



**STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE**

**REQUEST FOR PROPOSALS (RFP)  
RFP NO. S26-35401-001**

**NOTE:** If you download this RFP from any source other than the Washington Electronic Business Solution (WEBS) website, you are responsible for sending your name and e-mail address to the RFP Coordinator to request that your organization receive any amendments and question and answer documents.

**PROJECT TITLE:** **Regional Community-Based Reentry Service Support**

**PROPOSAL DUE:** **02/13/2026** at **11:59 PM**, Pacific Time, Olympia, WA

**ESTIMATED TIME PERIOD FOR CONTRACT:** **04/06/2026** – **06/30/2027**

**PROPOSER ELIGIBILITY:** This RFP is open to those proposers who satisfy the minimum qualifications stated herein and are available for work in Washington.

**FUNDING SOURCE AND METHOD:** This is **State** funding. Payments will be made on a reimbursement basis for deliverables accepted and/or allowable time and expenses.

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## 1. INTRODUCTION

### 1.1. PURPOSE AND BACKGROUND

The Washington Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Proposals (RFP) from qualified and interested organizations to provide reentry services for people returning from correctional facilities. This effort is part of the Community Reinvestment Program (CRP), which supports economic development, legal assistance, violence prevention, and reentry services. The focus on the reentry services grants is to facilitate successful transitions for persons formerly incarcerated in an adult correctional facility or juvenile residential facility in Washington.

COMMERCE intends to award Multiple contracts to provide the services described in this RFP.

### 1.2. OBJECTIVES AND SCOPE OF WORK

The objective of this RFP is to fund community-based organizations to deliver comprehensive reentry services that reduce recidivism and improve participant outcomes, aligning with the broader vision to enhance reintegration and statewide systems. Services should be culturally relevant, trauma-informed, and consider incorporating peer leaders with lived experience to support participants.

#### **Scope of Work**

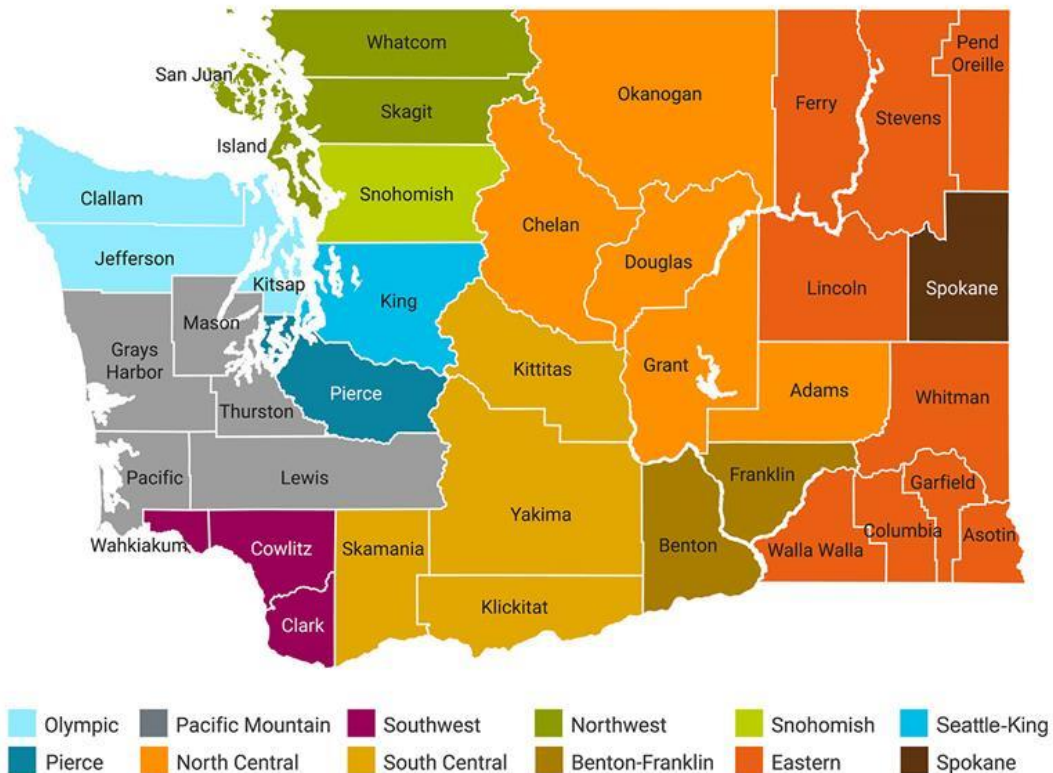
Proposals that include a plan to provide multiple aspects of the following types of services and support are strongly encouraged to apply:

- **Pre- and Post-Release Navigation:** Provide support for housing, identification, healthcare enrollment, education/employment planning, and benefit access. Develop individualized reentry plans, especially for those exiting correctional facilities.
- **Specialized Support for Complex Needs:** Offer behavioral health peer navigation, trauma-informed services, reentry housing, and support for co-occurring disorders, following best practices for culturally and linguistically appropriate services.
- **Employment and Training Access:** Provide pre-apprenticeships, licensing assistance, and peer-supported career pathways to boost employment opportunities.
- **Cross-System Coordination and Data Sharing:** Foster collaboration through Memorandum of Understandings (MOUs) for shared care planning and data exchange among jails, corrections, managed care organizations, housing, and workforce entities.
- **Healing-Centered Practices:** Include restorative justice circles, family reunification support, and trauma-informed case management rooted in culturally specific traditions and peer engagement.

