

VOCA By and For Victim Services

2025-2028

Request for Proposals

OFFICE OF CRIME
VICTIMS ADVOCACY

Funding Period: October 1, 2025 – September 30, 2028

Proposals Due: September 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.

This project is supported by Victims of Crime Act Grants awarded by the Office for Victims of Crime, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice

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Office of Crime Victims Advocacy (OCVA)

Proposals Due: Tuesday, September 2, 2025, 12 pm (noon)

NO PROPOSALS WILL BE ACCEPTED AFTER September 2, 2025 12:00 PM (NOON) PST.

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

Submit applications electronically.

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

Subject Line: Agency Name - VOCA By and For

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

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 and updated weekly. The [RFP Coordinator](#) will periodically update this document, the final update will be on August 28, 2025.

Bidder's Conference

A bidder's conference will be held July 30, 2025 at 11:00 am PST. Email the [RFP Coordinator](#) by July 29, 2025 to receive a meeting link.

A separate session specifically for tribal bidders will be held Monday, July 30, 2025 at 1:00PM PST. To attend please use this Zoom 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.

Americans with Disabilities Act (ADA)

OCVA complies with the Americans with Disabilities Act (ADA). Applicants may contact the [RFP Coordinator](#) to indicate desired accommodations.

Who is OCVA?

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

- Advocating on behalf of victims obtaining needed services and resources.
- Administering grant funds for community programs working with crime victims.
- Assisting communities in planning and implementing services for crime victims.
- Advising local and state government agencies of practices, policies, and priorities that impact crime victims.

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

What is this application for?

The purpose of this application is to develop and enhance healing centered support and culturally and community specific services for BIPOC and unserved individuals who have experienced hurt, harm or crime regardless of:

- When the experience occurred
- Whether the event or experience was reported to law enforcement
- Whether an individual or family participate in the criminal justice system

Services and activities must be provided by organizations or Tribes/Tribal organizations that are operated by and for the community to be served.

The term “healing centered support” is a person-centered approach that focuses on meeting the unique self-determined needs of individuals. The approach goes beyond the hurt, harm, crime or trauma to support individuals in a holistic way.

This funding is for activities that support the emotional, physical and psychological well-being of individuals.

Outreach to increase awareness of the support and assistance is also eligible.

BIPOC and unserved individuals and communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as lesbian, gay, bisexual, transgender, queer, Two-Spirit +; individuals with disabilities, individuals who are deaf or hard of hearing; and Native Americans.

Services must be culturally, linguistically and developmentally informed and responsive and available to all individuals regardless of immigration status, gender, age, sexual orientation, language, religion or disability.

The goal of this grant is to:

- Increase the availability of healing centered support (services) and assistance for BIPOC and unserved individuals and families who have experienced hurt, harm or crime.
- Increase awareness of the healing centered support and assistance available to individuals and communities.
- Increase capacity of programs, organizations and Tribes to provide healing centered support.

Healing Centered Support

Healing can look different for everyone, so support can take many forms. It might include emotional support, creative activities, physical movement, or helping with basic needs.

Examples include:

- Assisting someone in accessing healthcare due to trauma they have experienced.
- Playing basketball with someone who experienced physical assault, and finds physical activity a way to reduce their stress and have fun.
- Creating space for individuals to engage, participate in activities like art, crafts, drumming, beading, or going on walks.
- Providing emotional support via phone or in-person.

Who will oversee and administer the grants?

The Washington State Office of Crime Victims Advocacy (OCVA) and the Washington State Department of Social and Health Services (DSHS) are collaborating on this funding opportunity.

OCVA or DSHS will oversee grants depending on the focus of the proposed project. DSHS will oversee projects focused on domestic violence. OCVA will oversee projects focused on sexual assault and individuals hurt or harmed by experiences other than domestic and sexual violence (victims of crime).

When can the funds be used?

OCVA will award funds for a 36-month period from October 1, 2025, to September 30, 2028, with grants funded one year at a time.

- Year One funding will cover October 1, 2025 – September 30, 2026.
- Grantees must submit renewal budget proposals in summer 2026 for Year Two funding (October 1, 2026 – September 30, 2027).
- Unspent Year One funds will not roll over to Year Two.

- A similar amendment process will take place for Year Three (October 1, 2027 – September 30, 2028)
- Unspent Year Two funds will not roll over to Year Three.

OCVA may extend the contract for up to two additional one-year periods at its discretion, based on funding availability and grantee compliance.

VOCA By and For funding is competitive. Please see the [Evaluation of Proposals](#) section for details on the review process.

How much funding is available?

OCVA estimates that approximately \$9,317,000 will be available for the By and For grant for the three year project cycle.

Each applicant may request up to \$75,000 per year for three years, for a total award of \$225,000.

In the event of a lower than anticipated number of applications, OCVA reserves the right to increase budget amounts among apparently successful bidders.

