

# Victims of Crime Services Tribal Government Initiative

A funding initiative to address Victims of Hurt or Harmed Tribal Communities

OFFICE OF CRIME  
VICTIMS ADVOCACY

**RFP Number:** 26-31219-301  
**Funding Period:** July 1, 2025 – June 30, 2028  
**Proposals Due:** May 1, 2025 @ 5:00pm PST

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 funding opportunity, also sometimes called an "application".
- Applicant:  
The organization, agency, tribe, or governmental entity submitting a proposal.

# Table of Contents

|  |    |
|--|----|
| <b>Questions</b> .....   | 4  |
| <b>Bidder’s Conference</b> .....   | 4  |
| <b>Americans with Disabilities Act (ADA)</b> .....                               | 5  |
| <b>Who is OCVA?</b> .....  | 5  |
| <b>Background</b> .....  | 5  |
| <b>What is this application for?</b> .....                                       | 6  |
| <b>When can the funds be used and how much funding is available?</b> .....       | 7  |
| <b>Who can apply?</b> .....  | 8  |
| <b>What can these funds be used for?</b> .....                                   | 9  |
| <b>What can these funds not be used for?</b> .....                               | 11 |
| <b>What are the funding requirements?</b> .....                                  | 12 |
| <b>How will applications be reviewed?</b> .....                                  | 15 |
| <b>What happens if Commerce updates this RFP document?</b> .....                 | 16 |
| <b>What is the timeline for this process?</b> .....                              | 16 |
| <b>Is Commerce required to grant these funds?</b> .....                          | 16 |
| <b>What if I have a complaint about this process?</b> .....                      | 17 |
| <b>When will we know if our proposal was successful?</b> .....                   | 17 |
| <b>If not successful, can we learn why we were not selected? (Debrief)</b> ..... | 17 |
| <b>How can we protest the results of this RFP?</b> .....                         | 18 |
| <b>Submissions of Proposals and Due Date</b> .....                               | 20 |

## Proposal Attachments

### **Attachments**

- Attachment A: Applicant Information Form
- Attachment B: Subcontractor Information Form
- Attachment C: Proposal Narrative
- Attachment D: Proposed Services Form
- Attachment E: Budget Detail Worksheets
- Attachment F: Modified Total Direct Cost (MTDC) Certification

### **Appendixes**

- Appendix A: Tribal Service Standards and Definitions
- Appendix B: Audit and Insurance Requirements
- Appendix C: Budget Guidance

## Office of Crime Victims Advocacy (OCVA)

Proposals Due: May 1, 2025

**NO PROPOSALS WILL BE ACCEPTED AFTER 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 applications electronically.</p> <p>Email application as PDF/Excel attachments to:<br/><a href="mailto:OCVAGrantapplication@commerce.wa.gov">OCVAGrantapplication@commerce.wa.gov</a></p> <p>Subject Line: Agency Name - TGI Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p> |
|---|

## Questions

The RFP Coordinator is Matthew Flores. All questions must be submitted via email.

[Matthew.Flores@commerce.wa.gov](mailto:Matthew.Flores@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 1, 2025, and updated weekly until April 29, 2025. The [RFP Coordinator](#) will periodically update this document, the final update will be on April 30, 2025.

## Bidder's Conference

A bidder's conference will be held April 15, 2025 at 11:00am PST. Email the RFP Coordinator by April 14, 2025 to receive a meeting link. Attendance is encouraged but not required. The conference will end once all questions have been addressed.

*OCVA is only bound by its written responses. All questions from the conference or follow-up communications will be documented, answered in writing, and added to the FAQ.*

## 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)

## Background

### Victims of Crime Act

This opportunity is possible per federal Victims of Crime Act funding.

The federal Crime Victims Fund, established by the Victims of Crime Act of 1984 (VOCA), serves as a major funding source for victim services throughout the country. The primary purpose of the VOCA Victims Assistance grant is **to support the provision of direct services to victims of crime**.