Proposals may include plans for transportation, communication, basic needs, and other support for currently and formerly incarcerated people in Washington State.

Proposers are not required to use Medicaid billing, Certified Peer Counselor (CPC) credentials or meet specific regulatory standards. These are goals for the contract period to help providers build their capacity over time.

**The scope includes delivering these services across the following regions as identified by the map below.**



**For funding amounts for each region, refer to section 1.4 FUNDING.**

### 1.3. MINIMUM QUALIFICATIONS

To be considered responsive and evaluated for this RFP, organizations submitting Proposals must clearly meet or exceed the following Minimum Qualifications:

- Have at least **two years** of demonstrated experience with or coordinate with partners that have at least **two years** demonstrated experience with initiatives that serve individuals and families impacted by incarceration.

And

- Be licensed to do business in the state of Washington or submit a statement of commitment to become licensed in Washington within thirty (30) calendar days of being selected as an Apparently Successful Contractor.
- Have a primary service area within the Proposer's selected region in Washington state.
- Be any of the following:
  - By-and-for organizations
  - Community-based organizations
  - Faith-based organizations
  - Grassroots organizations
  - Federally recognized tribes
  - Non-federally recognized tribes
  - Tribal organizations
  - For profit businesses
  - Nonprofit businesses
  - Others that meet the minimum qualifications
- Meet the by-and-for provider requirements listed below and attach a completed By-and-For Organization Information form (EXHIBIT G).
  - **You are a local by-and-for organization** that meet the following criteria:
    - Organization is operated by and for the community they serve.
    - This includes, but is not limited to, organizations operated by and for Black, Latino, Native American, Asian, Native Hawaiian, and Pacific Islander communities
    - Organization mission and history demonstrate that they serve a specific community
    - Organization is culturally based, directed, and substantially controlled by individuals from the population they serve
    - Organization embodies the community's central cultural values
  - **You are not a local by-and-for organization but demonstrates a collaborative ongoing partnership** with a local by-and-for organization to meet the minimum qualifications of this RFP.

Proposals that do not clearly meet or exceed all minimum qualifications listed above are non-responsive and will not be evaluated.

#### 1.4. FUNDING

COMMERCE has budgeted an amount not to exceed **\$2,252,034** for this project. Proposals in excess of the identified regional amount as listed below will be considered non-responsive and will not be evaluated. In the event additional funding becomes available during the period of performance, any contract awarded may be amended to provide additional related services. Additional funding is not guaranteed.

**Regions are restricted to the funding amounts listed below:**

- 01 Olympic (Clallam, Jefferson, Kitsap): **\$103,139**
- 02 PacMtn (Grays Harbor, Mason, Pacific, Thurston, Lewis): **\$214,168**
- 03 Northwest (Whatcom, Skagit): **\$136,425**
- 04 Snohomish (Snohomish): **\$163,521**
- 05 SeaKing (King): **\$397,338**
- 06 Tacoma-Pierce (Pierce): **\$361,172**
- 07 Southwest (Wahkiakum, Cowlitz, Clark): **\$185,191**
- 08 North Central (Okanogan, Chelan, Douglas, Grant, Adams): **\$116,859**
- 09 South Central (Kittitas, Yakima, Skamania, Klickitat): **\$230,105**
- 10 Eastern (Ferry, Stevens, Pend Oreille, Lincoln, Whitman, Walla Walla, Columbia, Garfield, Asotin): **\$81,047**
- 11 Benton-Franklin (Benton, Franklin): **\$120,383**
- 12 Spokane (Spokane): **\$142,679**

These Funding amounts were determined by the Washington State Workforce Innovation and Opportunity act.<sup>1</sup>

The proposer must submit only one application. Commerce recommends that the proposer **select the one geographic region of service** in which they can provide the strongest reentry support to communities. This is most often the region in which the proposer is geographically located and primarily serves.

A proposer may list additional regions to serve that are outside of their primary region if they can demonstrate in their By and For Organizational Information Form (Exhibit G) strong partnerships with local by-and-for organizations in each additional region selected. Proposers will be given the opportunity to describe their plan to serve all selected regions for evaluation in their Technical, Management, and Cost proposal submissions.

Any grants awarded as a result of this RFP is contingent upon the availability of funding.

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<sup>1</sup> [WIOA Title I Formula Allotment Process and Methodology](#)

## 1.5. THIS SECTION REMOVED

## 1.6. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about 04/06/2026 and to end on 06/30/2027. Amendments extending the period of performance, if any, shall be at the sole discretion of COMMERCE.

COMMERCE reserves the right to extend the contract for two one-year periods.

## 1.7. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Proposers are encouraged to familiarize themselves with the requirements prior to submitting a Proposal that includes current or former state employees.

## 1.8. DEFINITIONS

**Table of definitions for the purposes of this RFP include:**

**Apparent Successful Contractor/Bidder/Vendor/Grantee/Awardee:** The Proposer selected to perform the anticipated services, subject to successful completion of contract negotiations and execution of a written contract.

**COMMERCE or AGENCY:** The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

**Contract/Grant:** A written, legally binding agreement to perform the services proposed, also called a Grant or Interagency Agreement.

**Contractor/Grantee:** Individual or organization whose Proposal has been accepted by COMMERCE and is awarded a fully executed, written contract. Also called Grantee, Awardee, Recipient, or Vendor.