VOCA By and For Initiative is competitive. See the [Evaluation of Applicants](#) section for more information regarding the competitive review process.

A pending legislative budget request may affect the available funding for this program. If approved, OCVA may increase grant amounts accordingly.

Who can apply?

Eligible applicants for this RFP must:

- Demonstrate a primary mission and history of supporting and providing services to BIPOC and unserved communities
- Demonstrate how your agency, Tribe or organization's staff and board (e.g, staff, partners, or resources) are operated by the BIPOC/unserved population you plan to serve
- Demonstrate the organizational capacity to provide the proposed services
- Have financial support from other sources
- Be operated by a nonprofit organization, public agency or Tribe.

For the purposes of the application, unserved communities may include ethnic and racial communities; immigrants and refugees; lesbian, gay, bisexual, transgender and queer, Two-Spirit+ communities; individuals with disabilities or who are deaf or hard of hearing; and Native American communities. "Crime victims" are not considered a marginalized population for the purposes of this application.

Organizations and tribes that were determined eligible to receive VOCA By and For Initiative funding in past award cycles are considered eligible for this award. Please see *Appendix C* for a list of those past recipients.

As stated in the [VOCA Rule](#), § 94.111¹, eligible providers are those that:

- Are operated by a public agency or a nonprofit organization (including tribes)
- 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

If an organization or Tribe does not have experience providing “victim services” but has the capacity to do this work, this must be addressed in the Proposal Narrative (*Attachment A*).

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 healing centered support (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 A*).

What can these funds be used for?

The services, activities, and costs eligible with this funding² include the following areas. (Examples are included but are not exhaustive. Please refer to the link for more details):

- **Services** that respond to immediate needs of crime victims
Examples include: Crisis intervention, safety planning
- **Expenses** that respond to immediate needs of crime victims, such as emergency food, shelter, clothing and transportation
- **Services** and **Expenses** that include **healing centered support** (advocacy) and emotional support, identification of individual’s needs, provision of information and referrals
- **Services** and **Expenses** that include mental health counseling and care, such as out-patient therapy/counseling or out-patient substance-abuse treatment
- **Services** that include peer-support, shared experiences, emotional support, engagement
- **Services** and **Expenses** connected to the facilitation of participation in the civil and criminal justice systems and other public proceedings arising from the crime, informing individuals of their rights, informing individuals of trial dates and status of case

¹ See §94.111 <https://www.federalregister.gov/d/2016-16085/p-226>

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

- **Expenses** for transportation of victims to receive services and/or to participate in criminal/civil justice proceedings
- **Expenses** for leasing an agency automobile
- **Expenses** for public awareness and education presentations
- **Expenses** for Relocation and Housing Support

Capacity Building

- Services and Expenses for community capacity building and coordination of system partners:
- Organizational Resilience regular activities which increase organizational resilience and strengthen protective factors such as: strong core organizational identity, organizational self-esteem and self-efficacy, facilitating structures and processes
- Community Capacity Building activities are those that create space for intentional community organizing centered in shared identity. The objective of community capacity building is measurable improvement in an organization's ability to provide healing centered support.
- Community Capacity Building activities and allowable expenses can include but are not limited to:
 - Developing community-based crisis response teams to address the needs of victims
 - Collaborating with community partners to improve accessibility and quality of victim services
 - Conducting assessment of program's infrastructure and current capacity to provide healing centered support (advocacy)
 - Relationship building with community
 - Staff time spent receiving technical assistance
 - Training for direct service staff and management
 - Travel related expenses for staff training
 - Advertising
 - Design and maintenance of website and social media
 - Subcontracting for professional services (ex. Bookkeeping services)
 - Mentorship and leadership development
 - Coordination of activities that support direct services
 - Coordination of systems partners is defined as the development of working relationships and agreements (formal and informal) among programs and services with a role in the array of healing centered support (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/DSHS 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
- 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
- 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.

Per 28 CFR §38.5, organizations may not use these funds to engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, as part of the programs or services funded with this grant funding. Neither may organizations, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

See *Appendix A* for more information regarding these requirements.

What are the funding requirements?

The VOCA By and For Initiative grants include Victims of Crime Act (VOCA) funds. OCVA/DSHS encourages applicants to consider the following VOCA requirements when deciding to apply for funding:

Audit and Insurance Requirements

Please see *Appendix B* for the audit and insurance requirements for successful bidders.

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: [Award Condition: Determination of Suitability Required, In Advance, For Certain Individuals Who May Interact With Participating Minors](#).

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. In order to be in compliance with this special condition, grantees/contractors will have two options:

1. Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.
2. Do not use VOCA By and For Initiative grant funds to maintain or establish a computer network.

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 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, on a quarterly basis. Data reports will include non-identifying demographic information, type of service, and service hours.

Grantees/contractors will collect and submit data on services provided via the Washington State InfoNet system.

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/DSHS program staff conduct periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee/contractor under this grant.