VOCA funds are allocated annually to each State by the U.S. Department of Justice, Office for Victims of Crime (OVC). The Office of Crime Victims Advocacy (OCVA), housed within the Washington State Department of Commerce, is the State Administering Agency (SAA) of VOCA funds and sub-grants these funds to victim service providers throughout the state. Department of Commerce also sub-grants these funds to victim service providers through an interlocal agreement with the Department of Social and Health Services (DSHS).

### VOCA State Plan

Washington State's [VOCA State Plan](#) provides guidance on how VOCA funds are distributed.

To develop this plan, OCVA established a group to conduct a statewide planning process. The process included multiple opportunities for input from crime victims, victim service providers, tribal members, law enforcement, the courts, and other interested parties. The input yielded substantial consensus on key unmet needs of victims of crime and major challenges confronting service providers.

The 2024 VOCA State Plan, first developed in 2015, includes a 10.5% set-aside of the pass-through funding under the Tribal Government purpose area specifically to Washington’s 29 federally recognized Tribes to support the enhancement and development of additional culturally specific services for people hurt or harmed in their communities.

Each Tribe has their own story and collection of customs, traditions, and needs. The funds available through this funding application are to support the efforts of tribal communities to help individuals hurt and harmed by crime. Tribes applying for these funds seek to provide culturally rooted services that address the needs of their communities to promote healing.

## What is this application for?

Applications are requested from eligible Tribal victim service providers to fund culturally specific services for people hurt or harmed in their communities. Funding where current services are unavailable or inadequate is the priority.

Federal VOCA victim assistance funds support, extend and enhance services to victims of crime. This includes services that:

- Respond to the emotional, psychological, or physical needs of victims of crime
- Assist victims to stabilize their lives after victimization
- Assist victims to understand and participate in the civil and criminal justice systems, or
- Restore a measure of security and safety for the victim

Please see the [Who Can Apply](#) section of the application for additional details.

## A note about Application Language

We recognize that individuals define their experiences differently. It is important that our language is inclusive.

Many individuals do not identify as being a “victim of crime” or “survivor” and not all individuals identify actions or experiences as “crime”. With this in mind, we are working towards using “person first” language in an effort to be more inclusive of how individuals may identify their experiences.

The language, terms and words we use are very powerful and can unintentionally create barriers and infer unintended messages. In light of the importance of creating and sustaining, a framework of services for individuals who are underserved or marginalized, the shift to using person-first language may assist with decreasing barriers.

The application and other materials from OCVA may contain the terms “victim-centered,” “victims of crime” and “victim” or “survivor.”

For the purpose of this application, a “crime victim,” “individual who has been hurt or harmed,” and “individual impacted or affected by crime” all refer to an individual who identifies as having

suffered physical, financial, or emotional harm as a result of the commission of a crime; regardless of when the event occurred or whether or not the event has been reported to law enforcement.

**OCVA encourages applicants to use language that best describes their services and reflects the community you work with.**

If you are uncertain whether your Tribe meets the criteria of this application, please do not hesitate to ask the [Application Coordinator](#) for clarification.

## When can the funds be used and how much funding is available?

### Tribal Government Initiative

This award is a three-year (36 months) award for the period of July 1, 2025 – June 30, 2028.

Funding will be administered one-year at a time with grants issued at the beginning of each state fiscal year. Each tribe may request up to \$140,000 for the first year, July 1, 2025 – June 30, 2026. Unspent funding from Year 1 will not roll over to the following year. Renewal applications are required from successful bidders each state fiscal year.

- Year One: July 1, 2025 – June 30, 2026 (first year)
- Year Two: July 1, 2026 – June 30, 2027 (renewal application)
- Year Three: July 1, 2027 – June 30, 2028 (renewal application)

There is currently a legislative budget request that may impact the amount of funding available for this grant program. In the event that a budget request passes, OCVA reserves the right to increase these grant amounts accordingly.

### Native American Communities Sexual Assault Enhancement Funding

This award is a three-year (36 months) award for the period of July 1, 2025 – June 30, 2028. Each tribe may request up to \$15,947 for the first year, July 1, 2025 – June 30, 2026.

