



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE

REQUEST FOR APPLICATIONS (RFA)  
RFA NO. S25-95402

**NOTE:** Please read this entire document before submitting a response. Responses that do not meet one or more requirements stated herein may be disqualified and not scored.

**PROJECT TITLE:** Low-Income Home Rehabilitation Grant Program (HRGP)

**RESPONSE DUE DATE:** Wednesday, March 11, 2026, at 5:00 pm PST

**EXPECTED TIME PERIOD FOR CONTRACT:** May 1, 2026 – June 30, 2027

**CONTRACTOR ELIGIBILITY:** This procurement is open to entities that meet the minimum qualifications stated herein and are available to work in Washington. An eligible entity means any approved department grantee, Tribal Nation, Public Service Company, Municipality, Public Utility District, Mutual or Cooperative, or other entity that bears the responsibility for rehabilitating residences under this chapter and has been approved by the department.

**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.

**CONTENTS OF THE REQUEST FOR APPLICATIONS:**

1. Introduction
2. General Information
3. Application Contents
4. Evaluation and Award
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**RFA Exhibits:**

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Exhibit D	Workers' Rights Certification
Exhibit E	<a href="#"><u>Example of State-Capital Funded Contract</u></a>
Exhibit F	<a href="#"><u>Example of Tribal-State Capital Funded Contract with MOU</u></a>
Exhibit G	<a href="#"><u>Example of Tribal-State Capital Funded Contract without MOU</u></a>

## 1 INTRODUCTION

### 1.1 PURPOSE AND BACKGROUND

The Washington State Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Applications (RFA) to solicit proposals from those qualified and interested in grant funding for the Low-Income Home Rehabilitation Grant Program.

The Washington State Department of Commerce (Commerce) will accept applications from entities interested in providing home repair services for the 2025-2027 biennium. The Low-Income Home Rehabilitation Grant Program (HRGP) provides funding to low-income households located in rural "non-entitlement" areas to address health, safety, and durability issues in existing housing. The program provides home repair and improvement services to individuals who own and reside in single-family residential structures on a permanent basis. The maximum grant amount for a single-family residential project is \$50,000. The grant prioritizes homeowners who are senior citizens, individuals with disabilities, families with children under the age of five, and veterans.

### 1.2 OBJECTIVES

Commerce will identify qualified Grantees(s) to administer funds using the competitive Request for Applications (RFA) process. This process enables Commerce to receive proposals, evaluate applications, and recommend successful applicants to the relevant authority as part of the awarding process.

Preference must be given to local agencies delivering programs and services with similar eligibility criteria. An eligible rehabilitation agency means any approved department grantee, tribal nation, Public Service Company, municipality, public utility district, mutual or cooperative, or other entity that bears the responsibility for rehabilitating residences under this chapter and has been approved by the department.

Applicants who are a federally recognized Tribe or possess a certification from the Washington Department of Veterans Affairs (WDVA) will receive an extra 5% of their awarded points added to their final score.

Applicants who propose to make services available in rural non-entitlement areas where the program is currently not offered will receive an extra 10% of their awarded points, to be added to their final score. This approach will further expand services in eligible non-entitlement counties where no services are currently available. Counties without services include:

- Clallam
- Jefferson
- Skagit

Additionally, the solicitation will be open to current program participants.

COMMERCE may award one or more contracts because of this RFA.

### 1.3 MINIMUM QUALIFICATIONS

Rehabilitation agencies eligible to apply according to the definition outlined in [RCW 43.330.480](#):

- Approved Commerce grantee<sup>1</sup>
- Tribal Nation

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<sup>1</sup> A local agency must apply to and receive approval from commerce to become an authorized rehabilitation agency. The application must show that the agency is eligible to participate and must show that the agency has established procedures to administer the program in compliance with the statute and these rules.

- Public Service Company
- Municipality
- Public Utility District
- Mutual or Cooperative
- Other entity that bears the responsibility for rehabilitating residences under this chapter and has been approved by the department

Minimum qualifications for applicants include:

- Licensed to do business in Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Applicant. (except tribal entities)
- Two years of experience in home renovation-related programs, such as housing rehabilitation and/or weatherization, in the last five years.
- Two years of experience in providing services through low-income programs related to home repair in the last five years.
- Must provide services in Rural Areas of Washington State, defined as non-entitlement areas by the United States Department of Housing and Urban Development.

