



**STATE OF WASHINGTON
DEPARTMENT OF COMMERCE**

REQUEST FOR PROPOSALS (RFP)

RFP NO. S24-35310-001

NOTE: Please read this entire document before submitting a response. Responses that do not meet one or more requirement stated herein may be disqualified and not scored.

PROJECT TITLE: Community Healer Grant Program

PROPOSAL DUE: July 13, 2024 at 11:59 PM, Pacific Time, Olympia, WA

ESTIMATED TIME PERIOD FOR CONTRACT: **August 15, 2024** or upon the date of execution (whichever occurs first) **through June 30, 2025**

PROPOSER ELIGIBILITY: This RFP is open to those Proposers, which satisfy the minimum qualifications stated herein and are available for work in Washington.

FUNDING SOURCE AND METHOD: This is state funding. Payments will be made on a **reimbursement basis** for deliverables accepted and/or allowable time and expenses.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Proposers
3. Proposal Contents
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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington State Department of Commerce (Commerce) is seeking Proposals from those qualified and interested in grant funding to support community healer services as part of the [Community Reinvestment Project](#) (CRP). The purpose is to provide holistic, trauma-informed, person and/or community-centered, culturally responsive services serving people of all ages, identities and abilities. This violence intervention and prevention program allows for flexibility and low-barrier innovation to better serve impacted communities and individuals in need of restoration, accountability, and healing.

Background of the Community Reinvestment Project

In 2022, the Washington State Legislature set aside funding and authorized the Department of Commerce, in collaboration with state and community partners, including the Office of Equity, to address racial, economic, and social disparities in communities disproportionately harmed by the historic design and enforcement of state and federal criminal laws and penalties for drug possession (the War on Drugs). The [Community Reinvestment Plan](#) was developed to guide funding distribution and this final report made recommendations to implement the legislature appropriated funding in state resources; CRP is distributing funds through multiple grant programs across four program areas: economic development, civil and criminal legal assistance, community-based violence intervention and prevention services, and reentry services.

As laid out in the Community Reinvestment Plan, data demonstrates that in our state, those most impacted by the war on drugs are Black, Latine, and tribal individuals and communities, and the most impacted counties are Clark, King, Pierce, Snohomish, Spokane, and Yakima. As defined by the CRP, proposers must be part of, rooted in, and/or defined by the identity of the Black, Latine, and tribal community across Washington. Agencies who contractually partner with these communities are also eligible to apply

Violence intervention and prevention through these grants

The Washington State Legislature has prioritized violence prevention and intervention as a key focus area for Community Reinvestment funding. The total amount allocated for the Community Healer RFP is for \$5.7 million, to target the unique cultural and social needs of Black, Latine, and tribal communities and to address harm caused to those communities by the War on Drugs.

The culturally responsive Community Healer program is a grant designed to help repair harm caused by systemic racism and address the unique cultural and social needs of Black, Latine, and tribal communities. This type of program recognizes that traditional Western approaches to healing may not be effective for all communities and that cultural and historical factors can play a critical role in an individual's health and well-being.

Service providers work from a position of cultural humility, understanding the intersectionality of individuals' experiences, and how race, ethnicity, gender, class and other factors can influence one's healing process. This ensures that the services they provide are not only effective but are also sensitive to the cultural nuances and specific needs of the community they are both in and serve. The staff must be representative of the community they intend to serve or demonstrate that they have been impactful in the community they intend to serve.

Commerce intends to award *multiple* contracts to provide the services described in this RFP.

1.2 OBJECTIVES AND SCOPE OF WORK

The objective of the Community Healer RFP is to address violence that targeted Black, Latine, and tribal communities because of the historic design and enforcement of state and federal criminal laws and penalties for drug possession (the war on drugs). This program is designed to support personal healing, intergenerational healing, burnout prevention, and repair harm caused by systemic racism, anti-Blackness, and colonialism. Priority counties include Clark, King, Pierce, Snohomish, Spokane, and Yakima. A minimum of 64% of funding and resources shall strive to be prioritized and invested in these counties, but not exclusively, for the distribution of awards under this RFP and for the community reinvestment funds. The remaining 36% of funding for this RFP will support economically disadvantaged areas across the state.

