

# Office of Crime Victims Advocacy

## Wraparound Services Pilot Project

### *Funding to Support Indigenous Victims/Survivors of Labor and Sex Trafficking*

#### Request for Proposals (RFP)

RFP No. 05232022

September 1, 2022 – June 30, 2023  
(10-month period)

Proposals Due: June 27, 2022 at 5:00PM, Pacific Time, Olympia,  
WA



Administered by the Office of Crime Victims Advocacy  
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# Office of Crime Victims Advocacy (OCVA)

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**Proposals Due: June 27, 2022 at 5:00 p.m.**

NO LATE PROPOSALS WILL BE ACCEPTED.

This Request for Proposals and the applicable forms are in PDF and Excel format on the OCVA Grants and Funding website at: <https://www.commerce.wa.gov/serving-communities/crime-victims-advocacy/office-of-crime-victims-advocacy/ocva-grants-and-funding/>.

**Submit proposals electronically.**

Email proposal in PDF and Excel format as attachments to:

[Angie.Hong@commerce.wa.gov](mailto:Angie.Hong@commerce.wa.gov)

Subject Line: Tribe/Agency Name, Wraparound Services Pilot Project Proposal

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

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- Attachment A: Bidder Information**
  - Eligibility/Tribal Authority
  - Subcontractor Information
  - Certifications and Assurances
  - Diverse Business Inclusion Plan
  - Workers' Rights Certification
- Attachment B: Proposal - Narrative Responses**
- Attachment C: Budget**
  - Budget Detail Worksheet
- Attachment D: Modified Total Direct Cost (MTDC) Certification**

APPENDICES

- Appendix A: Insurance Requirements**

AMENDMENT – LIST OF AMENDMENTS TO THIS DOCUMENT

- Amendment 1: Attachment A is updated to include Diverse Business Inclusion Plan and Workers' Rights Certification (6/8/22)**

# Introduction

## Background

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

In 2022, [Substitute House Bill 1571, section 3, line 9](#) passed to establish a pilot project to provide wraparound services to indigenous persons who are survivors of trafficking. Two projects will be funded. One in Eastern Washington and one in Western Washington.

Please note: [Substitute House Bill 1571, section 4, line 1-32](#) also includes a project related to **increasing the visibility and accessibility of services and resources** for indigenous persons who are survivors of trafficking. The increasing visibility project will be a separate competitive process.

The definition of human trafficking includes labor and sex trafficking. For the purpose of this project wraparound services will be for indigenous individuals who have experienced (victims and survivors) labor and/or sex trafficking.

Individuals (youth, adults, elderly) who have or are experiencing labor and/or sex trafficking generally do not identify as “victims” or “survivors” or disclose what they have experienced. The intent of this funding is to fund Tribes and/or non-profit organizations that are very aware of the indicators of human trafficking, understand how to build trust and engage with indigenous individuals and have experience:

- working with indigenous individuals and communities, and
- working with individuals who have experienced labor or sex trafficking,

## Human Trafficking

The Federal Trafficking Victims Protection Act (TVPA) of 2000 was the first law passed to combat the trafficking in persons. The Act was amended by the Trafficking Victims Protection Reauthorization Act in 2003, 2005, 2008, 2013 and 2017. The law focuses on combatting “severe forms of trafficking in persons” and provides an approach that includes prevention, protection and prosecution.

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

- **Sex trafficking** in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
- **Labor trafficking** is the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**Under Washington State law:**

- **Sex trafficking:** is the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion. <sup>1</sup>
- **Labor trafficking:** A person is guilty of trafficking in the first degree when such person recruits, harbors, transports, transfers, provides, obtains, buys, purchases or receives by any means another person knowing, or in reckless disregard of the fact, (A) that force, fraud, or coercion as defined in RCW 9A.36.070 will be used to cause the person to engage in: forced labor; involuntary servitude. <sup>2</sup>
- **Commercial Sexual Abuse of a Minor (CSAM): Consent of minor does not constitute defense.**
- A person is guilty of commercial sexual abuse of a minor if:
  - (a) He or she provides anything of value to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her;
  - (b) He or she provides or agrees to provide anything of value to a minor or a third person pursuant to an understanding that in return therefore such minor will engage in sexual conduct with him or her; **or** (c) He or she solicits, offers, or requests to engage in sexual conduct with a minor in return for a fee
- Commercial sexual abuse of a minor is a class B felony punishable under chapter [9A.20](#) RCW.

