

# Healing, Support & Transition Services

OFFICE OF CRIME  
VICTIMS ADVOCACY

**Funding Period:** September 15, 2025 - June 30, 2027

**Proposals Due:** August 13, 2025

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

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

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## Attachments:

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

## Appendixes:

- Appendix A: Budget Guidance
- Appendix B: Living Wage by County

## Bidder's Conference

A bidder's conference will be held Monday, July 21, 2025, at 10:00AM PST. Email the [RFP Coordinator](#) by July 20, 2025, to receive a meeting link.

A separate session specifically for Tribal bidders will be held Monday, July 21, 2025 at 1:00PM PST. To attend please use this link: [Tribal Bidder's Conference](#)

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: August 13, 2025

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

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

<p>Submit proposals electronically.</p> <p>Email application as PDF/Excel attachments to: <a href="mailto:OCVAGrantapplication@commerce.wa.gov">OCVAGrantapplication@commerce.wa.gov</a></p> <p>Subject Line: Agency/Tribe/Tribal Organization Name - Healing, Support &amp; Transition Services Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of proposals.</p>
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## 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 updated weekly. The [RFP Coordinator](#) will periodically update this document, the final update will be on August 7, 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](http://www.ocva.wa.gov)

## Introduction

### Background

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

### Substitute Senate Bill (SSB) 5114

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

Per legislation, OCVA is to prioritize funding for healing, support, and transition services providers located in underserved areas of the state that have a need for healing, support and transition services.

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

**Please note:** Per SSB 5114 “adults with lived experience of sex trafficking” means any person age 18 or older who was a person who has been forced or coerced to perform a commercial sex act including, but not limited to, being a victim of offenses defined in RCW 9A.40.100, 9A.88.070, 9A.68A.101, and the trafficking victims protection act of 2000, 22 U.S. C. Sec. 7101 et seq.; **or** a person who was induced to perform a commercial sex act when they were less than 18 years of age including but not limited to the offenses defined in chapter 9.68A RCW.

### Human Trafficking

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

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

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

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

**Under Washington State law:**

- **Human Trafficking:** A person is guilty of trafficking in the first degree when such person recruits, harbors, transports, transfers, provides, obtains, buys, purchases, or receives by any means another person knowing, or in reckless disregard of the fact, that force, fraud, or coercion will be used to cause the person to engage in forced labor; involuntary servitude; a sexually explicit act or a commercial sex act, or that the person has not attained the age of eighteen years and is caused to engage in a sexually explicit act or a commercial sex act or benefits financially or by receiving anything of value from participation in a venture that has engaged in acts set forth of this subsection; and the acts or venture set forth in this subsection; involve committing or attempting to commit kidnapping; involve a finding of sexual motivation under RCW 9.94A.835; involve the illegal harvesting or sale of human organs; or result in a death. [RCW 9a.40.100: Trafficking. \(<i>Effective until July 1, 2025.</i>\)](#)
- **Commercial Sexual Abuse of a Minor (CSAM):** is when a person solicits, offers, requests to engage or provides anything of value to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her. *Consent of a minor to the sexual act does not constitute a defense to this offense.*<sup>1</sup>

## What is this RFP for?

Per [SSB 5114](#) OCVA seeks proposals from qualified non-profit organizations, Tribes and tribal organizations, located in underserved areas of the state, to provide healing, support and transition services. Services will be available to adults 18 and older who have experienced sex trafficking.

As defined in SSB 5114:

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<sup>1</sup> RCW 9.68A.100

- Healing, support, and transition service provider means an entity or person that provides healing and transition services that meet the self-determined needs of adults with lived experience of sex trafficking ages 18 and older.
- Healing, support, and transition services means safe and trauma-informed services that are tailored to the self-determined needs of each individual.
- Providers must provide culturally, developmentally and linguistically informed and responsive services with priority given to underserved populations in the region, which are most impacted by sex trafficking. Depending on the region, underserved populations may include people who are African American, Asian, Native Hawaiian, Pacific Islander, American Indian, Alaska Native, lesbian, gay, bisexual, transgender, queer, questioning, two-spirit, intersex, asexual, other identities that fall outside of cisgender and heterosexual paradigms +, or Latine.

OCVA anticipates funding approximately six (6) Healing, Support and Transition Service Providers.

- Each project will provide [healing, support and transition services](#) for adults 18 and older.
- Each grantee will meet the [requirements of service providers](#) related to the provision of services, activities, data collection and the provision of training and sharing information.
- Project's will be funded to provide healing, support and transition services to adults with lived experience of sex trafficking in Central, Eastern, and Western Washington.

## When can the funds be used?

The project period for this RFP is September 15, 2025 through June 30, 2027. The funds are available on an annual basis.

- Year One = September 15, 2025 – June 30, 2026
- Year Two = July 1, 2026 – June 30, 2027

Please note that any funds not spent in Year One expire on June 30, 2026 and do not roll over into Year Two.