There is currently a legislative budget request that may impact the amount of funding available for this grant program. In the event that a budget request passes, OCVA reserves the right to increase these grant amounts accordingly.

The combined total funds should be reflected in the Budget Detail Worksheets. On the summary page you will be asked to identify the amount that is funded by crime type. If you're not interested in receiving the Native American Communities Sexual Assault Enhancement Funding,

you'll only need to include the dollar amount that you need relating to the Tribal Government Initiative pool of funding.

The intent is to fund as many eligible applications as possible. In the event that more eligible applications are received than can be funded, OCVA reserves the right to reduce award amounts in order to partially fund more applications.

## Who can apply?

Any Tribe that meets the eligibility criteria below is encouraged to apply for this funding to provide culturally and community specific services for victims of crime.

As stated in the [VOCA Rule](#), § 94.111, eligible providers are those that:

- Eligible applicants for the Victims of Crimes Act (VOCA) funded by OCVA's Tribal Government funding are the 29 federally recognized Tribes of Washington State as determined by the United States Secretary of the Interior.
- Provide services to victims of crime
- Can demonstrate a documented history of providing effective services to victims of crime
- Have financial support from other sources
- Can demonstrate the organizational capacity to provide the proposed services

Eligible applicants must have a substantial operating presence in Washington State and must be prepared to use these funds to provide services to victims of crime in Washington State.

If a Tribe does not have experience providing victim services but does have the capacity to do this work, this should be addressed in the Proposal Narrative (Attachment C).

A provider can demonstrate a record of effective services and support from other sources when, for example, it demonstrates the support and approval of its services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from other sources. This should be addressed in the Proposal Narrative (Attachment C).

### **Tribal Authority to Apply**

Applicants must submit documentation reflective of their legal authority to apply for this grant on behalf of their Tribes. Recognizing that Tribes have different forms of tribal governance and tribal laws vary, no prescribed form of documentation will be required. Applicants may submit a resolution, letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the applicant has the legal authority to apply for this award on behalf of the Tribe.

**This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted with the application on the due date, May 1, 2025.**



## What can these funds be used for?

The services, activities, and costs eligible with this VOCA funding<sup>1</sup> include:

Services that respond to immediate needs of crime victims, such as:

- Crisis intervention services
- Accompanying victims to hospitals for medical examinations
- Hotline counseling
- Safety planning

Expenses that respond to immediate needs of crime victims, such as:

- Emergency food, shelter, clothing, and transportation
- Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety
- Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
- Short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available
- Costs of the following, on an emergency basis<sup>2</sup>
  - *Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed*

Services and Expenses that include advocacy and emotional support, such as:

- Working with a victim to assess the impact of the crime
- Identification of victim's needs
- Case management
- Management of practical problems created by the victimization
- Identification of resources available to the victim
- Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed
- Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)
  - Funding utilized for these types of services must be incorporated into a victim services program
    - *For example, a provider could use this funding to hire a trauma-informed yoga instructor to lead sessions hosted by the Tribe, and*

---

<sup>1</sup> § 94.119 Allowable direct service costs, available at: <https://www.federalregister.gov/d/2016-16085>

<sup>2</sup> Emergency basis includes (but not limited to): when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime)

*these sessions are one component of a comprehensive array of victim services provided*

Services and Expenses that include mental health counseling and care such as out-patient therapy/counseling or out-patient substance-abuse treatment.

- Victim service providers proposing to fund these services must be focused on collaboration with treatment programs and victim services must be provided in conjunction with the treatment services provided
- Funding must support collaborative service models and approaches
- Treatment must be directly related to the victimization and provided by a person who meets professional standards to provide these services, and these services should be one component of a comprehensive array of victim services provided

Services that include peer-support, such as:

- Share experiences, and provide self-help, information, and emotional support

Services and Expenses connected to the facilitation of participation in the civil and criminal justice systems and other public proceedings arising from the crime, such as:

- Advocacy on behalf of a victim
- Accompanying a victim to offices and court
- Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency<sup>3</sup>
- Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings)
- Assistance with Victim Impact Statements
- Assistance in recovering property that was retained as evidence
- Assistance with restitution advocacy on behalf of crime victims
- Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding
- Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding

Expenses for transportation of victims to receive services and/or to participate in criminal/civil justice proceedings.