Grants will be allocated to support individual and community culturally responsive healer services and activities. Funding will be prioritized for Black, Latine, tribal and urban Indian communities, aligning with the goals outlined in [the Community Reinvestment Plan](#).

SCOPE OF WORK

Cultural and community identity is very important and not one term is accepted or agreed upon by those in community or across related communities. Every community has a distinct perspective on how they choose to describe themselves and that is to be expected and respected.

For the purpose of keeping wording consistent as identified in the [Community Reinvestment Plan Report](#), the three priority communities throughout this RFP will be referred to as **Black, Latine** and **tribal**. Applicants are encouraged to name and describe the particular community or communities that fall within the larger naming convention of the check boxes below (see Section 1.8 Definitions).

All questions below will be answered and submitted in the Community Healer RFP application within the ZoomGrants website (see Section 2.6 SUBMISSION OF PROPOSALS).

Proposals shall:

1. Demonstrate Proposer's experience being led by - and providing healer services for - Black, Latine and/or tribal individuals and communities, with a focus on Clark, King, Pierce, Snohomish, Spokane, and/or Yakima Counties.
2. Define the targeted community or communities where the services will be provided; and
3. Include a plan for managing and staffing the project, including a description of management structure, staffing and details that will support program stability and staff's capacity for success. Funding may support trauma-informed resources and support, including adequate training (e.g., trauma and respite support), a living wage, burnout support, and job security for staff, particularly for outreach workers and violence interrupters; and
4. Include a plan and budget to allow for participation in data collection and an evaluation process provided by COMMERCE. This should include resources to engage in a continuous process of measuring, tracking, and reporting progress toward program goals as well as documenting successes.

Priority community representation (if accurate, you may choose more than one):

- Black Communities (inclusive of all cultures within)
- Latine Communities (inclusive of all cultures within)
- Tribal Communities (inclusive of all cultures within, including urban Indians)

Priority counties and geography:

- Clark
- King
- Pierce
- Snohomish
- Spokane
- Yakima

If serving other counties, please list _____



HEALER SERVICE AREAS

Note: Given the intersectionality of the human experience, service areas can be fluid and may overlap and be combined. *Examples are not exhaustive.*

Advocacy and Empowerment Based Programs	Develop programs that advocate for and empower individuals within these communities to address systemic issues contributing to violence and trauma.
Art and Expressive Therapies	Utilize art therapy, music therapy, dance therapy, and other expressive modalities to promote burnout prevention, intergenerational healing, and self-expression.
Community Healing Circles	Facilitate community healing circles or support groups in safe and culturally affirming spaces for individuals to share experiences and support one another.
Community-Led Healing Initiatives	Support community-led initiatives empowering Black, Latine, and tribal communities to address personal and intergenerational healing through funding, resources, and capacity-building support.
Culturally Specific Counseling and Therapy	Provide trauma-informed therapy sessions incorporating cultural healing practices, including but not limited to storytelling, drumming, or traditional ceremonies, tailored to the individual's cultural background.
Cultural Wellness Workshops and Events	Organize workshops on cultural identity and healing, featuring guest speakers and elders sharing wisdom and traditional practices. Host cultural celebrations and festivals highlighting diverse cultural traditions, arts, and cuisine.
Mindfulness and Meditation Practices	Introduce culturally appropriate mindfulness-based practices and meditation techniques to help individuals manage stress and develop coping skills.
Mindset Coaching and Case Management	Offer coaching and case management services to support individuals in navigating their healing journey and accessing necessary resources. (Coaching may include but is not limited to burnout prevention and navigating systemic racism.)
Traditional Healing Practices	Offer access to traditional healing practices and ceremonies rooted in the cultural traditions of Black, Latine, and tribal communities, such as sweat lodges, drum circles, and healing rituals.
Trauma-Informed Care and Healing Justice	Provide trauma-informed care that acknowledges historical and intergenerational trauma and incorporates healing justice principles.