**Exhibit:** Document attached to this RFP, also referred to as Attachment.

**Proposal:** A formal offer submitted in response to this Request for Proposals.

**Proposer:** Individual, firm, organization, company, or other entity or group of entities that submits a Proposal to attain a contract with COMMERCE.

**Request for Proposals (RFP):** Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Proposer community to suggest various approaches to meet the need at or below a given funding level.



## 1.9. ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Proposers may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

## 2. GENERAL INFORMATION FOR PROPOSERS

### 2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this RFP. All communication between the Proposer and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Kurt Myers
E-Mail Address	kurt.myers@commerce.wa.gov

Any other communication will be considered unofficial and non-binding on COMMERCE. Proposers are to rely only on written statements issued by the RFP Coordinator.

**Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.**

### 2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	12/17/2025
Question & answer period	12/17/2025 - 01/13/2026
Answers to Q&A posted no later than	Posted weekly on Fridays by 5 pm PST Final Q&A posted on 01/16/2026, 5:00 PM Pacific Time
Public Pre-Proposal Conference ( <b>Date and Time</b> ), Pacific Time, Olympia, WA	01/07/2026 - 2:00 PM
Tribal Pre-Proposal Conference ( <b>Date and Time</b> ), Pacific Time, Olympia, WA	01/08/2026 - 2:00 PM
<b>Proposals due</b>	02/13/2026, at 11:59 pm PST
Evaluate proposals	02/18/2026 - 03/13/2026

Conduct virtual presentations with finalists, if required	02/18/2026 - 03/13/2026
Announce "Apparent Successful Contractor" and send notification via e-mail to unsuccessful Proposers	03/17/2026
Hold debriefing conferences (if requested)	03/20/2026 - 04/03/2026
Negotiate contract	03/20/2026 - 04/03/2026
Earliest date contract may be signed	04/06/2026

COMMERCE reserves the right to revise the above schedule.

### 2.3. QUESTION AND ANSWER PERIOD

COMMERCE will accept questions about this RFP sent to the RFP Coordinator at the email address listed in Section 2.1 during this period. Questions should not identify the submitting person or organization. COMMERCE will answer all questions in a Q&A document posted no later than the date identified in Section 2.2.

### 2.4. PRE-PROPOSAL CONFERENCE

Pre-proposal conferences will be held as listed on the Pre-Proposal Conference Schedule Table below, all dates and times listed are Pacific time. Any and all pre-proposal conference(s) will be virtual only, on a platform such as Zoom or Microsoft Teams. All prospective Proposers are encouraged to attend; however, attendance is not mandatory.

Public Pre-Proposal Conference Schedule Table:

Date / Time (Pacific Standard Time)	Zoom Link
01/07/2026 - 2:00 PM	<a href="https://wastatecommerce.zoom.us/j/85116708219?pwd=iJ8ebB3DhgEgApt4EsDKGqealskF6h.1">https://wastatecommerce.zoom.us/j/85116708219?pwd=iJ8ebB3DhgEgApt4EsDKGqealskF6h.1</a>

Tribal Pre-Proposal Conference Schedule Table:

Date / Time (Pacific Standard Time)	Zoom Link

01/08/2026 - 2:00 PM	<a href="https://wastatecommerce.zoom.us/j/81221421537?pwd=qy1NdmeUz7ALKBFU3lbHREagGviqrZ.1">https://wastatecommerce.zoom.us/j/81221421537?pwd=qy1NdmeUz7ALKBFU3lbHREagGviqrZ.1</a>
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COMMERCE will be bound only to COMMERCE written answers to questions. Questions arising at the pre-proposal conference will be documented, answered in written form and posted. A copy of the questions and answers will be sent to each prospective Proposer that has requested the RFP Coordinator to send them a RFP addenda.

## 2.5. THIS SECTION REMOVED

## 2.6. SUBMISSION OF PROPOSALS

### ELECTRONIC PROPOSALS:

The proposal must be **received by the RFP Coordinator** through Secure Access Washington, SMS portal (see below) no later than **11:59 PM**, Pacific Time, on **02/13/2026**.

Applicants are required to register for a Secure Access Washington account at <https://secureaccess.wa.gov/>. To apply for the RFP, log into the SMS portal at <https://sm.powerappsportals.com>. Select "Secure Access WA Login" to login into the portal. Go to the Applicants Portal to view the Applicant Guides on how to use the SMS portal and apply.

Proposals may not be transmitted using facsimile transmission or via email.

Proposers should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. **Late proposals will not be accepted and will be automatically disqualified from further consideration.** Exceptions will not be made for partial submissions. Requests for deadline extensions will not be granted. All Proposals and any accompanying documentation become the property of COMMERCE and will not be returned.

## 2.7. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this RFP shall become the property of COMMERCE. All Proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, all Proposals are subject to disclosure as provided for in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Proposer is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary

Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Proposer has marked as "Proprietary Information," COMMERCE will notify the Proposer of the request and of the date that the records will be released to the requester unless the Proposer obtains a court order enjoining that disclosure. If the Proposer fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Proposer's information per the court order.

A charge will be made for copying and shipping as allowed by law. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

## **2.8. REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Business System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website. Such addenda will also be published anywhere the RFP is posted, including on COMMERCE'S public webpage, located at <http://www.commerce.wa.gov/serving-communities/current-opportunities/>.

