

# Sexual Assault Medical Forensic Examination #4 (SAMFE) VOCA Initiative

OFFICE OF CRIME  
VICTIMS ADVOCACY

## Competitive Application

RFP Number: F23-31219-540

Funding Period: January 1, 2026 - December 31, 2027

Proposals Due: November 11<sup>th</sup>, 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 contractor, organization, agency, tribe, or governmental entity submitting a proposal.

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- Appendix A: Service Standard
- Appendix B: Budget Guidance/Audit and Insurance Information

## Bidder's Conference

A bidder's conference will be held Monday, October 20, 2025, at 10:00AM PST. Email the [RFP Coordinator](#) by Friday, October 17, 2025, to receive a meeting link.

A separate session specifically for tribal bidders will be held October 20, 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.*

## Office of Crime Victims Advocacy (OCVA)

Proposals Due: November 11<sup>th</sup>, 2025

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

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

<p>Submit applications electronically.</p> <p>Email application as PDF/Excel attachments to: <a href="mailto:OCVAGrantapplication@commerce.wa.gov">OCVAGrantapplication@commerce.wa.gov</a></p> <p>Subject Line: Agency Name – SAMFE #4</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</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 and updated weekly. The final update will be on November 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)

## Victims of Crime Act

This funding opportunity is available per federal Victims of Crime Act funds. The Victims of Crime Act of 1984 (VOCA) serves as a major funding source for victim services throughout the country.

The Crime Victims Fund established by the Victim of Crime Act (VOCA) is a major funding source for victim services throughout Washington. This Act serves as the central source of federal support providing direct services to victims of all types of crimes. VOCA funds are allocated annually to each State by the U.S. Department of Justice, Office for Victims of Crime (OVC). The Office of Crime Victims Advocacy (OCVA) is the State Administering Agency (SAA) who then sub-grants to victim service providers throughout the state.

The primary purpose of the federal VOCA Victims Assistance grant is to support the provision of direct services to victims of crime.

Direct services<sup>1</sup> are defined as services and efforts that:

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

## What is this application for?

The purpose of this application is to increase access to Sexual Assault Medical Forensic Examinations and address service delivery challenges in our state. The intention of these grant funds is to complement existing resources, such as Crime Victims Compensation, creating a more sustainable service model.

## How much funding is available?

OCVA estimates that \$654,922.00 will be available for the two year project.

Applicants may request up to \$90,000 per year for a two-year total of \$180,000.

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<sup>1</sup> As defined in the Victims of Crime Act Victim Assistance Program Final Rule

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

## When can the funds be used?

OCVA will fund projects resulting from this application for 24 months from January 1, 2026 through December 31, 2027.

## Who can apply?

As stated in the [VOCA Rule](#), § 94.112<sup>2</sup>, **eligible service** providers are those that:

- **Are** operated by a public agency<sup>3</sup>, nonprofit organization<sup>4</sup>, Tribe, or Tribal organization<sup>5</sup>
- Provides services to victims of crime
- Can demonstrate a documented history of providing effective services to victims of crime; services do not have to be sexual assault medical forensic examinations. Other direct services are acceptable
- Has financial support from other sources
- Can demonstrate organizational capacity to provide the proposed service

For this Initiative, eligible applicants are organizations in Washington State that can meet these requirements and are able to provide medical examinations and collect forensic evidence.

## What can these funds be used for?

Services provided with this funding may be available to children, adolescent, and adult victims of sexual assault. Applicants can include in their budget the time and effort to provide these services, as well as on-call time and/or stipends.

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

- Sexual Assault Medical Forensic Examinations:
  - This is defined as an in-person examination of a sexual assault patient by a health care provider, one who has advanced specialized education and clinical experience in the comprehensive care and treatment of these patients, including the collection of forensic evidence. Forensic evidence is not required to be detected, collected, or preserved in order to meet the service definition. The goal

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<sup>2</sup> See §94.112 <https://www.federalregister.gov/d/2016-16085/p-226>

<sup>3</sup> **Public agency:** A government office or department (like a city, county, or state agency).

<sup>4</sup> **Nonprofit organization:** An organization that isn't set up to make a profit, but instead serves the community (like a charity or community group).

<sup>5</sup> **Tribe:** A federally recognized Native American Tribe or **Tribal organization:** An organization run by or for a Tribe, often providing services to Tribal members.

is to perform exams in a sensitive, dignified, trauma-informed, and victim-centered manner.

- Attending training, ongoing education, case consultation, and peer review
- Being on-call
- Traveling
- Providing expert witness testimony
- Participating in Multi-Disciplinary Team (MDT) and Sexual Assault Response Team (SART) meetings
- Providing immediate response to victims
- Providing information, referrals, and follow up
- Writing reports
- Consulting with other disciplines/systems
- Evaluating and managing patients
- Preserving, managing, and tracking evidence
- Coordinating responses with other professionals, such as Community Sexual Assault Programs or Children's Advocacy Centers
- Outreach and education to the public about sexual assault and available resources

All service activities must be consistent with the eligible activities listed in the standard, provided in a victim-centered manner, and accepted as evidence-based or promising practices. See the Service Standards (*Appendix A*) for additional details.

## Eligible expenses:

The costs eligible with this VOCA funding<sup>6</sup> include:

- Expenses that respond to immediate needs of crime victims, such as Emergency food, shelter, clothing, and transportation
- Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel chairs, crutches, hearing aids, eyeglasses), and other healthcare items.
  - *Please note that these healthcare costs are eligible on an emergency basis, when other resources will not cover the cost. For example, the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime).*
- Expenses for transportation for victims to receive services, victims after an exam, and mileage and travel costs for service providers

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<sup>6</sup> § 94.119 Allowable direct service costs, available at: <https://www.federalregister.gov/d/2016-16085>

## 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 who proposed EFA will be asked to submit to OCVA a plan for providing EFA, which includes a policy and procedure on how these resources 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
- Education and/or job training expenses
- 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 other than the Sexual Assault Medical Forensic Exam*
- 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
- Vehicle purchase for clients
- Vehicle purchase for organizations (vehicle leasing is allowable)

## What are the funding requirements?

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

### Audit and Insurance Requirements

Please see *Appendix B – Budget Guidance*.