## Purpose of Request for Proposals

Per Substitute House Bill 1571, OCVA is initiating this Request for Proposals (RFP) to seek proposals from public agencies, federally recognized Tribes, nonprofit community groups, and nonprofit treatment providers, including organizations which provide services such as shelter, counseling, and case management, to provide person-centered, culturally informed and responsive support and assistance (services) to indigenous persons who are survivors of labor and/or sex trafficking.

<sup>1</sup> Revised Code of Washington (RCW) 9A.40.100

<sup>2</sup> RCW 9A.40.100

Grants resulting from this RFP will fund two projects. Each project will provide wraparound services for at least 50 indigenous individuals, provided by organizations and/or Tribes, with the capacity and expertise to implement a trauma informed and responsive service model to address the needs of indigenous victims/survivors of labor and sex trafficking.

- One project will be funded to provide wraparound services to indigenous victims and survivors in Eastern Washington and one project in Western Washington.

### **Eligible Activities**

Outreach activities are eligible and will focus on increasing awareness of the types of support, assistance and services available and how to access services for indigenous victims/survivors of labor and sex trafficking.

Services will be culturally, linguistically and developmentally appropriate and available to all indigenous individuals regardless of gender, age, sexual orientation, language, religion or disability.

Funding will be used to develop or maintain a program capable of providing wraparound services including:

- Short-term and long-term shelter;
- Food;
- Nonemergency health care;
- Mental health counseling and treatment;
- Substance abuse prevention, assessment, and treatment;
- Case management and care coordination;
- Education and special education services;
- Vocational training;
- Legal services, protection, and advocacy; and
- Transportation.

Additional services may include:

- Traditional healing
- Basic needs
- Relocation
- Rental assistance
- Outreach: to inform the community and Tribe what support/assistance is available and how to access support and assistance
- Safety planning
- Information about victims' rights

## **Service Framework**

OCVA recognizes there are barriers in accessing support, assistance and traditional healing for many individuals.

### **As indicated above it is expected that:**

- Services will be person-centered, inclusive and incorporate a human rights approach to human trafficking.
- Bidders will demonstrate an understanding of the importance of and commitment to meeting the self-determined needs of indigenous individuals impacted by human trafficking.

Support includes activities that individuals find healing, calming and support their well-being, safety and physical needs. Activities that provide individuals a sense of safety, agency, a sense of belonging, connection and support self-determined healing journey of individuals are eligible.

## **Funding and Period of Performance**

OCVA estimates approximately \$400,000 will be available for the Wraparound Services Pilot Project grants. OCVA anticipates awarding two (2) grant contracts for a 10-month period (9/1/2022 – 6/30/2023). Each bidder may request up to \$200,000. Proposals in excess of this amount will be considered non-responsive and will not be evaluated.

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

## **Americans with Disabilities Act (ADA)**

OCVA complies with the Americans with Disabilities Act (ADA). Bidders may contact the [RFP Coordinator](#) to receive this RFP in Braille or on tape.



## Eligibility

### Eligible Bidders

All bidders must complete eligibility questions within Attachment A: Bidder Information.

#### Eligible Bidders for this RFP must:

1. Demonstrate a history of effective person-centered support, assistance and outreach to victims/survivors of labor and/or sex trafficking and/or individuals at-risk of labor and/or sex trafficking.
2. For non-Tribal bidders: Demonstrate a history of effective engagement and working with indigenous individuals, communities and Tribes.
3. Be operated by a nonprofit organization, public agency or federally recognized Tribe of Washington State as determined by the United States Secretary of the Interior.
4. For non-Tribal bidders: Be licensed to do business in the State of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.

### Tribal Authority to Submit a Proposal

Tribes must submit documentation reflective of their legal authority to submit a proposal for this RFP on behalf of their Tribes. Recognizing that Tribes have different forms of tribal governance and tribal laws vary, no prescribed form of documentation will be required. Tribes may submit a resolution, letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the bidder has the legal authority to submit a proposal for this RFP on behalf of the Tribe.

**This documentation must be current, must be sufficient to demonstrate authority for the proposal, must contain authorized signature(s), and must be submitted with the proposal on the due date, June 27, 2022.**

### Staff Training and Experience Requirements

It is required that bidders have experience working with individuals who have experienced labor and/or sex trafficking. For successful bidders, it is required that staff who don't have experience with either labor or sex trafficking will complete training that is OCVA approved.