#### **1.4 FUNDING**

The Washington State Legislature reappropriated \$2,954,951 in Capital budget funding for the 2023-2025 HRGP to fund the 2025-2027 biennium HRGP program. Commerce will allocate \$2,954,951 to successful RFA applications. The maximum amount allowed for this contract period is \$325,000 per successful rehabilitation agency applicant.

Applications exceeding \$325,000 will be rejected as non-responsive and will not be considered for evaluation. In the event additional funding becomes available, any contract awarded may be amended to provide additional services.

Budget category maximum percentages are as follows:

- 10% Admin budget
- 35% Program Support\*
- 65% Project Allocation\* – Direct Services

\*Percentage based on program operations (contract total less 10% admin)

Any contract(s) awarded because of this RFA are contingent upon the availability of funding.

#### **1.5 PERIOD OF PERFORMANCE**

The period of performance of any contract(s) resulting from this RFA is tentatively scheduled to begin on or about **May 1, 2026, and end on June 30, 2027**. COMMERCE reserves the option at its sole discretion to extend the contract for two additional one-year periods.

#### **1.6 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES**

Specific restrictions apply to contracting with current or former state employees, as outlined in Chapter 42.52 of the Revised Code of Washington. Applicants should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

#### **1.7 DEFINITIONS**

Definitions for this RFA include:

**Apparent Successful Applicant/Bidder/Vendor/Grantee/Awardee:** The Applicant(s) selected to enter negotiations leading to a fully executed contract for the work described in this procurement document.

**Applicant:** Individual, company, organization, or firm applying to attain a contract with COMMERCE.

**Application:** A complete, formal offer submitted in response to this RFA.

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

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

**Applicant or Grantee:** Individual or organization whose application has been accepted by COMMERCE and is awarded a fully executed, written contract.

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

**Home Rehabilitation:** Residential repairs and improvements that address health, safety, and durability issues in existing housing in rural, non-entitlement areas.

**Request for Applications (RFA):** This is a formal procurement document that identifies the needed services and invites entities to submit Applications to provide those services.

**Rural Areas:** Areas of Washington State defined as non-entitlement areas by the United States Department of Housing and Urban Development. A place having fewer than 2,500 inhabitants, a county or parish with an urban population of 20,000 inhabitants or less, and any place with a population not in excess of 20,000 inhabitants and not located in a Metropolitan Statistical Area.

## **1.8 ADA**

COMMERCE complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFA Coordinator to receive this Request for Qualifications and Quotations in Braille or on tape.

## 2 GENERAL INFORMATION

### 2.1 RFA COORDINATOR

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

Name	<b>Gerardo Gonzalez Gomez</b>
E-Mail Address	<b>gerardo.gonzalezgomez@commerce.wa.gov</b>

Any other communication will be considered unofficial and non-binding to COMMERCE. Applicants are to rely on written statements issued by the RFA Coordinator. **Communication directed at parties other than the RFA Coordinator may result in disqualification.**

### 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issues Request for Applications	Friday – February 6, 2026
Applicants' Conference	Wednesday, February 11, 2026
Question & Answer period	February 11 – February 18, 2026
Answers to questions will be issued no later than -	Wednesday - February 25, 2026
Applications due -	Wednesday – March 11, 2026, 5:00 pm PST
Evaluation	March 17 – March 25, 2026
Ob Memo signed by AD	March 26 – April 9, 2026,
Announce "Apparent Successful Applicant" and notify "Unsuccessful Applicants."	Monday, April 13, 2026
Hold debriefing conferences (if requested)	April 14- 17, 2026
Negotiate Contract	April 20– 27, 2026
Execute Contracts	May 01, 2026 – Approximately

COMMERCE reserves the right to revise the above schedule.