*OCVA will work collaboratively with all successful bidders to monitor spending throughout Year One and Year Two. If a successful bidder does not anticipate fully spending their budget, OCVA will work with them to reallocate those funds to another Healing and Transition Center bidder in an effort to utilize all of the available resources.*

## How much funding is available?

OCVA estimates that approximately \$1,225,000 per year will be available for this grant program. Applicants may request up to \$204,166 for each year.

OCVA anticipates awarding six (6) contracts for a two-year period (09/15/2025 – 6/30/2027), three (3) in Western Washington and three (3) in Central/Eastern Washington.

## Who can apply?

Eligible applicants for this RFP must:

- Demonstrate their organization, Tribe or tribal organization has a minimum of two years of experience providing trauma informed, person- centered, culturally, linguistically and developmentally informed and responsive services, support, outreach and resources to individuals with lived experience of sex trafficking.
- Demonstrate their organization, Tribe or tribal organization is survivor led (lived experience of sex trafficking) and/or survivor informed.
- Be operated by a nonprofit organization, public agency or federally recognized Tribe of Washington State as determined by the United States Secretary of the Interior.
- For non-tribal bidders: Be licensed to do business in the State of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.

### **Tribal Authority to Submit a Proposal**

Tribes must submit documentation reflective of their legal authority to submit a proposal for this RFP 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. Tribes may submit a resolution, letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the bidder has the legal authority to submit a proposal for this RFP on behalf of the Tribe.

This documentation must be current, must be sufficient to demonstrate authority for the proposal and must contain authorized signature(s).

## What can these funds be used for?

### **Eligible Services and Expenses**

It is expected that services will be flexible, accessible and meet the unique needs of adults impacted by sex trafficking. Services may include traditional healing.



Services provided with this funding shall be culturally, linguistically and developmentally appropriate and available to all individuals regardless of their actual or perceived sex, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, involvement in commercial sex, income or lack of income, or the age and/or sex of their children.

Organizations, Tribes and tribal organizations must provide healing, support and transition services as described below.

All services must be provided in Washington State.

## Healing, Support and Transition Services

Healing, support and transition services mean safe and trauma-informed services that are tailored to the self-determined needs of each individual and include:

- Advocacy
- Safety Planning
- Housing and related support including support related to relocation
- Substance use disorder treatment
- Medical and behavioral health services
- Legal advocacy and support and other trauma informed services
  - Immigration system support
  - Vacatur support
  - Other civil legal assistance
- Translation, interpretation
- Education
- Job training
- Employment support
- Outreach
- Emergency financial assistance

Eligible expenses are those that support the provision of eligible services and activities.

Examples include:

- Sub-contracts for healing activities, therapy, civil legal assistance
- Costs for interpreters, translation of program materials
- Costs associated with substance use disorder treatment
- Costs associated with meeting basic needs such as food, clothing, hygiene items
- The provision of outreach such as gas, outreach supplies,
- Costs for individuals to enroll in a vocational or other educational class

### **Emergency Financial Assistance (EFA)**

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.

## **Healing Support and Transition Service Providers**

The purpose of this grant is to fund healing, support, and transition service providers to provide direct services, outreach, collaborative efforts and training. Services will be provided by Tribes, tribal organizations and nonprofit organizations with the capacity and expertise to implement a person-centered, safe, trauma informed and culturally, developmentally and linguistically responsive service model to address the self-determined needs of adults who have experienced sex trafficking.

Healing, support and transition services must be provided by organizations, Tribes and tribal organizations that have experience engaging and working with adults who have experienced sex trafficking.

**Per [SSB 5114](#), the Healing, Support and Transition Service providers must:**

- Offer healing, support and transition services designed to enhance safety and reduce and prevent further trauma
- Provide ongoing services for adults with lived experience of sex trafficking
- Provide culturally, developmentally and linguistically informed and responsive services *with priority given to underserved populations in the region, which are the most impacted by sex trafficking*
  - Depending on the region, underserved populations may include people who are African American, Asian, Native Hawaiian, Pacific Islander, American Indian, Alaska Native, lesbian, gay, bisexual, transgender, queer, questioning, two-spirit, intersex, asexual, other identities that fall outside of cisgender and heterosexual paradigms +, or Latine
- Incorporate into the program leadership from communities with:
  - Unique risk factors for sex trafficking
  - Sex trafficking survivor leadership
  - Survivor-informed services
  - Survivor mentorship
- Meet core needs
- Provide long term services and offer skill training to increase the range of options available to participants, including transition services
- Not require proof of identification in order to access services or that an individual self-identify as a sex trafficking victim in order to initially access services;

- Regularly participate in coordination meetings for healing support, and transition service providers;
- Provide training and information to:
  - law enforcement officers, prosecutors, service providers and other first responders, and
  - communities with culturally specific risk factors for sex trafficking on how to engage and refer individuals to these services
- Report data on outcomes of the healing, support and transition services to OCVA, collected on a quarterly basis from clients who may be compensated for survey participation

## Outreach

Outreach activities will focus on engaging, building trust and increasing awareness of healing, support and transition services available for adults who have experienced sex trafficking, and how to access such resources.