- This may include certain automobile expenses for a client, such as the costs to repair a vehicle when necessary for health and safety of the client

Expenses for an agency automobile, such as:

---

<sup>3</sup> Successful applicants may be asked to utilize available Language Bank resources, as applicable.

- Lease and/or repair a vehicle that is essential to the agency's delivery of crime victim services

Expenses for public awareness and education presentations, such as:

- The development of presentation materials, brochures, newspaper notices, and public service announcements in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance

Expenses for Relocation and Housing Support:

- Travel, reasonable moving expenses, rental assistance, security deposits, utilities, and other costs incidental to the relocation of housing, including costs to keep someone in their home (in emergent situations)
- Prior to covering these expenses, applicants must submit, and have approved, a plan that includes applicable policies and procedures for providing relocation and housing support services
- Need for relocation and housing expense assistance must be reasonably connected to the victimization

Services and Expenses for the coordination of system partners

- This is defined as the development of working relationships and agreements (formal and informal) among programs and services with a role in the array of victim service provision with the goal of improving service delivery

Emergency Financial Assistance

- Supporting direct emergency financial assistance (EFA) to meet crime victim needs to the fullest extent permissible within VOCA funding requirements was a consistent need identified in the VOCA planning process. Various types of EFA are outlined above (as expenses). Emergency Financial Assistance is, in general, for costs related to immediate health and safety (such as emergency food, clothing, transportation, shelter).
  - Successful applicants will be required to submit to OCVA a plan for providing EFA, which includes a policy and procedures on how this resource will be provided.

All services must be provided in Washington State.

## 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

- Compensation for crime victims
- Computer Networks
  - VOCA funding cannot be used to maintain or establish a computer network unless such networks block the viewing, downloading, and exchanging of pornography. To be in compliance with this special condition, grantees will have two options:
    - Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.
    - Do not use Tribal Government Initiative grant funds to maintain or establish a computer network.
- Education and/or job training expenses<sup>4</sup>
- Food/beverages for trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy
- Most medical costs
  - VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in the VOCA Final Rule is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment
- Perpetrator/offender rehabilitation and counseling
- Prevention education activities
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation
- Restorative justice
- System based victim witness assistance
- Transitional Housing units or facilities owned or operated by the applicant organization
- Vehicle purchase for clients
- Vehicle purchase for organizations (leasing is allowable)

Proposals to develop a new Domestic Violence Emergency Shelter program or a new Accredited Community Sexual Assault Program (CSAP) are not eligible via this application.

## What are the funding requirements?

The *Services for Tribal Government Initiative*/contracts are comprised solely of federal Victims of Crime Act (VOCA) funds. The complete VOCA Rule can be found here: [Federal Register: Victims of Crime Act Victim Assistance Program](#). OCVA encourages applicants to consider the following VOCA requirements when deciding to apply for funding:

---

<sup>4</sup> OCVA has heard from the field about this specific need, and we are seeking clarification of allowability. For this funding cycle, this is an unallowable cost.

## VOCA Crime Victim Compensation Requirement

Each grantee awarded funds through this application must agree to assist victims, as appropriate, in seeking crime victim compensation benefits.

Assistance to potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits may include, but are not limited to, referring to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims' compensation program.

## VOCA Prohibited Discrimination

Grantees shall comply with guidance issued by the Office of Civil Rights within the office of Justice Programs. Cited laws collectively prohibit discrimination based on race, color, national origin, disability, religion, sex, gender, gender identity, and sexual orientation in both the delivery of services and employment practices. The Age Act also prohibits discrimination on the basis of age in the delivery of services or benefits. The Equal Treatment Regulation prohibits recipients from using federal financial assistance to engage in explicitly religious activities.

Additionally, eligibility for direct services is not dependent on the victim's immigration status.