### 2.3 APPLICANTS' CONFERENCE

A conference will be held on Wednesday, February 11, 2026, at 10:00 a.m. and 5:30 p.m. Pacific Time. It will be held virtually on Zoom only. Here are the links to the meetings:

**Wednesday, February 11, 2026, at 10:00 a.m. PST**

Join Zoom Meeting

<https://wastatecommerce.zoom.us/j/87496461831?pwd=K5kEC5H0A5K4XnAhfZyUDfrdnUMxLy.1>

**Meeting ID: 874 9646 1831**

**Passcode: 645435**

**Wednesday, February 11, 2026, at 5:30 p.m. PST**

Join Zoom Meeting

<https://wastatecommerce.zoom.us/j/84605195079?pwd=QIX3otfEle9uhqBWjMEStG1wlqaSd.1>

**Meeting ID:** 846 0519 5079

**Passcode:** 739107

All prospective Applicants are encouraged to attend; however, attendance is not mandatory.

COMMERCE will be bound only to COMMERCE's written answers to questions. Questions arising at the Applicants' conference will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Applicant who made the RFA Coordinator aware of their interest in this RFA.

## **2.4 QUESTION AND ANSWER PERIOD**

COMMERCE will accept questions about this RFA sent to the RFA 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 determined in Section 2.2.

## **2.5 SUBMISSION OF RESPONSES**

Late Applications will not be accepted and will be automatically disqualified from further consideration. All Applications and any accompanying documentation become the property of COMMERCE and will not be returned.

### **ELECTRONIC RESPONSES:**

The RFA Coordinator must receive applications by 5:00 p.m. Pacific Standard Time on **Wednesday, March 11, 2026**.

Applications must be submitted electronically as an attachment to an e-mail to the RFA Coordinator at the e-mail address listed in Section 2.1. E-mail attachments shall be in Microsoft Word format or PDF. Commerce cannot receive zipped files and cannot be used for submitting applications. The Certifications and Assurances form must be signed by the individual within the organization authorized to bind the organization to the offer. COMMERCE does not assume responsibility for problems with non-COMMERCE e-mail. If the COMMERCE email is not working, appropriate allowances will be made.

Applications may not be transmitted by facsimile.

Applicants should allow sufficient time to ensure the Application is received by the RFA Coordinator in a timely manner. Late Applications will not be accepted and will be automatically disqualified for further consideration, unless the COMMERCE e-mail is found to be at fault. All Applications and any accompanying documentation become the property of COMMERCE and will not be returned.

## **2.6 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Applications submitted in response to this competitive procurement shall become the property of COMMERCE. All Applications received shall remain confidential until the Apparent Successful Bidder is announced; thereafter, the Applications shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the Application that the Applicant 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 exemption from disclosure upon which the Applicant 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 Application as exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information," COMMERCE will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, Commerce will release the requested information on the specified date. If an Applicant 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 Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for the inspection of contract files; however, twenty-four (24) hours' notice to the RFA Coordinator is required. All requests for information should be directed to the RFA Coordinator.

## **2.7 REVISIONS TO THE RFA**

If it becomes necessary to revise any part of this RFA, addenda will be provided via email to all individuals who have notified the RFA Coordinator of their interest. Addenda is also published on Washington's Electronic Business Solution (WEBS), located at <https://fortress.wa.gov/ga/webs/>. Such addenda will also be published wherever the RFA is posted, including on COMMERCE'S public webpage at [Contracting with Commerce – Washington State Department of Commerce](#).

You may also send your name and e-mail address to the RFA Coordinator to request to receive any RFA addenda.

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

## **2.8 ACCEPTANCE PERIOD**

Applications must provide 60 days from the due date for receipt of Applications for COMMERCE's acceptance.

## **2.9 COMPLAINT PROCESS**

Vendors may submit a complaint to COMMERCE based on any of the 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 an application.

A complaint may be submitted to COMMERCE at any time up to 5 days before the bid response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFA coordinator promptly.
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFA coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on the WEBS website. The Director of COMMERCE will be notified of all complaints and will be provided with 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 is no appeal process.