### 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. Proposers should familiarize

themselves with the requirements prior to submitting a proposal that includes current or former state employees.

## **Responsiveness**

All proposals will be reviewed to determine all administrative requirements are met. Bidders that do not meet eligibility requirements and/or proposals that are incomplete will be determined non-responsive and will not be evaluated.

If a bidder's proposal is determined non-responsive they will be notified of this determination on the day the announcement of the Apparently Successful Bidder(s) is made. Bidders whose proposal was determined non-responsive may request a debriefing.

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

## **Funding Requirements**

The Wraparound Services Pilot Projects are comprised solely of Washington state funds. OCVA encourages bidders to consider the following grant requirements when deciding to submit a proposal:

### **Insurance Requirements**

Please see Appendix A for the insurance requirements for successful bidders.

### **Background Checks**

All successful bidders providing direct services to victims of crime must do criminal history background checks for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check has been completed and the documentation is in the organization files.

### **Confidentiality**

Eligible bidders must have the capacity to adhere to the confidentiality requirements of these funds. Grant recipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services. This means they shall not disclose, reveal, or release any personally identifying information or individual information

collected in connection with services without the informed, written, reasonably time-limited consent of the person about whom information is sought. In no circumstances may a victim be required to provide a consent to release personally identifying information as a condition of eligibility for services.

## **Data Collection and Reporting Requirements**

Grantees must report service and activity data on a quarterly basis. Data reports will include non-identifying demographic information, type of service, and service hours. Grantees will collect and submit data on services provided via the Washington State InfoNet system.

Recipients of this grant must also submit a bi-monthly report on grant activities. Bi-monthly narrative reports will be due November 30, 2022, January 31, 2023, March 31, 2023, May 31, 2023, July 15, 2023. A final report on each pilot project must be submitted to OCVA no later than October 1, 2023.

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

## **Fiscal Monitoring**

Grantees will be required to submit an Invoice Documentation Form with each reimbursement request. Grant managers may also request to review invoice back-up documentation, time and activity reports, and fiscal policies and procedures during site visits.

## **Mandatory Reporting**

All successful bidders providing direct services must report suspected incidents of abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.03

## **Noncompliance with Nondiscrimination Laws**

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further grants with OCVA. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with contract dispute procedures.

The funds provided may not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this grant.

## **Budget Line Items and Guidance**

The budget is divided into five line items. Below are definitions for the different line items on the Budget Detail Worksheets (Attachment C). Under each section, provide a breakdown within the line item that specifies the individual cost per item.

For example, within "Salaries" list the names of staff members assigned to this project, their position title, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary. Within "Subcontracted Services and Consultant Fees" list all subcontractors that will receive funding and the total amount you are requesting for each subcontractor.

Bidders are required to provide your best estimate for the portion of the total budget that will support each program type (See Attachment C, Budget).

## **Budget Justification**

You must include descriptions of costs for each line item in your budget. You can provide this information on the budget detail worksheets or you may attach additional pages.

For example:

Goods and Services – Rent - \$5,000

Cost of rent for providing the services based on the Tribe's/agency's cost allocation plan, which utilizes the FTE allocation method.

Goods and Services – Printing - \$1,000

Cost to print new Therapy Services outreach brochures.

Goods and Services – Training - \$1,400

Cost to send staff members working under this grant to approximately two in-state trainings annually. This includes registration, per diem travel, lodging and meals.

Please see Attachment C - Budget.

## **Salaries**

The cost of paying staff salaries to:

- provide wraparound services (direct services) and outreach to clients,
- supervise employees who are providing wraparound services (direct services) and outreach, and
- provide programmatic support services, such as a bookkeeper or receptionist

List each position to be paid with these grant funds by name of employee and job title, if available. Show the annual salary rate and full-time equivalent (FTE) of the position to be funded with this grant.

There is an expectation that successful bidders will provide adequate compensation and FTE for staff providing proposed services in order to promote staff recruitment and retention and to promote the provision of quality services.

### **Calculating FTE**

FTE Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

Please calculate the FTE based on the number of weeks per the grant period, 43.

If your Tribe's/agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals 0.87 FTE, not 1.0 FTE.