If you downloaded this RFP from anywhere other than WEBS you are responsible for sending your name and e-mail address to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

## **2.9. DIVERSE BUSINESS INCLUSION**

Proposers are required to submit a Diverse Business Inclusion Plan with their Proposal describing in good faith their aspirational goals for subcontractor types. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms

that are Washington Small Businesses. No minimum level of minority- or women-owned business, Washington Small Businesses, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

## **2.10. ACCEPTANCE PERIOD**

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

## **2.11. COMPLAINT PROCESS**

Potential Proposers may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) 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 proposal response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) 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. 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 is final. There is no appeal process.

## **2.12. RESPONSIVENESS**

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of this RFP may result in

disqualification of the Proposal as incomplete and/or non-responsive.

Disqualified proposers will be notified at or about the time of disqualification

Disqualified Proposers will be informed of the reason for disqualification; this shall constitute a debriefing conference for the purposes of Section 4.6, Protest Procedure.

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

### **2.13. MOST FAVORABLE TERMS**

COMMERCE reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact a Proposer for clarification of its Proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Proposer's Proposal. The Proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

### **2.14. CONTRACT GENERAL TERMS & CONDITIONS**

The Apparent Successful Contractor will be expected to enter into a contract which is substantially the same as the example contract and its general terms and conditions attached as Exhibit E. This sample contract is for information and review only and should not be returned with your Proposal. In no event is a Proposer to submit its own standard contract terms and conditions in response to this RFP. All proposed edits to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

### **2.15. COSTS TO PROPOSE**

COMMERCE will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, travel to or conduct a presentation, or any other activities related to responding to this RFP.

### **2.16. NO OBLIGATION TO CONTRACT**

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

## **2.17. REJECTION OF PROPOSALS**

COMMERCE reserves the right at its sole discretion to reject any and all Proposals received without penalty and not to issue a contract as a result of this RFP.

## **2.18. COMMITMENT OF FUNDS**

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No services may begin and no cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **2.19. ELECTRONIC PAYMENT**

Contractor must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management to be paid by COMMERCE. For more information, visit: [www.ofm.wa.gov](http://www.ofm.wa.gov).

## **2.20. INSURANCE COVERAGE**

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract if requested.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and, if requested, a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the example contract and its special terms and conditions attached as Exhibit E.

## **3. PROPOSAL CONTENTS**

### **ELECTRONIC PROPOSAL:**

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

1. Letter of Submittal (Exhibit E)
2. Certifications and Assurances (Exhibit A to this RFP)
3. Technical Proposal
4. Management Proposal
5. Cost Proposal
6. Diverse Business Inclusion Plan (Exhibit B to this RFP)
7. Workers' Rights Certification (Exhibit C to this RFP)
8. By and for Organizational Information form with attachments as required (EXHIBIT G)

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal but should also assist the Proposer in preparing a thorough response.

**Items marked “mandatory” must be included as part of the Proposal to be considered responsive. However, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.**

### **3.1. LETTER OF SUBMITTAL (MANDATORY)**

The Letter of Submittal Exhibit E must be fully filled out, signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

### **3.2. CERTIFICATIONS AND ASSURANCES (MANDATORY)**

**The Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated** by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Proposers wishing to submit any proposed contract edits must indicate so on this form (see Section 2.14).

### **3.3. TECHNICAL PROPOSAL (SCORED)**

The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology:** Include a complete description of the Proposer’s proposed approach and methodology for the project. This section should convey Proposer’s full understanding of the proposed project. Response should indicate:
1. The Proposer’s governing approach to providing comprehensive reentry services for individuals exiting jails, state prison and juvenile institutions in the selected region.
  2. For each selected region separately, explain which communities are disproportionately impacted by higher incarceration rates. How would you effectively reach and serve them? Please include data to support your answers and strategies. Data can be quantitative and/or qualitative. Some sources include WA disparities map<sup>2</sup>, Washington tracking network<sup>3</sup>, and opportunity atlas<sup>4</sup>. You can use other or additional data sources.

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<sup>2</sup> [Information by Location | Washington Tracking Network \(WTN\)](#)

<sup>3</sup> [Washington Tracking Network \(WTN\) | Washington State Department of Health](#)

<sup>4</sup> [The Opportunity Atlas](#)



3. Specifically, explain how your approach will address the needs, challenges, and opportunities that are unique to your selected region(s). Include any existing or prospective partnerships you intend to leverage to support your approach.

**B. Work Plan:** For each selected region separately, include all project requirements and the proposed tasks, services, and activities necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient details to convey to members of the regional evaluation team the Proposer's knowledge of the subjects and skills necessary to successfully complete the project in each selected region. Include any required involvement of COMMERCE staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. Identify any work to be completed by subcontractors but do not select subcontractors until all relevant requirements have been reviewed, including the Code of Federal Regulations if applicable. Response should explain the following:

1. How the Proposer will deliver coordinated pre-release and post-release navigation support, including assistance with identification, healthcare enrollment, education and employment planning, public benefit access, reentry housing, and the development and ongoing updating of individualized reentry plans.
2. How the Proposer will provide behavioral health peer navigation, trauma-informed and healing-centered services, reentry housing support, and services for individuals with co-occurring mental health and substance use disorders, incorporating culturally and linguistically appropriate best practices.
3. How the Proposer will facilitate access to pre-apprenticeships, occupational licensing and credential restoration assistance, job readiness training, and peer-supported career pathways designed to increase sustainable employment outcomes for justice-involved individuals.
4. How the Proposer will establish and maintain collaboration with jails, prisons, managed care organizations, housing providers, workforce development entities, and other key partners through MOUs or similar agreements to enable shared care planning, warm hand-offs, and secure data exchange.
5. How the Proposer will integrate restorative justice circles, healing circles, family reunification support, and trauma-informed case management that is rooted in culturally specific traditions and led or co-facilitated by credentialed peers with lived experience.
6. How the Proposer will address immediate and ongoing barriers through transportation assistance (bus passes or other means to connect individuals to essential activities), communication support (temporary/prepaid cell phones, laptops, computer access, email/internet skills trainings), basic needs

fulfillment (clothing, food, hygiene), and other flexible supports critical to successful community reentry.

- C. Project Schedule:** Include a project schedule for each selected region separately, indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met. Timelines should detail:
1. When all tasks, services, and activities outlined in the Work Plan will be implemented. Provide start and end dates where applicable.
  2. When key milestones outlined in the Work Plan will be achieved.
- D. Outcomes and Performance Measurement:** Describe the impacts and outcomes the Proposer will achieve, including how these impacts and outcomes will be monitored, measured and reported to COMMERCE. Response should explain, including but not limited to:
1. What methods will be used to track and measure 1) participant reach and engagement (e.g., number of participants who are new, continuing and exiting), 2) demographics (e.g., race, gender, age, county, etc.), 3) participant outcomes (e.g., number of participants receiving case management, employment services, reentry housing, etc.) and 4) other service deliveries (e.g., number of participants receiving transportation, communication, family reunification assistance, etc.).
  2. Tools or methods for monitoring programmatic performance (e.g., case management software, community feedback).
- E. Risks:** The Proposer must identify potential risks that are considered significant to the success of the project (e.g., timeline delays, staffing gaps, community engagement challenges, budget shortfalls, data collection difficulties, etc.) in sufficient detail to convey to members of the regional evaluation team the Proposer's ability to correctly assess and manage risk. Identify any risks that may be unique to a selected region separately. Include how the Proposer will effectively monitor and manage these risks, including timely reporting of risks to COMMERCE. For each risk, responses should explain, including but not limited to:
1. Significance to the program or community.
  2. Methods to monitor and mitigate the risk to ensure project success.
  3. Procedures for promptly reporting risks to the Washington Department of Commerce for collaborative resolution.
- F. Deliverables:** Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the purpose of this RFP described in Section 1.1 and meet the requirements set forth in Section 1.2. Response should explain:
1. The intended participant outcomes across core reentry domains described in Section 1.2 and outlined in the Proposer's Work Plan.
  2. Any key milestones identified in the Proposer's Project Schedule.

Explain how each deliverable supports the goals of successful reintegration and community stability.

### **3.4. MANAGEMENT PROPOSAL**

#### **A. Project Management (SCORED)**

1. **Project Team Structure and Internal Controls:** Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Proposers are reminded to select subcontractors only after reviewing all relevant requirements. Provide an organizational chart indicating lines of authority for personnel involved in performance of this potential contract and relationships of these staff to other programs or functions of the organization(s). This chart must also show lines of authority to the next senior level of management. Include who will have prime responsibility and final authority for the work.
2. **Staff Qualifications and Experience:** Identify staff, and any proposed subcontractors who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information. Staff identified in the Proposal must perform the assigned work. Any staff substitution must have prior approval from COMMERCE.

#### **B. Experience of the Proposer (SCORED)**

1. Indicate the demonstrated experience the Proposer has with initiatives that serve individuals impacted by incarceration. If the Proposer does not have the specified experience, explain whether the Proposer plans to seek a subcontractor with that experience or other mitigation strategies. Response should include, but is not limited to, the following areas:
  - a. Conducting collaborative resource connection and reentry-related program development.
  - b. Building strong, trusted relationships and activities to support community-based services for youth and/or adults reentering the community post-incarceration.
  - c. Providing services to justice-impacted individuals regardless of conviction type, extensive needs, ability to maintain complete abstinence, and population accessibility.
  - d. Recruiting people with lived experience with incarceration into program roles, management roles, and advisory roles within the organization.
  - e. Providing resources and opportunities within reentry systems that are free from stigma, racial bias, and all forms of discriminatory practices and ideologies.

2. Indicate any other relevant experience that shows the qualifications of the Proposer, and any proposed subcontractors for the performance of the potential contract.
3. Include a list of contracts the Proposer has had during the last five years that relate to the Proposer's ability to perform the services needed under this RFP.
  - a. List contract reference numbers
  - b. Period of performance
  - c. Contact persons
  - d. Telephone numbers
  - e. E-mail addresses

**C. Related Information (MANDATORY)**

1. If the Proposer or any known subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Proposer's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

**D. References Exhibit E (MANDATORY)**

Fully fill out the References section within Exhibit E. This is done by listing names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Proposer and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a Proposal, the Proposer and any partners or agents authorize COMMERCE to contact these references and any others who, from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not contact references in its sole discretion.

**E. By and For Organizational Information Form Exhibit G (MANDATORY)**

Commerce is required to distribute CRP grant funding in collaboration with by-and-for organizations. All applicants must complete and submit the form, including all related attachments, to attest that they meet the criteria as a by-and-for organization.