## **2.10 RESPONSIVENESS**

The RFA Coordinator will review all applications to determine compliance with the administrative requirements and instructions specified in this RFA. The Applicant is notified explicitly that failure to comply with any part of this RFA may result in rejection of the Application as non-responsive.

**Disqualified Applicants will be notified after the announcement of the Apparent Successful Applicant(s).**

Disqualified Applicants will be informed of the reason for disqualification; this shall constitute a debriefing conference for the purposes of Section 4.7, Protest Procedure.

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

## **2.11 MOST FAVORABLE TERMS**

COMMERCE reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms that the Applicant can propose. COMMERCE reserves the right to contact an Applicant for clarification of its application.

The Applicant should be prepared to accept this RFA for incorporation into a contract resulting from this RFA. Contract negotiations may incorporate some or all of the Applicant's Application. It is understood that the Application will become part of the official procurement file on this matter without any obligation to Commerce.

## **2.12 CONTRACT AND GENERAL TERMS & CONDITIONS**

The Apparent Successful Applicant will be expected to enter into a contract that is substantially the same as the sample contract and its general terms and conditions, attached as Exhibit E. In no event is an Applicant to submit its own standard contract terms and conditions in response to this solicitation. The Applicant may submit proposed edits as allowed in the Certifications and Assurances section, Exhibit A to this RFA. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

## **2.13 COSTS TO PROPOSE**

COMMERCE will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFA, in the conduct of a presentation, or in any other activities related to responding to this RFA.

## **2.14 NO OBLIGATION TO CONTRACT**

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

## **2.15 REJECTION OF RESPONSES**

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

## **2.16 COMMITMENT OF FUNDS**

The Director of COMMERCE or the Director's delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFA. No chargeable costs under the proposed contract may be incurred before receipt of a fully executed contract.

## **2.17 ELECTRONIC PAYMENT**

The state of Washington prefers electronic payments for its transactions. The successful Applicant must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management (OFM) to be paid by COMMERCE. For more information, visit OFM at [www.ofm.wa.gov](http://www.ofm.wa.gov).

## **2.18 INSURANCE COVERAGE**

The Applicant is to furnish COMMERCE with a certificate of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below, if requested.

The Applicant shall, at Applicant's 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 Applicant 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 sample contract, and its special terms and conditions are attached as Exhibit E.

### 3 RESPONSE CONTENTS

#### ELECTRONIC RESPONSES:

Applications must be written in English and submitted electronically to the RFA Coordinator in the order noted below:

1. Certifications and Assurances (Exhibit A)
2. Applicant Information - Application (Exhibit B)
3. Diverse Business Inclusion Plan (Exhibit C)
4. Workers' Rights Certification (Exhibit D)

Applications must provide information in the same order as presented in this document, with the same headings. This will not only be helpful to the application's evaluators but should also assist the Applicant in preparing a thorough response.

**All items marked “mandatory” must be included in the Application for it to be considered responsive; however, these items are not scored. Items marked “scored” are awarded points as part of the evaluation conducted by the evaluation team.**

#### 3.1 CERTIFICATIONS AND ASSURANCES (MANDATORY)

The Certifications and Assurances form (Exhibit A) must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, such as the President or Executive Director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Those wishing to submit any proposed contract edits must indicate so on this form (see Section 2.12).

#### 3.2 APPLICANT INFORMATION (SCORED)

The Applicant Information form (Exhibit B) must be completed in its entirety. **If any question or section does not apply, please enter “N/A” or “None”.**

#### 3.3 DIVERSE BUSINESS INCLUSION PLAN (MANDATORY)

The Diverse Business Inclusion Plan (Exhibit C) is a communication tool that allows applicants to inform COMMERCE if diverse businesses will be involved in the contract, should it be awarded. Participation includes both direct (the Applicant) and indirect involvement, such as any subcontractors or subgrantees who may carry out services chargeable to the contract. In accordance with legislative findings and policies outlined 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), outlined in RCW 43.60A.200 for firms licensed by the Washington State Department of Veterans Affairs, and outlined in RCW 39.26.005 for firms that are Washington Small Businesses. No minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation (WDVA) is required as a condition for receiving an award. Any affirmative action requirements outlined in any federal rules included or referenced in the contract documents will apply.