## **Benefits**

The cost of paying payroll taxes, insurance, and other fringe benefits of staff listed in the Salaries line.

Costs must only be for the personnel named in the Salary line. Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all OCVA/DSHS grants/contracts and should be allocated appropriately across programs and grants/contracts.

## **Subcontracted Services and Consultant Fees**

The cost to pay individuals and/or agencies to provide subcontracted services. Per federal guidelines, contracted services are to be paid at a rate no more than \$81.25 per hour or \$650 per day.

Include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

## Goods and Services

The cost of providing wraparound (services) and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone.

“Direct” Goods and Services costs are those that are specific to the *Wraparound Services Pilot Project* grants.

### Travel

If staff travels to provide services or activities as part of this grant, the total cost of travel can be budgeted to this grant.

Travel expenses incurred or paid by the grantee/contractor shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at <http://www.ofm.wa.gov>.

“Shared” Goods and Services costs are those that benefit more than one program. There are many ways to allocate shared costs. One way is by using the percentage of FTEs (Full-Time Equivalencies) method.

### **Shared Cost ~ Goods and Services Example**

One way to calculate shared Goods and Services costs is to use the percentage of staff FTEs.

The organization has two staff people, Mary and Anita, who are full time employees (1.0 FTE each) who will both spend 50% of their time providing services under the *Wraparound Services Pilot Project* grant.

$$2.0 \text{ FTE (2 staff at 1.0 FTE)} \times 0.50 \text{ FTE} = 1.0 \text{ FTE}$$

The Tribe/agency has three other employees (who do not provide services under the *Wraparound Services Pilot Project* grant). Their combined FTE equals 3.0.

$$\begin{aligned} \text{Mary and Anita } \textit{Wraparound Services Pilot Project} \text{ FTE} &= 1.0 \text{ FTE} \\ \text{Tribe/Agency Total FTE} &= 5.0 \text{ FTE} \end{aligned}$$

The total Tribe/agency FTE is 5.0 because you have 5 staff members that are each 1.0 FTE.

Expenses that are “shared,” such as rent and utilities, would be split based on the percentage of FTE for the *Wraparound Services Pilot Project* compared to the Tribe/agency total FTE.

$$1.0 \text{ FTE (for Mary and Anita)} / 5.0 \text{ FTE (total Tribe/agency FTE)} = 0.20 \text{ or } 20\%$$

Therefore, if the rent is \$650 a month, multiply it by ten (10) months (which is the length of the grant period) and then multiply it by 20%.

\$650 a month x 10 months x 0.20 (percentage of FTE) = \$1,300  
\$1,300 is the rent cost to the *Wraparound Services Pilot Project*.

Calculate the telephone, utilities, and other “shared” costs the same way.

## Indirect Costs

Grantees may elect for one of two methods listed here. The method for recovering these costs should be consistent across the other OCVA/DSHS grants/contracts held by the bidder.

1) Federally Negotiated Indirect Cost Rate (NICR)

If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used (cannot use the 10% MTDC method).

**Bidders must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their proposal.**

2) 10% of the Modified Total Direct Costs (MTDC)

Bidders must obtain certification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). See the certification form, Attachment D.

Modified Total Direct Cost<sup>3</sup> is defined as: *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

## Budget Notes

- Proposal budget should be for the **grant period** (September 1, 2022– June 30, 2023). Grant funding will be allocated in one year increments.
- Equipment items over \$5,000 are subject to further review, require written approval from OCVA prior to purchase, and require ongoing documentation for the life of the item.

<sup>3</sup> Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

- In order to have a sound cost allocation method, organizations need to allocate costs based on usage methods or time tracking. Allocations cannot be based on revenue generated.

## **Revisions to the RFP**

In the event it becomes necessary to revise any part of this Request for Proposals, amendments will be posted on the website. If you wish to be notified of RFP amendments and Bidder questions/Agency answers related to this RFP, you may send your name and e-mail address to the RFP Coordinator. OCVA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a grant.

## **No Obligation to Grant**

This RFP does not obligate the state of Washington, the Office of Crime Victims Advocacy to grant for services specified herein. Proposals submitted become the property of OCVA, and cannot be returned.

## **Costs to Propose**

Commerce is not liable for any costs incurred by the bidder in developing the proposal.