#### **F. OMWBE and WDVA Certification (OPTIONAL AND NOT SCORED)**

Include proof of certification issued by the Washington Office of Minority and Women's Business Enterprises (OMWBE) or Washington Department of Veteran Affairs (WDVA) if certified small, minority-, women-, or veteran-owned business(es) will be participating on this project in any capacity. For more information please see Sections 1.5 and 2.9, and visit: [www.omwbe.wa.gov](http://www.omwbe.wa.gov) or [www.wdva.wa.gov](http://www.wdva.wa.gov).

### **3.5. COST PROPOSAL**

The total amount proposed for a selected region must not exceed the amount specified in Section 1.4 to be considered responsive to this RFP.

Proposals are to submit a fully detailed budget using the template provided within Exhibit F of this RFP, including personnel costs and any expenses necessary to accomplish the tasks and to produce the deliverables within the proposed project. Applicants must provide a detailed narrative for each identified expense, explaining how the cost was calculated and why the expenses are necessary to successfully complete the project.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP.

#### **Identification of Costs (Mandatory)**

For each selected region separately, identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to fill out and submit a Budget Template (Exhibit F) for each selected region. The Budget template must have a fully detailed narrative and calculation for all costs that are identified as necessary to complete the tasks and to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

## **4. EVALUATION AND CONTRACT AWARD**

### **4.1. EVALUATION PROCEDURE**

Responsive Proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of Proposals will be accomplished by one or more evaluation team(s) designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, in its sole discretion, may elect to invite top-scoring Proposers as finalists for a virtual presentation or interview.

The RFP Coordinator may contact the Proposer for clarification of any portion of their Proposal. Proposers are not permitted to submit, resubmit, correct, or change any materials of any kind after the date and time stated in Section 2.6 SUBMISSION OF PROPOSALS.

### **4.2. EVALUATION BREAKDOWN**

The following weighting will be assigned to each proposal section for evaluation purposes. Subsections may or may not be of equal weight.

#### **Technical Proposal – 80**

Project Approach/Methodology (25 pts)

Work Plan (25 pts)

Project Schedule (10 pts)

Outcome and Performance Measurement (10 pts)

Risks (5 pts)

Deliverables (5 pts)

#### **Management Proposal – 15**

Project Team Structure and Internal Controls (5 pts)

Staff Qualifications and Experience (5 pts)

Experience of the Proposer (5 pts)

#### **Cost Proposal – 5 points**

Detailed Budget (5 pts)

#### **TOTAL POINTS AVAILABLE: 100**

**Workers' Rights Certification** Those Proposers that certify they do not require their employees to sign an individual arbitration clause as a condition of employment will receive an extra 5% of their awarded points added to their final score (see Exhibit C).

**COMMERCE reserves the right to award the contract(s) to the Proposer(s) whose Proposal is deemed to be in the best interest of COMMERCE and the state of**

**Washington. See also Section 1.5 MANDATORY AWARD TO SMALL OR VETERAN-OWNED BUSINESS.**

#### **4.3. VIRTUAL PRESENTATIONS MAY BE REQUIRED**

After evaluating the written proposals COMMERCE may elect to schedule virtual presentations or interviews of top-scoring Proposers. If so, COMMERCE will contact the top-scoring Proposers from the written evaluation to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Proposer during a virtual presentation or interview will be considered binding.

The scores from the written evaluation and the virtual presentation combined together will determine the Apparent Successful Contractor.

#### **4.4. NOTIFICATION TO RESPONDENTS**

COMMERCE will notify the Apparent Successful Contractor(s) of their selection in writing upon completion of the evaluation process. Proposers who were not selected for further negotiation or award will be notified separately. Notification may also be made to the COMMERCE public website, Washington Electronic Business Solution (WEBS), or other publicly accessible locations.

#### **4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSER**

Any Proposer who has submitted a Proposal and received notice that they were not selected for contract negotiation 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. 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 related to that Proposer;
- 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. COMMERCE will not discuss any items other than the three bullet points above. Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. COMMERCE reserves the right to end a debriefing for any reason.

#### **4.6. PROTEST PROCEDURE**

Protests may be filed only by Proposers who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference,

the Proposer 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 5:00pm Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Proposers may choose to copy COMMERCE'S Central Contracts Office at [comcustserv@commerce.wa.gov](mailto:comcustserv@commerce.wa.gov). Do not copy any other COMMERCE staff.

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

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 RFP or COMMERCE policy.

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

Scores received are not a valid basis of protest and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

Upon receipt of a protest, a protest review will be held by COMMERCE. COMMERCE'S Chief Contracts Officer, or other employee delegated by the Director who was not involved in the award process, will consider the record along with 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 directly impact the actual interest of another Proposer, such Proposer may be given an opportunity to submit its views and any relevant information on the protest.

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 error(s) and re-evaluate all proposals, or
  - Cancel this RFP and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If COMMERCE does not find merit in the protest, COMMERCE may enter into a contract with the Apparent Successful Contractor(s). If the protest is determined to have merit, one of the options above will be taken.