For some applicants, outreach may be a key component in reducing barriers to services as well as increasing awareness, access and the utilization of support and assistance especially for underserved individuals. Outreach will be unique to the community, geographic region and individuals to be served. It is expected that applicants will identify the unique types of outreach strategies to be implemented under this grant.

Outreach may include connecting with organizations, Tribes, community members, law enforcement and programs to let them know the types of support and assistance the advocate is available to provide and how the program and community member can access the advocate and services.

## Survivor Feedback

Per SB 5114, in 2023 OCVA coordinated stakeholder feedback meetings for survivors to provide feedback to help inform the development of the RFP. OCVA will continue to work with successful bidders to help support service provision that reflects the survivor feedback received, and OCVA will continue to seek feedback on the implementation of this program.

Feedback on the following areas included:

### Housing

- Safe housing and longer term independent living is important
- Have options for women, single adults and parents
- Housing specific for trafficking survivors
- Zero tolerance policies in housing services alienates people

### Underserved Communities

- Transgender

- LGBTQ
- Tribal, Native
- Nonbinary
- Individuals who have been incarcerated
- Programs for elders
- These communities are very used to not being served, it will take time to build trust
- Transgender survivors and sex workers, respect how they identify
- Rural areas
- Eastern/Central Washington

#### Outreach

- Create space
- Meet in community or where folks feel most comfortable; don't expect everyone to come to you
- Be honest about mandatory reporting
- Go to the same spots for a while
- Have normal dialogue
- Have an outreach plan

#### Self-Determination

- This should be strongly encouraged, without a focus on self-determined needs folks will be pushed into heteronormative, patriarchal norms
- Trust survivors
- Allow for an equity model
- Give back autonomy and choice
- Ask what they need
- Be comfortable, and don't make assumptions

#### Additional Feedback

- Programs can be fun and resourceful, there needs to be creativity in helping folks get connected to the organization
- Include survivor voices
- A core value in this work should be consistency
- Important to continue to build partnerships and networks, shared learning
- Funding is needed to provide direct client assistance

## 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
- Food/beverages for staff, board trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation
- Transitional Housing units or facilities owned or operated by the applicant organization
- Vehicle purchase for clients
- Vehicle purchase for organizations (leasing is allowable)

## What are the funding requirements?

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

### Background Checks

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

### Confidentiality

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

### Data Collection and Reporting

Grantees must submit non-identifying data on demographics, services provided, outcomes of services, types of trafficking, whether clients are current or former foster youth, and prior trauma history through InfoNet and narrative reports. Data is due the 15th of the month after the end of the quarter. Grantees will submit quarterly narrative reports.

Grantees are also required to attend a training provided by OCVA on how to enter data, track staff allocated to the grant and other related areas.

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.

## Language Access Plan

Successful applicants will provide a language access plan. The plan will outline how the program, Tribe or Tribal organization will provide support and assistance to individuals with limited English proficiency (LEP) by: identifying the languages spoken or used by individuals who are underserved, determining the types of language assistance offered such as translation, interpretation, American Sign Language (ASL), providing clear and accessible notifications about language assistance services and how to access them and training for staff on the language access plan and policies and procedures.

## 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.

# How will proposals 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.

## 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 the self-determined needs of individuals with lived experience of sex trafficking
- How the accompanying budget aligns with the proposed service(s)

- The applicants experience working with and engaging individuals with lived experience of sex trafficking 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 underserved areas; living wage by county\*; and applicants' history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants.

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

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

• Bidder Qualifications	35 pts
• Staff Qualifications	15 pts
• Program Leadership	10 pts
• Services & Activities	30 pts
• Budget	10 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 B*). 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 RFP, amendments will be posted on the OCVA website, grants and funding page. Interested applicants should check the website for any amendments prior to submitting a proposal. OCVA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a grant.

## What is the timeline for this process?

This schedule is an estimate.

Activity	Date
Issue Request for Proposals	July 9, 2025
Question & Answer period	July 9 – August 13, 2025
Bidders Conference	July 21, 2025 @ 10:00AM PST
Proposals due	August 13, 2025
Evaluate proposals	August 13 – 27, 2025
Announce Apparently Successful Bidders	August 28, 2025
Negotiate Grant	August 28 – September 11, 2025
Begin grant funded work	September 15, 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 contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notification is e-mailed or faxed to the Proposer. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Proposer Notification. The debriefing must be scheduled within three (3) business days of the request.

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

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

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

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

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

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

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

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

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

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

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

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

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

The final determination of the protest shall:

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

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

## Submissions of Proposals and Due Date

Proposal Due: August 13, 2025

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

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

<p>Submit proposals electronically.</p> <p>Email application as PDF/Excel attachments to: <a href="mailto:OCVAggrantapplication@commerce.wa.gov">OCVAggrantapplication@commerce.wa.gov</a></p> <p>Subject Line: Agency/Tribe/Tribal Organization Name - Healing, Support &amp; Transition Services Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of proposals.</p>
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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.