Mandatory Reporting

All successful applicants providing direct services must report suspected incidents of abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.035.

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.

Successful grantees/contractors are required to provide position descriptions for staff being paid with these VOCA funds and position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement. This documentation is needed for each grant that includes VOCA funds. Successful bidders will be required to submit staff and volunteer position descriptions with the grant for funding. If more than one grant -funded staff has the same job position, only one position description is needed.

Volunteer Requirement

Each grantee/contractor awarded funds through this application must utilize at least one volunteer that provides or supports activities funded through this grant. There is no requirement regarding hours of volunteer time.

Crime Victim Compensation Requirement

Each grantee/contractor 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 Match Requirement

Grantees must provide a 20% match for the VOCA portion of their grant. Tribes are exempt from this requirement. Match Waivers are available upon request. If an applicant wishes to request a waiver of the match requirement, please see *Attachment C: Match Waiver Request Form*. Please note: requesting a match waiver has NO impact the application's evaluation.

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 Rule

The complete Rule is available online at:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

Registrations

Grantees must obtain the following registrations (no cost):

- A Statewide vendor number (SWV) from the Washington State office of Financial Management (OFM)

- Establish or provide verification of the applicant's Unique Entity Identifier number assigned by the SAM.gov system. (See Attachment A for instructions on how to do this.)

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 Awards³.

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

The VOCA By and For Initiative is a competitive application process. Responsive proposals will be evaluated based on the requirements and [purpose of application](#) stated in this RFP and any revisions issued.

The purpose of this application is to develop and enhance culturally and community specific services for individuals hurt or harmed (victims of crime) in BIPOC and unserved (marginalized) communities. Services and activities must be provided by organizations operated by and for the community to be served.

Unserved communities can include, but are not limited to: ethnic and racial communities; individuals who are lesbian, gay, bisexual, transgender and queer, Two-Spirit +; individuals with disabilities, individuals who are deaf or hard of hearing; and Native Americans.

OCVA/DSHS 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 and accompanying budget
- The agency's experience and capacity to deliver the proposed services
- Whether proposed activities duplicate current services

³ http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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 10 pts
 - *Budget includes costs that are clearly described, reasonable and necessary for the activities in the proposal (5 points)*
 - *All staff on the budget Salaries page paid at or above the living wage for the county the agency is located in (5 points)*
-

Total Points Possible 100 pts

Applicants must score a minimum average of 70 points to be considered for funding.

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

*OCVA/DSHS reserves the right to reject applications that fail to meet the requirements for this application. **All proposals will be reviewed to determine the applicants meet the criteria to apply and are a by and for organization.** Proposals that fail to comply will be considered non-responsive and withdrawn 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	July 16, 2025
Question & Answer period	July 16 through August 28
Bidder's Conference	July 30, 2025 at 11 a.m.
Proposals due	September 2, 2025 at 12 p.m. (noon)PST
Evaluate proposals	September 3 - 15, 2025
Announce Apparently Successful Bidders	September 17, 2025
Negotiate grant	September 17 – 30, 2025
Begin grant funded work	October 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 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 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: September 2, 2025

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

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

Submit applications electronically.

Email application as PDF/Excel attachments to:

OCVAggrantapplication@commerce.wa.gov

Subject Line: Agency Name - VOCA By and For

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.

Application Summary

Review the application summary carefully to ensure all required forms are completed. Following is an explanation of the required forms and/or materials applicants must submit.

- **Proposal – Attachment A**

- Eligibility Description Form (Attachment A, page 1)
Complete the Eligibility Description Form. All information is required.
- Applicant Information Form (Attachment A, page 2)
Complete the Applicant Information Form. All information is required.
- Subcontractor Information Form (Attachment A, page 4)
This form is only required if this is a proposal with one lead agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor. Otherwise, please leave this form blank.
- Proposal Narrative (Attachment A, page 5)
Submit a narrative description that details the proposed services for the entire grant period October 1, 2025 – September 30, 2028; this should include a description of the type of program/activity, the services, and the agency capacity for the proposed scope of work.
- Proposed Services Form (Attachment A, page 10)
Complete the proposed services form, reflecting the services you will provide over the entire grant period October 1, 2025 – September 30, 2028.
A sample of a proposed services form is included; please use this sample as a template for how to complete this form.

- **Budget Detail Worksheets – Attachment B**

Applicants should submit a budget for the first year of the grant period (October 1, 2025 – September 30, 2026).

- MTDC Verification Form – Attachment B tab 8
This form is only required if your organization opts to use the indirect charging method of 15% of the Modified Total Direct Costs (MTDC).

- **Budget Detail Worksheets – Attachment B**

Applicants should submit a budget for the first year of the grant period (October 1, 2025 – September 30, 2026).

- **Match Waiver Request Form – Attachment C**

This form is only required if the applicant would like to request a waiver of any portion of the match requirement. This form will not be scored and will be removed from the application prior to scoring.

Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will be discarded and not reviewed or scored.