## 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](#)

## 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 Sexual Assault Medical Forensic Examination #4 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.

## Data Collection and Reporting

Grantees must submit service and activity data through InfoNet. Data is due the 15th of the month after the end of the quarter.

Recipients of this grant must also submit a semi-annual narrative report on project activities. Semi-annual narrative reports will be due July 31, 2026; December 31, 2026; July 31, 2027 and with final invoice.

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.

Additionally, grantees may be required to demonstrate appropriate billing and coding procedures, including assurance that victims are not being charged for the cost of the exam and Crime Victims Compensation reimbursement requests are correct.

## Emergency Contraception Statute

By Washington State law, every hospital providing emergency care for sexual assault victims must:

- Provide information about emergency contraception
- Inform each victim of her [sic] option to be provided with this medication, and
- If not medically contraindicated provide emergency contraception immediately

See RCW 70.41.350 and WAC 246.320.286

## 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.

## Mandatory Reporting

All organizations 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.

## 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.

## Nonprofit Status

VOCA funding requires that nonprofit organizations verify their nonprofit status by providing a copy of their Internal Revenue Service (IRS) 501(c)(3) determination letter or similar documentation.

Applicants who are nonprofit organizations that have not previously submitted a copy of their IRS 501(c)(3) determination letter (or other like documentation) to OCVA will be required to do so.

## Training Requirements (for staff and volunteers)

Successful grantees/contractors must provide the following documentation for each grant that includes VOCA funds:

- Position descriptions for all staff whose salaries are paid with VOCA funds.
- Position descriptions for volunteers whose time is counted as match or used to meet the volunteer requirement.
  - If multiple grant-funded staff share the same job title, only one position description is required.

In addition, applicants must submit information about the training and experience requirements for proposed service providers. OCVA strongly encourages applicants to include the cost of required trainings in their proposed budget.

Training requirements include:

- Completion of initial training as outlined in the Service Standards (Appendix A).
- At least six hours of relevant ongoing training each year.

OCVA may also work with successful grantees to create a training and technical assistance plan, tailored to the provider's experience and organizational capacity.

## 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.

## 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 at:

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

## Federal Forensic Compliance Requirements

The federal Violence Against Women Act (VAWA) includes requirements for forensic compliance regarding medical forensic exams for victims of sexual assault. All services and activities funded with this Initiative must adhere to these requirements to ensure Washington State remains in compliance with these federal requirements.

VAWA legislation states that victims of sexual assault must be provided with access to a medical forensic examination:

- Free of charge, and
- Providers must not require cooperation with law enforcement or participation in the criminal justice system.

## Uniform Guidance

All requested expenses must be necessary and reasonable as defined in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards<sup>7</sup>.

## Technical Assistance

OCVA strongly encourages applicants to utilize available resources regarding best practices for Sexual Assault Medical Forensic Examination services and program development.

The following resources, although not exhaustive, may be helpful in developing an application proposal:

- [End Violence Against Women International - Forensic Compliance](#)
- [International Association of Forensic Nurses](#)
- [National Institute of Justice National Best Practices for Sexual Assault Kits](#)
- [National Sexual Violence Resource Center - Neurobiology of Sexual Assault](#)
- [National Sexual Violence Resource Center - SANE Sustainability](#)
- [Office for Victims of Crime SANE Program Development and Operations Guide](#)
- [Office for Victims of Crime Implementing SANE Programs in Rural Communities](#)
- [Office of Justice Programs SART Toolkit](#)
- [Pediatric Sexual Assault Forensic Examiner Technical Assistance](#)
- [SANE Education Guidelines](#)
- [Sexual Assault Forensic Examinations, Support, Training, Access and Resources \(SAFESTAR\)](#)
- [Sexual Assault Forensic Examiner Technical Assistance \(SAFEta\)](#)
- [Tribal Forensic Healthcare](#)
- [Washington State Coalition for Language Access](#)

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<sup>7</sup> [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

# 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

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:

- |                               |         |
|-------------------------------|---------|
| • Commitment and Capacity     | 40pts   |
| • Proposed Services Narrative | 35 pts  |
| • Proposed Services Form      | 15 pts  |
| • Budget                      | 5 pts   |
| • Living Wage by County*      | 5 pts   |
| • Total Points Available      | 100 pts |

\*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 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	October 8, 2025
Question & Answer period	October 8 – November 7, 2025
Bidder's Conference	October 20, 2025 @ 10:00AM
Tribal Bidder's Conference	October 20, 2025 @ 1:00PM
Proposals due	November 10, 2025 at 12:00PM PST
Evaluate proposals	November 11, 2025 – November 27, 2025
Announce Apparently Successful	December 8, 2025
Negotiate Grant	December 8 – December 31, 2025
Begin contract work	January 1, 2026

## 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.

If your application is deemed nonresponsive, you will be notified of the reason (see *Responsiveness section*). This notification will serve as your debriefing. Separate debriefing conferences are not applicable for nonresponsive applications.

## 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.

## Submission Proposals and Due Date

Proposals Due: November 11<sup>th</sup>, 2025

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

<p>Submit applications 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 Name – SAMFE #4</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</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 an 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 within two days of your submission, 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.