Commerce will provide technical assistance and guidance to the contractors.

- Grant technical assistance provided by [Golden Gift Consulting](#)
- Small business technical assistance provided by [StartUp Washington](#)

1.3 MINIMUM QUALIFICATIONS

Minimum qualifications for this RFP:

- Federally recognized tribal government, tribal-led 501(c)3, or tribal-led community based organization; OR
- Licensed to do business in the State of Washington, or a statement of commitment to become licensed in Washington within thirty (30) days of being selected as the apparently successful contractor (exception: tribes); AND
- Small businesses, non-profits, faith-based organizations, and grassroots community – led organizations who are led by-and-for Black, Latine, and tribal communities as defined by the Community Reinvestment Project; AND
- Registered with the Community Reinvestment Project as a by-and-for organization. Partner organizations may collaborate with registered by-and-for organizations if they can provide evidence of partnership. Organizations can register at <https://bit.ly/crpwareg>.

Proposals that do not clearly meet or exceed all minimum qualifications listed above are non-responsive and will not be evaluated.

1.4 FUNDING

COMMERCE has budgeted a total amount of \$5.7 million for this project. The per-proposal limit is up to \$50,000, \$150,000, \$250,000 or \$500,000 dependent on the proposer's annual budget (see below Tier). In the event additional funding becomes available during the period of performance, any contract awarded may be amended to provide for additional related services. Additional funding is not guaranteed. **Proposers can only choose ONE funding amount.**

Any contract awarded as a result of this RFP is contingent upon the availability of funding.

Funds related to this grant **must be spent by June 30, 2025 for this project. Proposals in excess of the limits below will be considered non-responsive and will not be evaluated.**

Community Healer Program Grant Tiers

Successful awards will be categorized under a tiered approach that is based off of the organization's total annual budget size and any amount is allowed up to the maximum in each tier. Proposals in each tier will be evaluated together. These four award categories are described below:

Grant Limits:

- **Tier 1 Small-sized:** with annual budgets under \$150,000—can apply up to \$50,000
- **Tier 2 Small-Mid-Sized:** with annual budgets between \$150,001 and \$500,000—can apply up to \$150,000
- **Tier 3 Mid-Sized:** with annual budgets \$500,001 to \$1 million—can apply up to \$250,000
- **Tier 4 Large-Sized:** with annual budgets over \$1 million—can apply up to \$500,000

1.5 THIS SECTION REMOVED

1.6 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled **to begin on or about August 15, 2024 and to end on June 30, 2025**. Amendments extending the period of performance, if any, shall be at the sole discretion of COMMERCE.

1.7 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Proposers are encouraged to familiarize themselves with the requirements prior to submitting a Proposal that includes current or former state employees.

1.8 DEFINITIONS

Definitions for the purposes of this RFP include:

Apparent Successful Contractor/Bidder/Vendor/Grantee/Awardee: The Proposer selected to perform the anticipated services, subject to successful completion of contract negotiations and execution of a written contract.

By-And-For community organizations: The CRP prioritizes funding to "By-And-For" organizations and emphasizes working with nonprofit, faith-based, grassroots, and community-based organizations. As defined by the Washington State Office of Equity, to qualify as "By-And-For" for purposes of the Community Reinvestment project, an organization must:

- Be part of, rooted in, and defined by the identity of the Black, Latine, or tribal community;
- Have leadership and staff who belong to the Black, Latine or tribal community; and
- Have roots in their communities as change agents and providers of mitigating systems of community service.
- Invest in and work with community members to improve their quality of life.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

Contract: A written, legally binding agreement to perform the services proposed, also called a Grant or Interagency Agreement.

Contractor: Individual or organization who's Proposal has been accepted by COMMERCE and is awarded a fully executed, written contract. Also called Grantee, Awardee, Recipient, or Vendor.