## **Complaint Process**

Bidders may submit a complaint to OCVA 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 OCVA at any time prior to 5 days before the proposal due date. 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 will be final. There will be no appeal process.

## Evaluation of Proposals

The Wraparound Services Pilot Project RFP is a competitive process. Proposals will be reviewed based on the [purpose of this RFP](#), the requirements stated in this RFP, and any revisions issued.

**The purpose of this RFP is to provide funding to Tribes, non-profit organizations and/or programs to provide wraparound services for indigenous victims and survivors of labor and sex trafficking. One project will be funded to serve Eastern Washington and one project will be funded to serve Western Washington.**

OCVA will designate an evaluation team or teams with expertise in the program area(s) to review proposals.

As part of funding decisions, OCVA may also consider the following when making awards: geography and urban/rural distribution; service area and program type; and bidders’ history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants.

## Estimated Schedule of RFP Activities

Issue Request for Proposals	May 23, 2022
Bidder Questions/Answer Answers (Q&A) period	May 23, 2022 – June 10, 2022 1PM PST
Answers to Bidder Questions updated and posted	Updates: May 27, 2022, June 3, 2022, and June 13, 2022.

Proposals due	June 27, 2022 at 5 p.m. PST
Evaluate Proposals	June 28, 2022 – July 25, 2022
Announce “Apparent Successful Bidders” and send notifications via e-mail to unsuccessful bidders	July 26, 2022
Hold debriefing conferences (if requested)	August 1, 2022 – August 5, 2022
Negotiate grant agreements	July 27, 2022
Begin grant work	September 1, 2022

OCVA reserves the right to revise the above schedule.

## Debriefing of Unsuccessful Bidders

Bidders who have submitted timely proposals may request a debriefing conference. The [RFP Coordinator](#) must receive the request for a debriefing conference within three (3) business days after the Unsuccessful Bidder Notification is e-mailed to the bidder; no later than 5:00 pm PST on the third day.

OCVA will schedule a debriefing conference within three (3) business days after the [RFP Coordinator](#) has received a debriefing request. The debriefing conference will be held within seven (7) business days after it has been scheduled. Discussion at the debriefing conference will be limited to the following:

- Evaluation of the bidder’s proposal
- Critique of the proposal based on evaluator comments

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences will be conducted on the telephone or by virtual meeting and will be scheduled for a maximum of one hour.

## Protest Procedure

In order to submit a protest under this RFP, a bidder must have submitted a proposal and have participated in a debriefing conference (see above). This protest process is

the sole administrative remedy available within OCVA. The following is the process for filing a protest:

- 1) Bidder participates in a Debriefing Conference: see above
- 2) Grounds for Protest: A protest may be made based on these grounds only:
  - a) Mathematical errors were made by OCVA in computing the score
  - b) OCVA failed to follow the procedures established in this RFP, or to following applicable State or federal laws or regulations
  - c) Bias, discrimination, or conflict of interest on the part of an evaluator
- 3) Protest Form and Content: A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing, addressed to the RFP Coordinator, and signed by a person authorized to bind the bidder in a contractual relationship. The protest must include:
  - a) The name and number of the bidder, mailing address, phone number, email, and name of the individual responsible for submission of the protest
  - b) A detailed and complete statement of the specific action(s) by OCVA under protest
  - c) The grounds of the protest (see number 2 above)
  - d) Description of the relief or correction action requested
  - e) Any additional documentation the bidder may have to support their request
- 4) Submitting a Protest: Protests must be received by the [RFP Coordinator](#) no later than 5:00 PM PST on the fifth business day following the Debriefing Conference (see number 1 above).
  - a) Protests may be submitted by e-mail, but must be followed by the document with an original signature
  - b) Bidders protesting shall follow the procedures described herein
  - c) Protests that do not follow these procedures shall not be considered
  - d) Protests not based on procedural matters will not be considered, and protests will be rejected as without merit if they address issues such as:
    - i) An evaluator's professional judgment on the quality of a proposal, or
    - ii) OCVA's assessment of its own and/or other agencies needs or requirements
- 5) Upon receipt of a protest, a protest review will be held by OCVA. The Commerce Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
- 6) The final determination of the protest shall:
  - a) Find the protest lacking in merit and uphold OCVA action; or
  - b) Find only technical or harmless errors in OCVA RFP process and determine OCVA to be in substantial compliance and reject the protest; or
  - c) Find merit in the protest and provide OCVA options which may include:
    - i) Correct the errors and re-evaluate all proposals,
    - ii) Reissue the RFP document and begin a new process, or

iii) Make other findings and determine other courses of action as appropriate.

