

Rape Prevention and Education (RPE) Program

OFFICE OF CRIME
VICTIMS ADVOCACY

RFP Number: F25-31320-001
Funding Period: August 1, 2025 - January 31, 2026
Proposals Due: July 2, 2025

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.

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Proposal Attachments

Attachments

- Attachment A: RPE Competitive Application 2025
- Attachment B: One Year Budget

Appendixes

- Appendix A: Prevention Information
- Appendix B: RPE Washington Department of Health State Action Plan
- Appendix C: Definitions
- Appendix D: CDC Notice of Funding
- Appendix E: Audit and Insurance
- Appendix F: Living Wage by County 2024

Bidder's Conference

A bidder's conference will be held Monday, June 2, 2025, at 11:00AM PST. Email the RFP Coordinator by June 1, 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.

Office of Crime Victims Advocacy (OCVA)

Proposals Due: July 2, 2025

NO PROPOSALS WILL BE ACCEPTED AFTER 12:00 PM PST.

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

<p>Submit applications electronically.</p> <p>Email application as PDF/Excel attachments to: OCVAggrantapplication@commerce.wa.gov</p> <p>Subject Line: Agency Name - RPE 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

Questions will be answered directly via email. OCVA will develop a Q&A Document that will be posted on the OCVA website updated weekly. The [RFP Coordinator](#) will periodically update this document, the final update will be on July 2, 2025.

Americans with Disabilities Act (ADA)

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

Who is OCVA?

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

- Advocating on behalf of victims obtaining needed services and resources.
- Administering grant funds for community programs working with crime victims.

- Assisting communities in planning and implementing services for crime victims.
- Advising local and state government agencies of practices, policies, and priorities that impact crime victims.

See OCVA's website for more details: www.ocva.wa.gov

What is this application for?

This application aims to prevent sexual violence by reducing risk factors and strengthening protective factors associated with sexual violence perpetration and victimization. We are looking for organizations with experience in community services, sexual assault support, or prevention programs. The goal is to develop and carry out prevention programs using a public health approach and focusing on community-level strategies within the social ecological model.

When can the funds be used?

OCVA intends to fund projects resulting from this application from August 1, 2025 through January 31, 2026. OCVA reserves the right to extend the period of performance for an additional 1-3 years. If extended, renewal applications will be requested from successful bidders each state fiscal year. Extension of the grant is dependent on the availability of funds and meeting grant requirements.

How much funding is available?

OCVA estimates that \$284,255 will be available for this grant program.

Applicants may request up to \$112,000 per individual grant. Additionally, \$112,000 of the total funding will be reserved exclusively for tribes and tribal organizations. If no tribes apply, the reserved \$112,000 will be made available to community organizations for consideration.

Who can apply?

We welcome applications from tribes and community-based non-profit organizations with a focus and proven track record in some or all of the following:

- Addressing the root causes of gender-based violence.
- Strengthening community economic support.
- Promoting gender equity and health equity.

We also encourage organizations that primarily serve culturally-specific communities or priority populations to apply.

For this application, culturally-specific communities may include (but are not limited to):

- LGBTQIA2S+ communities

- Disabled communities (or communities of people with disabilities)
- Black communities
- American Indian/Alaska Native communities (both tribal and community-based)
- Indigenous communities
- Other communities of color
- Rural Communities

(Please refer to the Washington State Action Plan Pgs. 9-10, Appendix B.)

What can these funds be used for?

We strongly recommend applicants review all the resources, attachments, and appendices included in this document before starting the application.

Applicants can either continue an existing prevention project or propose a new one. You're not limited to just one project—you can include a single project/activity for a specific community or multiple projects/activities for different communities. There is no scoring preference for either approach.

When relevant, proposed activities must follow the Prevention Information as well as the State Action Plan *(Please refer to Appendix A and highlighted content in Appendix B)*.