#### 3.4 WORKERS' RIGHTS CERTIFICATION (MANDATORY)

**The Workers' Rights Certification (Exhibit D) must be signed and dated** as described in Section 3.1. Some employers require their employees to waive certain rights. While this is legally permitted, the Washington Governor's Office considers it a harmful and disfavored practice. Executive Order 18-03 requires all state agencies to award bonus points in competitive processes to increase contracting with employers that do not require their employees to sign an individual arbitration clause or waive their right to collective or class action. Applicants who certify that they do not need their employees to waive such rights as a condition of employment will receive an additional 5% of their awarded points, which will be added to their final score.

## **4 APPLICATION EVALUATION AND CONTRACT AWARD**

### **4.1 EVALUATION PROCEDURE**

Complete and responsive Applications will be evaluated strictly in accordance with the requirements stated in this RFA and any addenda issued. An evaluation team designated by COMMERCE will evaluate applications and determine their ranking.

### **4.2 CLARIFICATION OF RESPONSE**

The RFA Coordinator may contact Applicants for clarification of any portion of the Applicant's Application. Submission or alteration of any materials after the due date is prohibited.

### **4.3 EVALUATION AND SCORING**

The following weighting and points will be assigned for evaluation purposes:

Selection Criteria	Relative Weight
Relevant Experience	75%
Narrative Responses	25%
Tribal/WDVA	Extra 5%
Current No Service Area Priority	Extra 10%
Workers' Rights Certification	Extra 5%

Applicants who are federally recognized Tribes or who have a certification from the Office of the Washington Department of Veterans Affairs (WDVA) will also receive an extra 5% of their awarded points added to their final score.

Applicants who propose to make services available in rural non-entitlement areas where the program is currently not offered will receive an extra 10% of their awarded points, added to their final score. Counties without services include:

- Clallam
- Jefferson
- Skagit

Applicants who certify that 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 D).

### **4.4 VIRTUAL PRESENTATIONS MAY BE REQUIRED**

COMMERCE, at its sole discretion, may select the top-scoring Applicant(s) from the written evaluation for a virtual presentation. If so, COMMERCE will contact the top-scoring Applicant(s) to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Applicant during the virtual presentation will be considered binding.

If held, the virtual presentation shall determine the Apparent Successful Applicant(s).

### **4.5 NOTIFICATION TO APPLICANTS**

Applicants who are not selected for further negotiation or award will be notified by e-mail.

#### **4.6 DEBRIEFING OF UNSUCCESSFUL APPLICANTS**

Upon request, a debriefing conference will be scheduled with an unsuccessful Applicant. The request for a debriefing conference must be received by the RFA Coordinator within three (3) business days after the Notification of Unsuccessful Applicant notice is emailed to the Applicant. 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 organization's Application.
- Any written comments from evaluators related to that Applicant.
- Review of their final score in comparison with the other final scores **without** identifying the other participants or reviewing their applications.

Comparisons between proposals or evaluations of the other proposals are 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. COMMERCE reserves the right to end a debriefing for any reason.

#### **4.7 PROTEST PROCEDURE**

This procedure is available to Applicants who submitted an Application in response to this RFA 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 of the RFA process with the RFA Coordinator. Protests must be received by the RFA Coordinator no later than 5:00 pm Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Applicants may choose to copy COMMERCE'S Central Contracts Office at [centralcontracts@commerce.wa.gov](mailto:centralcontracts@commerce.wa.gov). Do not copy any other COMMERCE staff.

Anyone protesting this procurement must 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 under this RFA.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state the grounds for the protest 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. All protests shall be addressed to the RFA Coordinator.

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 the evaluator
- Errors in computing the score
- Non-compliance with procedures described in this procurement document or current 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 or assessment of the quality of an Application, or
- 2) COMMERCE'S assessment of its own and/or other agencies' needs or requirements.