If OCVA determines that the protest is without merit, OCVA will award a grant with the Apparent Successful Grantee(s). If the protest is determined to have merit, one of the options above will be taken.

## Questions About the Request for Proposals

The RFP Coordinator for this procurement is Angie Hong, Commerce Specialist. Angie can be reached via email at [angie.hong@commerce.wa.gov](mailto:angie.hong@commerce.wa.gov) or at (360) 506-1706.

**All questions should be submitted to Angie via email. OCVA is bound only to written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Bidder.**

OCVA will develop a Bidder Questions/Agency Answers document based off of questions received during the Q&A Period. The Q&A document will be updated weekly: on May 27, 2022, June 3, 2022, and June 13, 2022. All RFP questions need to be emailed to the RFP Coordinator by June 10, 2022 at 1PM PST. Answers will be finalized and posted on the website and on Washington's Electronic Business Solutions (WEBS) no later than June 13, 2022.

## Submission of Proposals and Due Date

**The RFP Coordinator must receive proposals via email no later than 5:00 pm PST on June 27, 2022.**

How to submit the proposal:

- Email the Proposal in PDF or Excel format as attachments to:  
[Angie.Hong@commerce.wa.gov](mailto:Angie.Hong@commerce.wa.gov)
- Subject Line: Tribe/Agency Name, Wraparound Services Pilot Project Proposal

OCVA cannot receive zipped files, and they cannot be used for submission of proposals.

OCVA will disqualify any proposal and withdraw it from consideration if received after the due date and time.

Commerce does not assume responsibility for problems with a bidder's email. If Commerce email is not working, appropriate allowances will be made.

Bidders 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, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

## Proposal Summary

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

**Attachment A: Bidder Information** *(All information is required)*

Eligibility/Tribal Authority to Submit a Proposal *(Tribes may submit a resolution, letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the bidder has the legal authority to submit a proposal for this RFP on behalf of the Tribe)*

Subcontractor Information *(If this is a proposal with one lead Tribe/agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor)*

Certifications and Assurances

Diverse Business Inclusion Plan

Workers' Rights Certification

**Attachment B: Proposal - Narrative Responses** *(See questions below and on the attachment)*

**Attachment C: Budget**

Budget Detail Worksheet *(Bidders should submit a budget for the ten (10) month grant period. Under [Budget Line Items and Guidance](#), you will find budget terms and definitions. Please complete the blank Budget Detail Worksheet. Please provide a [Budget Justification](#) for expenses listed within each line item of your proposed budget)*

**Attachment D: Modified Total Direct Cost (MTDC) Certification, if applicable**  
*(this form is only required if your organization opts to use the indirect charging method of 10% of the Modified Total Direct Costs)*

**Federally Negotiated Indirect Cost Rate (if applicable)**

A copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their proposal.

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

**Proposal Checklist**

Please use this checklist to make sure you have completed the required materials to send to OCVA.

**A complete proposal includes** Attachments A – D and a Tribal Authority document, if applicable.

- \_\_\_\_\_ Attachment A: Bidder Information
- \_\_\_\_\_ Attachment B: Proposal – Narrative Responses
- \_\_\_\_\_ Attachment C: Budget
- \_\_\_\_\_ Attachment D: MTDC Certification
- \_\_\_\_\_ Tribal Authority to Submit a Proposal

**The RFP Coordinator must receive proposals via email no later than 5:00 pm PST on June 27, 2022.**

**Proposal Narrative Responses (90 points)**

The narrative response is comprised of Sections 1-4. You may submit no more than **14 pages response-text** for the narrative responses.

## **Narrative Response Instructions**

Bidders should follow the instructions below and on the attachments. All sections, including attachments must be completed and submitted in the order requested.