Exhibit: Document attached to this RFP, also referred to as Attachment.

Proposal: A formal offer submitted in response to this Request for Proposals.

Proposer: Individual, firm, organization, company, or other entity or group of entities that submits a Proposal to attain a contract with COMMERCE.

Race/ethnicity:

- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **American Indian or Alaska Native** - A person with origins in any of the original peoples of North America and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

- **Native Hawaiian or Other Pacific Islander** - A person having origin in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origin in any of the original peoples of Europe, the Middle East, or North Africa.
- **Latine** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Two or More Races**- A person having origins of two or more races.
- **Other**- A person having origins in any of the original peoples of countries not identified in any of the other categories.

Request for Proposals (RFP): Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Proposer community to suggest various approaches to meet the need at or below a given funding level.

Small business: An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three consecutive years; or (b) Is certified with the Office of Women and Minority Business Enterprises under chapter 39.19 RCW.

For purpose of this RFP, small businesses must be rooted in community or have connections to the Black, Latine or Tribal community.

Target Geography: Priority Counties: Clark, King, Pierce, Snohomish, Spokane, and Yakima. We should aim for a distribution of approximately 64% of the funds in these counties and the remainder across the other 33 counties.

Target Population: Consistent with the funding source, ESSB Section 128(134) of [Chapter 297, Laws of 2022 \(SB 5693\)](#), services and benefits are prioritized for communities impacted by the historical design and enforcement of state and federal criminal laws and penalties for drug possession (War on Drugs), including but not limited to Black, Latine, and tribal individuals and communities.

1.9 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Proposers may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR PROPOSERS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this RFP. All communication between the Proposer and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	jd Nielsen
E-Mail Address	jd.nielsen@commerce.wa.gov

Any other communication will be considered unofficial and non-binding on COMMERCE. Proposers are to rely only on written statements issued by the RFP Coordinator. **Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.**

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	June 12, 2024
Question & answer period	June 12, 2024, through June 30, 2024
Answers to questions posted no later than (posted to Contracting with Commerce website every Friday during Q&A period)	July 5, 2024
General Pre-Proposal Conference	June 24, 2024 1:00 PM
Tribal Pre-Proposal Conference	June 25, 2024 3:00 PM
Proposals due	July 13, 2024 11:59 PM Pacific Time
Evaluate proposals	July 15, 2024, through July 25, 2024
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful Proposers	July 30, 2024
Hold debriefing conferences (if requested)	July 30, 2024, through August 7, 2024
Negotiate contract	July 30 2024, through August 15, 2024
Earliest date contract may be signed	August 15, 2024

COMMERCE reserves the right to revise the above schedule.

- Grant technical assistance provided by [Golden Gift Consulting](#)
- Small business technical assistance provided by [StartUp Washington](#)

2.3 QUESTION AND ANSWER PERIOD

COMMERCE will accept questions about this RFP sent to the RFP Coordinator at the email address listed in Section 2.1 during this period. Questions should not identify the submitting person or organization. COMMERCE will answer all questions in a Q&A document posted no later than the date identified in Section 2.2.

2.4 PRE-PROPOSAL CONFERENCES

A general pre-proposal conference will be held on **June 24, 2024 at 1 PM**, Pacific Time. The pre-proposal conference will be virtual only on Zoom. **Registration is required – [Zoom link](#).**

A tribal specific pre-proposal conference will be held on **June 25, 2024 at 3 PM**, Pacific Time. The tribal pre-proposal conference will be virtual only on Zoom. **Registration is required – [Zoom link](#).**

Accessibility: if Spanish or ASL interpretation is needed, please email the RFP Coordinator by June 20, 2024.

All prospective Proposers are encouraged to attend; however, attendance is not mandatory. A recording of the conferences will be posted on the COMMERCE webpage for this RFP.

COMMERCE will be bound only to COMMERCE written answers to questions. Questions arising at the pre-proposal conferences will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Proposer that has requested the RFP Coordinator to send them RFP addenda.