Scores received are not a valid basis for protest and will be dismissed without merit unless they are accompanied by facts that support bias, discrimination, or a 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 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 directly impact on the actual interest of another Applicant, such Applicant may be allowed 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 acquisition 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 Applications
  - Reissue the solicitation document and begin a new process
  - Make other findings and determine other courses of action as appropriate

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

## RFA EXHIBITS

- Exhibit A Certifications and Assurances
- Exhibit B Applicant Information
- Exhibit C Diverse Business Inclusion Plan
- Exhibit D Workers' Rights Certification
- Exhibit E [Example of State-Capital Funded Contract](#)
- Exhibit F [Example of Tribal-State Capital Funded Contract with MOU](#)
- Exhibit G [Example of Tribal-State Capital Funded Contract without MOU](#)

**CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of my/our Application, 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(s):

1. I/we declare that all answers and statements made in the Application 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, we may freely join with other persons or organizations to present a single Application.
3. The attached Application 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 days.
4. In preparing this Application, 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 Application or prospective contract, and who assisted in other than their official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Application. All Applications become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Application.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Applicant and will not knowingly be disclosed by them before opening, directly or indirectly, to any other Applicant or to any competitor.
7. I/we agree that submission of the attached Application constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Applicant to induce any other person or organization to submit or not to submit an Application for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and others who may have pertinent information regarding the Applicant's prior experience and ability to perform the services contemplated in this procurement.
10. If any staff member(s) who will perform work on this contract have retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, their name(s) are noted on a separately attached page.

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

I/We **are** submitting proposed Contract edits. If proposed Contract edits are being submitted, I/we have attached them to this form. (See Section 2.12)

I/We **are not** submitting proposed Contract edits. (*Default if neither is checked*)

On behalf of the organization submitting this Application, my signature below attests to the accuracy of the above statements and my authority to bind this organization.

Signature	
(type here)	(Type Here)
Printed Name and Title	
Date	

**APPLICANT INFORMATION**

<b>Full Legal Name of Organization</b>		<b>Licensed to do Business in Washington</b>		
		<input type="checkbox"/> Yes <input type="checkbox"/> Will become licensed within 30 days of the award <input type="checkbox"/> Tribal entity not required to be licensed		
<b>Year Incorporated</b>	<b>Entity Type</b>	<b>Applicant Type</b>		<b>Number of Employees</b>
	Choose an item.	Choose an item.		Choose an item.
<b>If other entity type, please describe:</b>				
<b>Mailing Address</b>		<b>Physical Address (if different than mailing address)</b>		
<b>Street:</b>			<b>Street:</b>	
<b>City:</b>			<b>City:</b>	
<b>State:</b>	<b>Zip Code</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Statewide Vendor Number (SWV):</b>		<b>Uniform Business Identifier (UBI):</b>		<b>Federal Employer ID (FEIN):</b>

**Priorities (Scored) Please indicate all that apply:**

Is the applicant a federally recognized Tribe or possesses a certification from the Office of the Washington Department of Veteran Affairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please check which is applicable:	
	<input type="checkbox"/> Tribe <input type="checkbox"/> OWDVA	
Is the applicant proposing to make services available to rural non-entitlement areas where the program is currently not offered? Areas are limited to: Clallam County, Jefferson County, and Skagit County.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please indicate what county(s):	
	<input type="checkbox"/> Clallam <input type="checkbox"/> Jefferson <input type="checkbox"/> Skagit	

<p>Does the applicant include certification that they do not require their employees to waive such right as a condition of employment?</p> <p>The Workers' Rights Certification (Exhibit D) must be signed and dated as described in Section 3.1. Some employers require their employees to waive certain rights. While this is legally permitted, the Washington Governor's Office considers it a harmful and disfavored practice. Executive Order 18-03 requires all state agencies to award bonus points in competitive processes to increase contracting with employers that do <u>not</u> require their employees to sign an individual arbitration clause or waive their right to collective or class action. Applicants who certify that they do not need their employees to waive such rights as a condition of employment will receive an additional 5% of their awarded points, which will be added to their final score.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

## Key Staff (Not Scored)

The primary contact person for this Application	Program Staff (assigned to coordinate the program)
Name and Title:	Name and Title:
Phone:	Phone:
Email:	Email:
Executive (Person with authority to bind organization)	Grant Manager (Primary contact for grant activities)
Name/Title:	Name/Title:
Phone:	Phone:
Email:	Email:
Finance (Primary contact for invoices and payment)	Data Manager (Primary contact for data security)
Name/Title:	Name/Title:
Phone:	Phone:
Email:	Email:

## Current or former state employees (Not Scored)

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, Commerce determines 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 that no current or former state employees are employed by this organization nor serve on the governing board.