1. Read all instructions carefully. Be sure to include all of the information required.
2. Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will not be reviewed or scored.
3. All narrative responses should be detailed and concise. Answer all questions in the order presented with clear titles for each section.
4. Format narrative responses as follows:
  - a. Use a font style of 'Arial' with a font size of 12 points
  - b. Single-spaced within the form field

## **Narrative Response Questions**

### **Section 1. Bidder Qualifications and Experience (30 Points)**

*You may use no more than six (6) pages for this section.*

1. Describe your Tribe or organization's mission, vision and guiding principles and how they support;
  - a. a culture that values working with individuals with multiple needs
2. Describe the Tribe or organization's experience providing culturally, linguistically and developmentally appropriate person-centered services and support for indigenous individual and communities.
  - a. Describe how services are culturally, linguistically and developmentally appropriate and provide examples related to staffing, organizational structure, policies, procedures and/or addressing basic needs of clients.
  - b. Describe the current practice and criteria used to "assess" individuals for services.
3. Provide a description of the Tribe or organization's experience developing relationships with, outreaching to and working with indigenous individuals and communities.
4. Describe how the intersection of poverty, oppression, trauma and violence contribute to human trafficking in general and related to the specific form (labor or sex trafficking) the proposed project will be focusing on.
  - a. How does this intersection inform your approach to providing support and assistance to survivors and individuals at-risk of trafficking?
  - b. How does this intersection inform your approach to outreaching to and engaging survivors and individuals at-risk of trafficking?
  - c. Describe the organization's experience providing the services that will be implemented under this grant.

5. Describe the Tribe or organization's current model of services and practices used that demonstrate a person-centered, strength based, inclusive framework and describe how the model aligns with the grant objectives.
  - a. How does the above approach or framework ensure services are accessible?
  - b. Provide examples of how the model of services, practices and framework have made services accessible, strength based, person-centered and inclusive.
  - c. Describe how the Tribe or organization supports and sustains an organization wide commitment to the above model or framework.
6. Describe your Tribe's or organization's relationships and partnerships with systems, programs and community members that support victims/survivors of human trafficking in meeting their needs.
  - a. Describe how the partnerships address and support effective implementation of wraparound services for indigenous victims/survivors of human trafficking.
7. Describe your organization's standard operating procedures with regards to serving limited English proficient individuals and those with disabilities, including individuals who are Deaf or hard-of-hearing or those with functional needs. Please include information on the accessibility of written materials.

## **Section 2. Staff Qualifications (20 Points)**

*You may use no more than three (3) pages for this section.*

1. Describe key staff's experience in providing the proposed services including prior victim services experience, experience providing outreach, experience working with individuals with multiple needs and victims/survivors of labor or sex trafficking and/or individuals at-risk. If staff will need to be hired, explain the process and timeline for recruiting and hiring them along with a description of the skills and experience to be sought.
  - a. Provide a job description for each proposed staff who will be providing direct service and outreach,
  - b. Provide a job description for staff who will be supervising direct service staff
2. Provide a brief description of relevant skills, specialized training and experience for personnel in key staff positions (direct services and outreach staff and supervisor).
3. Describe the staffing structure including who will supervise staff performing the proposed work, staff who will oversee the grant and how key staff will be supervised.

## **Section 3. Needs Assessment (20 Points)**

*You may use no more than two (2) pages for this section.*

1. Please describe the geographical area the proposed project will serve and describe how you have determined there is a need in the identified area. Address the need for each service below based:



- a) Wraparound services for victims and survivors of labor and sex trafficking
  - b) Outreach to individuals and communities at-risk of labor or sex trafficking
2. Based on the demonstrated need, gaps and current resources in the geographical area, describe how the proposed project will address the needs while building upon current resources.

**Section 4. Proposed Services and Activities (20 Points)**

*You may use no more than three (3) pages for this section.*

Please describe the specific services and activities that will be implemented and an estimated timeline. The description should include:

- 1. The types of services proposed to support and assist indigenous victims/survivors,
  - a) estimated number of indigenous victims/survivors that will receive support and assistance
- 2. The types of outreach planned for indigenous individuals, Tribes and communities
  - a) names of programs, organizations, groups, geographic areas or communities and others that will receive outreach to raise awareness of support, assistance and services available and how to access them.

**Budget/Cost Proposal (10 points)**

*Bidders should submit a budget for the (10)-month grant period.*

- 1. **Budget Detail Worksheets – Attachment C:** Under Budget Line Items and Guidance, you will find budget terms and definitions. Please complete the blank Budget Detail Worksheets.
- 2. **Budget Justification:** Please provide a budget justification for expenses listed within each line item of your proposed budget.