## **5. RFP EXHIBITS (Submit all exhibits)**

- Exhibit A: Certifications and Assurances
- Exhibit B: Diverse Business Inclusion Plan
- Exhibit C: Workers’ Rights Certification
- Exhibit D: Grant Format with General Terms and Conditions
- Exhibit E: Letter of Submittal
- Exhibit F: Budget Template
- Exhibit G: By and For Organizational Information Form

## EXHIBIT A: Certifications and Assurances

### CERTIFICATIONS AND ASSURANCES

**I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:**

1. I/we declare that all answers and statements made in the Proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached Proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this Proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFP or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Proposal. All RESPONSES become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached Proposal constitutes acceptance of the RFP contents and the attached example contract and general terms and conditions. If there are any proposed edits to these terms, I/we have described those edits in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and any others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated in this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one)

☐ **are** submitting proposed contract edits. If proposed contract edits are being submitted for consideration, I/we have attached them to this form. (See Section 2.14)

☐ **are not** submitting proposed contract edits. (Default if neither are checked)

On behalf of the Proposer submitting this Proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

---

Signature of Proposer

---

Date

---

Printed Name

---

Title

## EXHIBIT B: Diverse Business Inclusion Plan

### DIVERSE BUSINESS INCLUSION PLAN

Please see Section 2.9 for more information regarding the Diverse Business Inclusion Plan.

If awarded a contract as a result of this RFP, do you anticipate subcontracting\* with or purchasing from any of the following:

	Yes	No
State Certified Minority Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
State Certified Woman Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
State Certified Veteran Owned Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Washington Small Businesses?	<input type="checkbox"/>	<input type="checkbox"/>

#### **Organizational Goals:**

Please list the approximate percentage of funding received through this RFP which is expected to be subcontracted to each subcontractor category:

*For example, say the total contract amount is \$10,000. Of that, \$1,000 will be subcontracted to a business to create one of the deliverables and the organization plans to use a Washington Small Business. They would enter "10%" on the appropriate line below. On the other hand, if all subcontracts will be with nonprofit organizations or with businesses not described below, they would enter "0%".*

State Certified Minority Owned Businesses: \_\_\_\_\_%

State Certified Woman Owned Businesses: \_\_\_\_\_%

State Certified Veteran Owned Businesses: \_\_\_\_\_%

Washington Small Businesses: \_\_\_\_\_%

Please list the approximate percentage of purchases reimbursed by funding received as a result of this RFP that will be made from each category:

*For example, say allowable expenses are estimated to be \$1000, most of which will reimburse the cost of supplies purchased from various sources. If the organization plans to make half of those purchases from a Certified Woman-Owned Business, they would enter "50%" on the appropriate line below.*

State Certified Minority Owned Businesses: \_\_\_\_\_%

State Certified Woman Owned Businesses: \_\_\_\_\_%

State Certified Veteran Owned Businesses: \_\_\_\_\_%

Washington Small Businesses: \_\_\_\_\_%

If you plan to subcontract and/or purchase with funding received as a result of this RFP and answered 'No' to all questions above, please explain:

- ☐ I/We do not plan to subcontract any of the work described in this RFP.
- ☐ I/We do not plan to make any purchases reimbursable under this RFP.

Please identify the person in your organization who will manage your Diverse Business Inclusion Plan related to this project:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**\*Please note that subcontracting must be done in accordance with contractual terms and conditions which may include specific subcontractor selection requirements. Do not select subcontractors until you have reviewed all applicable requirements.**

**EXHIBIT C: Workers' Rights Certification**

**CONTRACTOR CERTIFICATION  
EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS  
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor's Executive Order 18-03 dated June 12, 2018, the Washington Department of Commerce is seeking to contract with qualified organizations which certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers. See Section 4.2.

**RFP NO: S26-35401-001**

I hereby certify, on behalf of the organization identified below, as follows (check one and sign below):

☐ NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ This organization certifies it has no employees.

**I hereby certify, under penalty of perjury under the laws of the state of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.**

Organization Name: \_\_\_\_\_  
Print full legal entity name of organization

By: \_\_\_\_\_  
Signature of Authorized person Printed Name

Title: \_\_\_\_\_ Place: \_\_\_\_\_  
Title of person signing certificate Print city and state where signed

Date: \_\_\_\_\_

Return to Procurement Coordinator as part of your complete response.

## **EXHIBIT D: Grant Format with General Terms and Conditions**

### **Grant Format Link:**

<https://deptofcommerce.box.com/s/h8k1jwui0pfe3c2sde5zvd6rrk6gtamr>

**RFP NO. S26-35401-001**  
**LETTER OF SUBMITTAL FORM**

### Eligibility Information

All Proposers must 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 Apparent Successful Contractor.

Licensed to do Business in Washington		
<input type="checkbox"/> Yes <input type="checkbox"/> Will become licensed within 30 days of being selected as the Apparent Successful Contractor <input type="checkbox"/> Tribal entity not required to be licensed		
Name of Person Legally Authorized to Sign	Signature	Date

### Regional Selection

Select the **one geographic region of service** in which your organization can provide the strongest reentry support to communities. You may list additional regions to serve if you can demonstrate strong partnerships with local by-and-for organizations in each additional region selected. (See By and For Organizational Information Form Exhibit G for eligibility criteria.)