## Past Contracts (Not Scored)

If the Applicant has had any contract terminated for default in the last five years, describe below. Termination for default is a notice to cease performance due to nonperformance or substandard performance. It does not mean that contracts are terminated due to loss of funding or any other non-performance issue. Submit full details of the terms for default, including the other party's name, address, and phone number. Include your position on the matter. Commerce will evaluate the facts and may, in its sole discretion, reject the Application on these grounds.

Other Party	Contract Purpose	Date of Termination	Details

I/we certify that the Applicant has had no contracts of any kind terminated for default in the last five years.

If the Applicant has held any contract (including grants, work orders, purchase requests, MOUs, etc.) with the state of Washington, whether an Agency, Department, Board, Office, Council, Institution of Higher Education, or other entity of the state, within the past 36 months, describe each contract below:

State Agency and Contract Manager Name	Contract Number	Total Amount	Start Date	End Date

I/we certify that the Applicant has not held any contract with the state of Washington in the past 36 months.

## Relevant Experience (SCORED)

Please check all that apply.	
Does the applicant have experience in home renovation-related programs, such as housing rehabilitation and/or weatherization, within the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Housing Rehab <input type="checkbox"/> Weatherization
	If yes, how many years of experience: <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6+
Does the applicant have two years of experience in providing services through low-income programs related to home repair in the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "yes," please share what kind of experience and the extent of the services provided:
Does the applicant have experience with inspections and/or audits related to home repair and/or energy audits:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "yes," please share what kind of experience or certification your teams can provide:
	If "No," please explain how the agency plans to fulfill this requirement:
	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Is the applicant familiar with the Washington State Department of Labor and Industries' requirements for prevailing wage reporting?</p>	<p>If "yes," please explain your knowledge regarding reporting prevailing wage:</p> <p>If "No," please explain how the agency plans to fulfill this requirement:</p>																		
<p>Is the applicant familiar with the Lead-Based Paint Hazards protocol and the applicable laws and regulations when lead is present in a repair project?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes," please explain your knowledge related to the rules that pertain to lead-based paint protocol:</p> <p>If "No," please explain how the agency plans to fulfill this requirement:</p>																		
<p>Is the applicant familiar with complying with applicable federal, state, and local laws and ordinances concerning the handling and removal of asbestos material?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes" please provide your knowledge regarding handling and removal of asbestos:</p> <p>If "No," please explain how the agency plans to fulfill this requirement:</p>																		
<p>Is the applicant familiar with the requirements set by the Department of Archeological and Historic Preservation for preserving historical and cultural resources, as outlined in Governor's Executive Order 21-02?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes," please provide your knowledge regarding historical preservation:</p> <p>If "No," please explain how the agency plans to fulfill this requirement:</p>																		
<p>List names, telephone numbers, and e-mail addresses of up to three (3) business (contracting) references for the Applicant and/or the lead staff person for this grant and briefly describe the relationship to the Applicant. Do not include current Commerce staff as references.</p> <p>By submitting this form, the Applicant and any partners or agents authorize Commerce to contact these references and others, who, from Commerce's perspective, may have pertinent information. Commerce may or may not contact references. Commerce may evaluate references at its sole discretion.</p>	<table border="1" data-bbox="719 1142 1552 1184"> <tr> <td>Business name:</td> <td></td> <td>Owner's name:</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td>Email:</td> </tr> </table> <p>Description of relationship:</p> <table border="1" data-bbox="719 1279 1552 1322"> <tr> <td>Business name:</td> <td></td> <td>Owner's name:</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td>Email:</td> </tr> </table> <p>Description of relationship:</p> <table border="1" data-bbox="719 1417 1552 1459"> <tr> <td>Business name:</td> <td></td> <td>Owner's name:</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td>Email:</td> </tr> </table> <p>Description of relationship:</p>	Business name:		Owner's name:	Phone Number:		Email:	Business name:		Owner's name:	Phone Number:		Email:	Business name:		Owner's name:	Phone Number:		Email:
Business name:		Owner's name:																	
Phone Number:		Email:																	
Business name:		Owner's name:																	
Phone Number:		Email:																	
Business name:		Owner's name:																	
Phone Number:		Email:																	
<p>Please provide information related to the applicant's capacity to establish the administration of the funds.</p>	<p>Is the applicant creating a new position to coordinate the program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please provide an explanation and an organization chart:</p>																		