**Workers’ Rights Certification (3 points)**

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.

Those Organizations that certify they do not require their employees to sign an individual arbitration clause as a condition of employment will receive an extra 3% added to their score. This form is part of attachment A (Bidder Information).

## Definition of Terms

**Apparently Successful Bidder** – A bidder selected as having submitted a successful proposal, based on the final determination of COMMERCE management, taking into consideration the bidder’s final proposal score and which proposal best meets the needs of COMMERCE. The bidder is considered an “apparently” successful bidder until a grant contract is finalized and executed.

**Bidder** - An organization, Tribe, tribal organization, public or private nonprofit agencies submitting a proposal in response to this RFP.

**Grantee** - Individual or company whose proposal has been accepted by COMMERCE and is awarded a fully executed, written grant.

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

**CSAM** - Commercial Sexual Abuse of a Minor, RCW 9.68A.100. A person is guilty of commercial sexual abuse of a minor if: he or she pays a fee to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her; he or she pays or agrees to pay a fee to a minor or a third person pursuant to an understanding that in return therefore such minor will engage in sexual conduct with him or her; **or** he or she solicits, offers, or requests to engage in sexual conduct with a minor in return for a fee. Commercial sexual abuse of a minor is a class B felony punishable under chapter 9A.20 RCW.

**CSEC/Y** - Commercial sexual exploitation of children/youth

**Trafficking** – RCW 9A.40.100. A person is guilty of trafficking in the first degree when such person recruits, harbors, transports, transfers, provides, obtains, buys, purchases or receives by any means another person knowing, or in reckless disregard of the fact, (A) that force, fraud, or coercion as defined in RCW 9A.36.070 will be used to cause the person to engage in: forced labor; involuntary servitude; a sexually explicit act; or a commercial sex act, or (B) that the person has not attained the age of eighteen years and is caused to engage in a sexually explicit act or a commercial sex act; or benefits financially or by receiving anything of value from participation in a venture that has engage in acts set for in (a)(i) of this subsection; and involve committing or attempting to commit kidnapping; involve a finding of sexual motivation under RCW 9.94A.835; involve the illegal harvesting or sale of human organs; or result in a death.

**Individuals At-Risk** – individuals who, as a result of their ethnicity, race, socio-economic status, ability (physical, psychological, developmental), trauma history, sexual orientation, gender, social disempowerment and /or other factors are targeted by traffickers or exploiters (perpetrators).

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

**OCVA** – The Office of Crime Victims Advocacy.

**Outreach** - To provide information and knowledge about violence, victim rights, crime victimization, and available support and assistance (services). Outreach is aimed at increasing awareness of available services and how to access them. Outreach may include engaging and developing relationships with community members, groups and “gatekeepers” aimed at increasing trust and understanding of the role of the advocate.

**Person-Centered** - is an approach where the best interests of each individual are at the forefront, each individual’s needs take precedence over system needs, and each individual self-identifies their needs.

**Proposal** – All material prepared and assembled by a bidder, and which the bidder submits in response to this RFP.

**RCW** – Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute).

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

**Request for Proposal** – Formal procurement 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 bidder to suggest various approaches to meet the need at a given price.

**RFP Coordinator** – The sole point of contact within COMMERCE regarding this RFP for potential bidders and other interested parties.

**Submit** – To deliver to COMMERCE any of several documents described in this RFP and in the manner specified in this RFP.

**Traditional Healing** – The Victims of Crime Tribal Government Initiative Services and Definitions includes culturally rooted and traditional activities to support healing and wellness for tribal communities. Cultural and traditional healings should reflect tribal values, customs, and practices. These teachings are unique and each Tribe can provide traditional, spiritual, and cultural healings that can include, but not limited to: sweat lodge, smudging, beading, drumming, singing, dancing, harvesting, weaving, etc.

**Victim** - An individual who identifies or shares that they have experienced physical, financial, or emotional harm as a result of a crime. *Regardless* if the event has been reported to law enforcement or when the event occurred.

**Underserved** – Populations who face barriers in accessing and using victim services; populations underserved because of religion, sexual orientation, gender identity; underserved racial and ethnic populations; and populations underserved because of special needs including language barriers, disabilities, immigration status, and age.

**WEBS** – Washington’s Electronic Business Solution.

**Wraparound Services** – Person-centered, comprehensive, holistic support and assistance.