Proposed projects must meet the following requirements:

- Be based on the public health model
- Include all elements of projects/activities
- Address the community-level of the social-ecological model
- Address at least two (2) of the prioritized intermediate risk and protective factors *(Refer to Appendix A for more details.)*
- Align with one of the prioritized focus areas and approaches *(Refer to Appendix A for more details.)*
- Impact one of the prioritized populations listed above
- Use data to inform prevention programming and implementation
- Multi-sector involvement – collaborate with different types of organizations and groups to bring various perspectives and resources.

The project should also aim to:

- Address the root causes of gender-based violence.
- Strengthen community economic support.
- Promote gender and health equity.

See Appendix A for additional information and examples of eligible prevention projects.

Eligible proposals must prioritize **primary prevention projects** that address the **community-level** of the **socio-ecological model (SEM)** (*Refer to Appendix A for more details*). While individual- and relationship-level strategies can be included, the majority of proposed activities must target the community level to meet approval criteria.

All services must be provided in Washington State.

What can these funds not be used for?

Non-eligible Activities and Expenses

Federal funding requirements do not allow projects with the following primary focuses to be funded through this application. While these may be part of a larger program or project, they cannot be the primary focus.

- Projects that only address the individual- or relationship-level of the social ecological model .
- Defining (rather than preventing) sexual violence
- Teaching statistics, dynamics, and impacts of victimization
- Safety skills for potential victims to reduce risk (self-defense workshops, etc.)
- One-time events or trainings that are not part of ongoing prevention focused projects
- Accessing services and how to help others access services

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

- Capital Expenses (expenses for the purchase or upgrading of buildings)
- Food/beverages for trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy (*Refer to Appendix C for definitions.*)

What are the funding requirements?

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

Staffing Grants

Funding must be used to pay for one (1) Prevention staff person at a minimum of 0.80 FTE (32 hours/week). Additional portion of FTE for supervision or other staff supporting the prevention project may be allocated in the budget as long as funds for at least one Prevention staff meet the minimum 0.80 FTE. (*Please refer to Appendix F for more information about staffing allocation in the budget*). Prevention Staff is defined as: a staff actively delivering prevention activities funded by this project.

Background Checks

Entities providing prevention activities 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: [Background Screening Conditions](#)

Confidentiality

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

Data Collection and Reporting

Selected applicants must participate in evaluating how their prevention project is implemented and its outcomes. The Department of Health works with an evaluation consultant who will provide guidance and support for program evaluation and documentation. Funded applicants are required to:

- Take part in evaluation activities, including process and outcome evaluations, as directed by OCVA, the Department of Health, and the evaluation consultants.
- Submit evaluation data when requested.

Funded applicants must use InfoNet to report service and activity data. Reports are due by the 15th of the month following the end of each quarter.

Quarterly reports must include:

- Non-identifying demographic information.
- Type of activity.
- Hours of activity.

Funded applicants must also submit a quarterly narrative report and occasional evaluation reports as required.

Failure to comply may lead to suspension of payments 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.

Initial Training:

- Staff, volunteers, and supervisors must complete the 5-hour Prevention Orientation before providing primary prevention activities.

Ongoing Training:

- All staff and volunteers providing primary prevention activities must complete 12 hours of training annually, beginning the fiscal year after completing their initial training.

Uniform Guidance

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

How will applications be reviewed?

Responsiveness

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

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

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

Evaluation of Proposals

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

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

- The strength of the rationale
- The soundness of the proposed service delivery strategy in meeting victim service needs
- How the accompanying budget aligns with the proposed service(s)
- The agency's experience and capacity to deliver the proposed services

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

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

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

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

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

What happens if Commerce updates this RFP document?

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

What is the timeline for this process?

This schedule is an estimate.

Activity	Date
Issue Request for Proposals	May 14, 2025
Question & Answer period	May 14 – July 2, 2025
Answers to Q&A posted no later than	May 22, 2025, and updated weekly until July 2, 2025
Bidders Conference	June 2, 2025
Proposals due	July 2, 2025
Evaluate proposals	July 2 – July 16, 2025
Negotiate grant	July 23, 2025
Begin grant funded work	August 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: July 2, 2025

NO APPLICATIONS WILL BE ACCEPTED AFTER 12:00 PM PST.

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

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

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.