## NARRATIVE QUESTIONS (SCORED)

Please answer each question in enough detail to convey to the evaluation team the Applicant's understanding of the services, the needs of the communities to be served, and the Applicant's organizational priorities and practices.

1. Please see Sections 1.1 and 1.2 for the purpose and objectives of this RFA. Describe the need in your community for these services and why your organization is positioned to carry out those services.

2. Please list the areas (cities, counties, districts, etc.) where the applicant plans to make this program accessible to homeowners.

3. Please provide your marketing strategies to make this program accessible to communities in need.

4. What strategies and actions do you currently utilize to advance racial equity within your organization?

5. What actions are you taking to hire, invest in, and retain staff at all levels that are reflective of the population(s) you serve?

6. Describe how data is collected, stored, and transmitted in your organization.

7. What risks and other challenges are there in delivering the services of this RFA?

## **BUDGET (Not Scored)**

Please include a detailed budget that does not exceed the amount specified in Section 1.4. Include costs of all things necessary to carry out the services of this RFA.

The evaluation process is designed to award funding not necessarily to the Applicants of least cost, but rather to Applicants that best meet the requirements of this RFA. Applicants are encouraged, however, to submit budgets that are consistent with efforts to conserve state resources and to provide the most benefit to individuals applying for home rehabilitation.

The maximum request will be set at \$325,000. This was determined by estimated projects that can be completed by June 30, 2027. With this maximum, we could award at least nine contracts. We estimate each grantee to complete a minimum of six home rehabilitations. Maximum funding requests and allowances:

- 10% Admin budget
- 35% Program Support\*
- 65% Project Allocation-\*

Funds Requested	Projected Admin Cost	Projected Program Support	Project Allocation
\$	\$	\$	\$

\*Percentage based on program operations (contract total less 10% admin)

**DIVERSE BUSINESS INCLUSION PLAN**

**Please see Section 3.3 for more information regarding the Diverse Business Inclusion Plan.**

**If awarded a contract as a result of this RFA, 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 RFA, which is expected to be subcontracted to each subcontractor category:

*For example, the total funding 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 are with nonprofit organizations or businesses not described below, they would enter "0%".*

State Certified Minority Owned Businesses:	Approximate %:	<input type="text"/>
State Certified Woman-Owned Businesses:	Approximate %:	<input type="text"/>
State Certified Veteran Owned Businesses:	Approximate %:	<input type="text"/>
Washington Small Businesses:	Approximate %:	<input type="text"/>

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

*For example, allowable expenses are estimated at \$1,000, 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 will enter "50%" on the appropriate line below.*

State Certified Minority Owned Businesses:	Approximate %:	<input type="text"/>
State Certified Woman-Owned Businesses:	Approximate %:	<input type="text"/>
State Certified Veteran Owned Businesses:	Approximate %:	<input type="text"/>
Washington Small Businesses:	Approximate %:	<input type="text"/>

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

**Click or tap here to enter text.**

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

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

Name:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
E-Mail:	<input type="text"/>

**\*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 D**

**Applicant Certification  
Executive Order 18-03 – Workers' Rights**

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

RFA Number: S23-92402

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

**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 the full legal entity name of the organization

Print Name

Title:

Date:

Place:

Signed:

City and state where signed:

Print Name	
Title:	
Date:	
Place:	
Signed:	
City and state where signed:	

Return Applicant Certification to the Procurement Coordinator as part of your complete response.