2.5 THIS SECTION REMOVED

2.6 SUBMISSION OF PROPOSALS

ELECTRONIC PROPOSALS:

Proposals must be **submitted within ZoomGrants no later than 11:59 PM, Pacific Time on Saturday July 13, 2024** through [this link](#).

Proposals must be filled out and submitted through the provided link using the ZoomGrants system. This link will bring the Proposer directly to the application page. If the Proposer already has a ZoomGrants account, the Proposer should log in and follow the instructions. If the Proposer is a new user, the Proposer should complete the required information for a new ZoomGrants account to create a profile. Any issues with creating an account use the “Ask ZoomGrants” link in the help menu and they will assist.

Proposals may not be submitted using facsimile transmission or any other means other than through ZoomGrants.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of COMMERCE and will not be returned. Proposers should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Requests for deadline extensions will not be granted.

2.7 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this RFP shall become the property of COMMERCE. All Proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, all Proposals are subject to disclosure as provided for in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Proposer is making

the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Proposer has marked as "Proprietary Information," COMMERCE will notify the Proposer of the request and of the date that the records will be released to the requester unless the Proposer obtains a court order enjoining that disclosure. If the Proposer fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Proposer's information per the court order.

A charge will be made for copying and shipping as allowed by law. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.8 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Business System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website. Such addenda will also be published anywhere the RFP is posted, including on COMMERCE'S public webpage, located at <http://www.commerce.wa.gov/serving-communities/current-opportunities/>.

If you downloaded this RFP from anywhere other than WEBS you are responsible for sending your name and e-mail address to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.9 DIVERSE BUSINESS INCLUSION PLAN

Proposers are required to submit a Diverse Business Inclusion Plan with their Proposal describing in good faith their aspirational goals for subcontractor types. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. No minimum level of minority- or women-owned business, Washington Small Businesses, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

2.10 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

2.11 COMPLAINT PROCESS

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

- a)The solicitation unnecessarily restricts competition;
- b)The solicitation evaluation or scoring process is unfair; or
- c)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 proposal response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) 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. 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 is final. There is no appeal process.

2.12 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of this RFP may result in disqualification of the Proposal as incomplete and/or non-responsive.

Disqualified Proposers will be notified at or about the time of disqualification.

Disqualified Proposers will be informed of the reason for disqualification; this shall constitute a debriefing conference for the purposes of Section 4.6, Protest Procedure.

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

2.13 MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact a Proposer for clarification of its Proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Proposer's Proposal. The Proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.14 CONTRACT GENERAL TERMS & CONDITIONS

The Apparent Successful Contractor will be expected to enter into a contract or tribal agreement which is substantially the same as the example contract and tribal agreement and their general terms and conditions attached as Exhibit D. This sample contract and tribal agreement is for information and review only and should not be returned with your Proposal. In no event is a Proposer to submit its own standard contract or tribal agreement terms and conditions in response to this RFP. All proposed edits to the contract or tribal agreement terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

2.15 COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, travel to or conduct of a presentation, or any other activities related to responding to this RFP.

2.16 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.17 REJECTION OF PROPOSALS

COMMERCE reserves the right at its sole discretion to reject any and all Proposals received without penalty and not to issue a contract as a result of this RFP.

2.18 COMMITMENT OF FUNDS

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No services may begin and no cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract or tribal agreement.

2.19 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful Contractor must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management to be paid by COMMERCE. For more information, visit: www.ofm.wa.gov.

2.20 INSURANCE COVERAGE

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract if requested.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and, if requested, a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the example contract and tribal agreement and their special terms and conditions attached as Exhibit D.