## VOCA Volunteer Requirement

Each grantee awarded funds through this application must utilize at least one volunteer directly supporting the activities to fulfill VOCA federal funding requirements. Please contact the Application Coordinator if you need assistance in identifying potential volunteer activities that may fulfill this requirement or wish to learn more about the option for a waiver.

## Audit and Insurance Requirements

Please see *Appendix B*.

## 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, see this site for more details: [Identogo](#) or [Washington State Patrol](#)

## 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.

For technical assistance related to the statutory requirement to comply with the confidentiality and privacy provisions of the Victims of Crime Act contact the

[Washington Coalition of Sexual Assault Programs](#) (WCSAP), the [Washington State Coalition Against Domestic Violence](#) (WSCADV), and/or the [Office of Crime Victims Advocacy](#) (OCVA).

## 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.

Recipients of this grant must also submit a semi-annual narrative report on grant activities. Semi-annual narrative reports will be due January 31, 2026, July 31, 2026, January 31, 2027, July 31, 2027, January 31, 2028, and July 31, 2028.

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.

## Monitoring

Grant managers may conduct fiscal and/or programmatic monitoring with grantees, sometimes called site visits. These visits include discussions about grant-funded activities, the service provider, and the community. This visit may also include verification of compliance with terms and conditions. Fiscal monitoring may include review of invoice back-up documentation.

## 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.

Training requirements for direct service staff and volunteers are outlined in *Appendix A: Victims of Crime Tribal Government Initiative Service Standards and Definitions*.

For Tribes that are new to OCVA funding, the training requirements and service definitions may seem overwhelming, or you may be unclear if the services your program currently provides meet

the requirements outlined in the service definitions. OCVA will provide support and assistance to help successful applicants navigate the definitions and requirements. Training schedules for new applicants can be phased in to allow for a feasible schedule during which to build service capacity, and all costs can be billed to the grant.

For more details, see *Appendix A*, which includes service definitions. If your program offers services or has expenses outside of the listed definitions, OCVA will review them individually. Keep in mind that all proposed services and expenses must be eligible, cost-effective, and align with VOCA's purpose: providing direct services to victims.

## 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 Awards<sup>5</sup>.

## 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. OCVA will withdraw non-responsive proposals from consideration.

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

Responsive proposals will be evaluated based on the requirements stated in this RFP and any revisions issued.

**The purpose of this application is to provide funding to Tribal communities for culturally specific services for people hurt or harmed in their communities.**

OCVA will designate an evaluation team or teams with expertise in the program area(s) to review, evaluate, and score proposals.

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.

---

<sup>5</sup> [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

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

## 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            | March 31, 2025                                |
| Question & Answer period               | April 1 - 29, 2025                            |
| Answers to Q&A posted no later than    | April 1 & updated weekly until April 29, 2025 |
| Proposals due                          | May 1, 2025 @ 5:00pm PST                      |
| Evaluate proposals                     | May 5 – 26, 2025                              |
| Announce Apparently Successful Bidders | May 30, 2025                                  |
| Negotiate grant                        | June 2 – 9, 2025                              |
| Begin grant funded work                | July 1, 2025                                  |

## 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 a grant 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 grant 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: May 1, 2025

**NO APPLICATIONS WILL BE ACCEPTED AFTER 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:  
[OCVAGrantapplication@commerce.wa.gov](mailto:OCVAGrantapplication@commerce.wa.gov)

Subject Line: Agency Name - TGI Application

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

Proposals received after the deadline will not be accepted or considered.

It's the applicant's responsibility to ensure their proposal is submitted on time. Commerce is not responsible for email issues on the applicant's end, though exceptions may be made if Commerce's email system is at fault.

Applicants will receive a generic email confirming their submission. This email does not mean the applicant meets eligibility requirements or that the proposal is complete. If you don't get a confirmation email, it's your responsibility to contact the RFP coordinator right away to resolve any email issues.

To avoid disqualification, submit your proposal well before the deadline. Last-minute submissions often lead to issues, and most past disqualifications were due to late submissions. Once submitted, all proposals and supporting documents become the property of Commerce and will not be returned.