I am primarily applying for the following region.	I would also like my application to be considered for the following regions.
<input type="checkbox"/> <b>Northwest:</b> Whatcom, Skagit, Island, San Juan <input type="checkbox"/> <b>Snohomish:</b> Snohomish <input type="checkbox"/> <b>Seattle-King:</b> King <input type="checkbox"/> <b>Pierce:</b> Pierce <input type="checkbox"/> <b>Olympic:</b> Clallam, Jefferson, Kitsap <input type="checkbox"/> <b>Pacific Mountain:</b> Grays Harbor, Lewis, Mason, Pacific, Thurston <input type="checkbox"/> <b>Southwest:</b> Clark, Cowlitz, Wahkiakum <input type="checkbox"/> <b>South Central:</b> Kittitas, Klickitat, Skamania, Yakima <input type="checkbox"/> <b>North Central (SkillSource):</b> Adams, Chelan, Douglas, Grant, Okanogan <input type="checkbox"/> <b>Eastern Washington Partnership:</b> Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, Whitman <input type="checkbox"/> <b>Benton-Franklin:</b> Benton, Franklin <input type="checkbox"/> <b>Spokane:</b> Spokane	<input type="checkbox"/> <b>Northwest:</b> Whatcom, Skagit, Island, San Juan <input type="checkbox"/> <b>Snohomish:</b> Snohomish <input type="checkbox"/> <b>Seattle-King:</b> King <input type="checkbox"/> <b>Pierce:</b> Pierce <input type="checkbox"/> <b>Olympic:</b> Clallam, Jefferson, Kitsap <input type="checkbox"/> <b>Pacific Mountain:</b> Grays Harbor, Lewis, Mason, Pacific, Thurston <input type="checkbox"/> <b>Southwest:</b> Clark, Cowlitz, Wahkiakum <input type="checkbox"/> <b>South Central:</b> Kittitas, Klickitat, Skamania, Yakima <input type="checkbox"/> <b>North Central (SkillSource):</b> Adams, Chelan, Douglas, Grant, Okanogan <input type="checkbox"/> <b>Eastern Washington Partnership:</b> Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, Whitman <input type="checkbox"/> <b>Benton-Franklin:</b> Benton, Franklin <input type="checkbox"/> <b>Spokane:</b> Spokane

## Proposer Information

<b>Legal Name of Organization</b>					<b>Year Organization Established</b>	
<b>Telephone Number</b>			<b>Email Address</b>			
<b>Mailing Address</b>				<b>Location from which the Proposer would operate (if different than mailing address)</b>		
Street:				Street:		
City:	State:	Zip Code:	City:	State:	Zip Code:	
<b>Tax ID #</b>		<b>SWV #</b>	<b>UBI #</b>		<b>UEI #</b>	

## Key Staff (Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)

<b>Primary contact person for this Proposal</b>	<b>Executive (Person with signing authority to bind organization)</b>
Name and Title:	Name and Title:
Phone:	Phone:
Email:	Email:
<b>Finance (Primary contact for invoices and payment)</b>	<b>Principal Officer</b>
Name/Title:	Name/Title:
Phone:	Phone:
Email:	Email:
<b>Principal Officer</b>	<b>Principal Officer</b>
Name/Title:	Name/Title:
Phone:	Phone:
Email:	Email:

## Current or former state employees

Identify any state employees or former state employees employed by the Applicant or on the Applicant's governing board as of the date of submission. Include their position and responsibilities within the Applicant's organization. If, following a review of this information, it is determined by Commerce that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.

Name	Title	Responsibilities	State Agency	Last Year Worked

☐ I/we certify no current or former state employees are employed by this organization nor serve on the governing board.

## Related Information

<b>1. If the Applicant or any known subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.</b>		
Name of Agency:		Contract Number:
Contact Phone:		Project Description:
<input type="checkbox"/> I/we certify the Applicant has not held any contract with the state of Washington in the past 24 months.		
<b>2. If the Applicant's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.</b>		
Name of Staff Member:		Name of Agency (Previous or Current):
Job Title:		Separation Date:
<input type="checkbox"/> I/we certify that none of the Applicant's staff members have not been employed by the state of Washington in the past 24 months.		
<b>3. Have you/your agency had a contract terminated for default in the last five years? Termination for default is defined as notice to stop performance due to the Applicant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Applicant, or (b) litigated and such litigation determined that the Applicant was in default.</b>		
<input type="checkbox"/> No, I/we certify the Applicant has had no contracts of any kind terminated for default in the last five years.		
<input type="checkbox"/> Yes, I/we have had a terminated for default in the last five years. (Please provide details below).		
<b>4. If the Applicant has had a contract terminated for default in the last five years: Submit full details of the terms for default including the other party's name, address, and phone number. Present the Applicant's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Applicant in the past five years, so indicate.</b>		
Party's Name:		Party's Address: Phone Number:
Full details of the terms for default, including the Applicant's position on the matter:		

## References



List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Applicant. Do not include current COMMERCE staff as references. By submitting a Proposal the Applicant and any partners or agents authorize COMMERCE to contact these references and any others who, from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not contact references in its sole discretion.

<b>Applicant Business Reference 1</b>	
Name:	Title:
Phone:	Email:
Relationship to Proposer:	
<b>Applicant Business Reference 2</b>	
Name:	Title:
Phone:	Email:
Relationship to Proposer:	
<b>Applicant Business Reference 3</b>	
Name:	Title:
Phone:	Email:
Relationship to Proposer:	

## EXHIBIT F: Budget Template

**Budget Template Link:**

[CRP Reentry Budget 12-09-2025.xlsm | Powered by Box](#)

## **EXHIBIT G: By and For Organizational Information Form**

### **By and For Form**

<https://deptofcommerce.box.com/shared/static/gd9h1x1yqit4bngt28fjyiyynz91gtlo.pdf>