3. PROPOSAL CONTENTS

ELECTRONIC PROPOSALS:

To be responsive, Proposals must be written in English, and submitted electronically in [ZoomGrants](#) and must include the following:

1. Letter of Submittal
2. Proposal and Budget
3. Certifications and Assurances (Exhibit A to this RFP)
4. Diverse Business Inclusion Plan (Exhibit B to this RFP)
5. Workers' Rights Certification (Exhibit C to this RFP)

Proposals must provide information in the specific document upload feature within ZoomGrants. This will not only be helpful to the evaluators of the Proposal, but should also assist the Proposer in preparing a thorough response.

Items marked "mandatory" must be included as part of the Proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

Along with introductory remarks, the Letter of Submittal must include the following information about the Proposer and any proposed subcontractors:

- A. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- B. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
- C. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- D. Federal Employer Tax Identification number or Social Security number **and** the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Proposer does not have a UBI number, the Proposer must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- E. Location from which the Proposer would operate.
- F. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information COMMERCE determines that a conflict of interest exists, the Proposer may be disqualified from further consideration.

3.2 CERTIFICATIONS AND ASSURANCES (MANDATORY)

The Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Proposers wishing to submit any proposed contract edits must indicate so on this form (see Section 2.14).

3.3 TECHNICAL PROPOSAL (MANDATORY, SCORED)

The Proposal and Budget template within ZoomGrants must be completed. It includes your contact information and question responses. The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach:** Include a complete description of the Proposer's proposed approach for the project. This section should convey Proposer's full understanding of the proposed project.
- B. Work Plan:** Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Proposer's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of COMMERCE staff. The Proposer may also present any creative approaches that might be appropriate and may provide any supporting documentation. Identify any work to be completed by subcontractors but do not select subcontractors until all relevant requirements have been reviewed, including the Code of Federal Regulations if applicable.
- C. Project Schedule:** Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement:** Describe the impacts and outcomes the Proposer will achieve, including how these impacts and outcomes will be monitored, measured and reported to COMMERCE.
- E. Risks:** The Proposer must identify potential risks that are considered significant to the success of the project in sufficient detail to convey to members of the evaluation team the Proposer's ability to correctly assess and manage risk. Include how the Proposer will effectively monitor and manage these risks, including timely reporting of risks to COMMERCE.
- F. Deliverables:** Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the purpose of this RFP described in Section 1.1 and meet the requirements set forth in Section 1.2.
- G. Partnership(s):** Provide evidence of your partnerships or collaborations with organizations registered with the Community Reinvestment Project as "By-and-For". To see a list of registered organizations, please email crp@commerce.wa.gov.

Partner organizations collaborate with groups, including "By and For Organizations," to achieve shared goals. These partnerships involve direct collaboration, public endorsements for credibility, and consulting for inclusivity and cultural sensitivity. Such relationships are key in promoting mutual respect and understanding across diverse communities, thereby enhancing the impact and outreach of the involved organizations.

You can provide any of the following:

- Letters from these organizations saying you work together.
- Memorandum of Understanding, Agency Agreements from these organizations.
- Letters from trusted leaders in communities in Washington, including highlights of its actions to work with these communities.

3.4 MANAGEMENT PROPOSAL (MANDATORY, SCORED)

A. Project Management (SCORED)

1. **Project Team Structure and Internal Controls:** Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Proposers are reminded to select subcontractors only after reviewing all relevant requirements. Include who will have prime responsibility and final authority for the work.
2. **Staff Qualifications and Experience:** Identify staff, including any subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. Staff identified in the Proposal must actually perform the assigned work. Any staff substitution must have prior approval from COMMERCE.
 - a) Tell us about the demographics of your board, leadership, and staff, including those who belong to the Black, Latine or Tribal community.

B. Experience of the Proposer (SCORED)

1. Indicate the experience the Proposer has in the following areas. If the Proposer does not have the specified experience, explain whether the Proposer plans to seek a subcontractor with that experience or other mitigation strategy:
 - a. Description of being rooted in community, specifically the priority communities in 1.2.
 - b. Description of geographic location, specifically the priority counties in 1.2.
 - c. Description of chosen healer service areas(s) in 1.2.
2. Indicate any other relevant experience that shows the qualifications of the Proposer, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Proposer has had during the last five years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, period of performance, contact persons, telephone numbers, and e-mail addresses.

