an application. OCVA also reserves the right to cancel or to reissue the funding application 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	April 1, 2024
Question & Answer period	April 1, 2024- May 6, 2024
Answers to Q&A posted no later than	April 8, 2024 & weekly updated until May 6, 2024
Proposals due	May 10, 2024
Evaluate proposals	May 23, 2024
Negotiate contract	June 6, 2024

Activity	Date
Begin contract work	July 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

Application Due: May10th, 2024

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See the OCVA Grants and Funding web page at www.ocva.wa.gov for all relevant materials.

Submit applications electronically.

Email application as PDF/Excel attachments to:
joanna.zapien@commerce.wa.gov

Subject Line: Agency Name CSS/ Prevention Application

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

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 till the last minute to submit your application that is often when things go wrong. Historically, this is when most applicants have been disqualified from consideration.