C. Related Information (MANDATORY)

1. If the Proposer or any known subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Proposer's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

D. References (MANDATORY)

List names, addresses, telephone numbers, and e-mail addresses of one (1) business reference for the Proposer and/or the lead staff person for this grant and briefly describe the relationship to the Proposer. Do not include current COMMERCE staff as references. By submitting a Proposal the Proposer and any partners or agents authorize COMMERCE to contact these references and others who, from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not contact references in its sole discretion.

3.5 COST PROPOSAL (MANDATORY, SCORED)

The total amount proposed must not exceed the amount specified in Section 1.4 to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit Proposals which are consistent with state government efforts to conserve resources.

Identification of Costs

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive Proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of Proposals will be accomplished by one or more evaluation team(s) designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, in its sole discretion, may elect to invite top-scoring Proposers as finalists for a virtual presentation or interview.

The RFP Coordinator may contact the Proposer for clarification of any portion of their Proposal. Proposers are not permitted to submit, resubmit, correct, or change any materials of any kind after the date and time stated in Section 2.6 SUBMISSION OF PROPOSALS.

4.2 EVALUATION BREAKDOWN

The following weighting will be assigned for evaluation purposes:

Technical Proposal – 70%
Project Approach
Work Plan
Project Schedule

Outcomes and Performance Measurement
Risks
Deliverables
Partnership(s)

Management Proposal – 20%

Project Team Structure and Internal Controls
Staff Qualifications and Experience

Budget – 10% Alignment between scope of work and funding requested and a full detailed budget

Workers’ Rights Certification Those Proposers that certify they **do not** require their employees to sign an individual arbitration clause as a condition of employment will receive an extra 5% of their awarded points added to their final score (see Exhibit C).

OVERALL POINTS AVAILABLE = 105

COMMERCE reserves the right to award the contract(s) to the Proposer(s) who’s Proposal is deemed to be in the best interest of COMMERCE and the state of Washington.4.3 VIRTUAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals COMMERCE may elect to schedule virtual presentations or interviews of top-scoring Proposers. If so, COMMERCE will contact the top-scoring Proposers from the written evaluation to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Proposer during a virtual presentation or interview will be considered binding.

If held, the virtual presentations shall determine the Apparent Successful Contractor(s).

4.4 NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparent Successful Contractor(s) of their selection in writing upon completion of the evaluation process. Proposers who were not selected for further negotiation or award will be notified separately. Notification may also be made to the COMMERCE public website, Washington Electronic Business Solution (WEBS), or other publically accessible locations.

4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Proposer who has submitted a Proposal and received notice that they were not selected for contract negotiation 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 to the Proposer. The debriefing must be scheduled within three (3) business days of the request.

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

1. Evaluation and scoring of that Proposer’s Proposal;
2. Any written comments from evaluators related to that Proposer;
3. 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. COMMERCE will not discuss any items other than the three bullet points above. Debriefing conferences may be

conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. COMMERCE reserves the right to end a debriefing for any reason.

4.6 PROTEST PROCEDURE

Protests may be filed only by Proposers who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Proposer 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 Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Proposers may choose to copy COMMERCE'S Central Contracts Office at centralcontracts@commerce.wa.gov. Do not copy any other COMMERCE staff.

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

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:

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

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

Scores received are not a valid basis of protest and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

Upon receipt of a protest, a protest review will be held by COMMERCE. COMMERCE'S Chief Contracts Officer, or other employee delegated by the Director who was not involved in the award process, will consider the record along with 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 directly impact the actual interest of another Proposer, such Proposer may be given an opportunity to submit its views and any relevant information on the protest.

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 error(s) and re-evaluate all proposals, or
 - Cancel this RFP and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE does not find merit in the protest, COMMERCE may enter into a contract with the Apparent Successful Contractor(s). If the protest is determined to have merit, one of the options above will be taken.

5. RFP EXHIBITS *(to be submitted in ZoomGrants along with the Proposal)*

Exhibit A Certifications and Assurances

Exhibit B Diverse Business Inclusion Plan

Exhibit C Workers' Rights Certification

Exhibit D Service Contract Format with General Terms and Conditions

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the Proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached Proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this Proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFP or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Proposal. All Proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached Proposal constitutes acceptance of the RFP contents and the attached example contract and general terms and conditions. If there are any proposed edits to these terms, I/we have described those edits in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and any others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated in this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one)

- are** submitting proposed contract edits. If proposed contract edits are being submitted for consideration, I/we have attached them to this form. (See Section 2.14)
- are not** submitting proposed contract edits. (Default if neither are checked)

On behalf of the Proposer submitting this Proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

Signature of Proposer Date

Printed Name Title

DIVERSE BUSINESS INCLUSION PLAN

Please see Section 2.9 for more information regarding the Diverse Business Inclusion Plan.

If awarded a contract as a result of this RFP, do you anticipate subcontracting* with or purchasing from any of the following:

	Yes	No
State Certified Minority Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
State Certified Woman Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
State Certified Veteran Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Washington Small Businesses?	<input type="checkbox"/>	<input type="checkbox"/>

Organizational Goals:

Please list the approximate percentage of funding received through this RFP which is expected to be subcontracted to each subcontractor category:

For example, say the total contract amount is \$10,000. Of that, \$1,000 will be subcontracted to a business to create one of the deliverables and the organization plans to use a Washington Small Business. They would enter "10%" on the appropriate line below. On the other hand, if all subcontracts will be with nonprofit organizations or with businesses not described below, they would enter "0%".

State Certified Minority Owned Businesses:	___%
State Certified Woman Owned Businesses:	___%
State Certified Veteran Owned Businesses:	___%
Washington Small Businesses:	___%

Please list the approximate percentage of purchases reimbursed by funding received as a result of this RFP that will be made from each category:

For example, say allowable expenses are estimated to be \$1000, most of which will reimburse the cost of supplies purchased from various sources. If the organization plans to make half of those purchases from a Certified Woman-Owned Business, they would enter "50%" on the appropriate line below.

State Certified Minority Owned Businesses:	___%
State Certified Woman Owned Businesses:	___%
State Certified Veteran Owned Businesses:	___%
Washington Small Businesses:	___%

If you plan to subcontract and/or purchase with funding received as a result of this RFP and answered 'No' to all questions above, please explain:

Click or tap here to enter text.

- I/We do not plan to subcontract any of the work described in this RFP.
- I/We do not plan to make any purchases reimbursable under this RFP.

Please identify the person in your organization who will manage your Diverse Business Inclusion Plan related to this project:

Name: _____
 Title: _____
 Phone: _____
 E-Mail: _____

***Please note that subcontracting must be done in accordance with contractual terms and conditions which may include specific subcontractor selection requirements. Do not select subcontractors until you have reviewed all applicable requirements.**

**CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor’s Executive Order 18-03 dated June 12, 2018, the Washington Department of Commerce is seeking to contract with qualified organizations which certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers. See Section 4.2.

RFP Number: **S24-35310-001**

I hereby certify, on behalf of the organization identified below, as follows (check one and sign below):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

This organization certifies it has no employees.

I hereby certify, under penalty of perjury under the laws of the state of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.

NAME: _____
Print full legal entity name of organization

By: _____
Signature of authorized person Printed Name

Title: _____ Place: _____
Title of person signing certificate Print city and state where signed

Date: _____

Return to Procurement Coordinator as part of your complete response.

SERVICE CONTRACT FORMAT WITH GENERAL TERMS AND CONDITIONS

Please note these are sample templates only and meant for your review and not to be filled out. If your organization is awarded a grant, a specific contract will be issued to you once negotiations are finalized.

[State Funded Services \(procurement\) Contract](#)

[State Funded Tribal Agreement](#)