



**COMPETITIVE SOLICITATION
REQUEST FOR PROPOSAL
RFP 24-DCYF-CW-066**

Project Title: **Piloting Culturally Responsive Prevention Services to Reduce Entries into Out-of-Home Care among Black and African American Children**

Estimated Contract Performance Period: July 15, 2024 (or execution date) through July 31, 2025. Amendments extending the period of performance, if any, shall be at the sole discretion of the Department of Children, Youth & Families (DCYF).

Response Due Date: All responses must be received in their entirety by 2:00 p.m. Pacific Time as specified in Section C.1 of this Solicitation Document, unless an Amendment is issued modifying the Solicitation Schedule.

Submit Response To: Responses must be submitted to:
Rachel Denney
Rachel.denney@dcyf.wa.gov

**Solicitation and Amendments Will Be Posted on WEBS:
Applicable WEBS**

WEBS Website: <https://fortress.wa.gov/ga/webs/>

Commodity Codes:

952-13	Big Brother, Big Sister, and Similar Type Program Services
952-15	Case Management
952-17	Child Abuse: Identification, Treatment, and Prevention (Including Sexual Abuse)
952-21	Counseling
952-23	Court Intervention Services
952-24	Cultural Administration and Promotion Services
952-43	Family and Social Services (Including Shopping and Buying Services)
952-55	Homelessness Prevention Services
952-62	Mental Health Services: Vocational, Residential, Etc.
952-67	Parenting Intervention

952-88
952-95

Teenage Pregnancy Services
Youth Care Services

Additional Resource:

Washington APEX Accelerator website:
<https://washingtonapex.org/>

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A. OVERVIEW, BIDDER QUALIFICATIONS, AND CONTRACT TERM

1. Purpose and Background

This Competitive Solicitation is issued to assist the Washington State Department of Children, Youth & Families (DCYF) in seeking qualified Contractor(s) to provide Prevention Services for Black and African American Families.

DCYF, in accordance with Washington law, encourages small and diverse businesses to compete for and participate in DCYF procurements as contractors and as subcontractors to awarded Bidders. See, e.g., RCW 39.19 (OMWBE certified businesses); RCW 43.60A.200 (DVA certified veteran-owned businesses); and RCW 39.26.005 (Washington Small Businesses).

In support of the state's economic goals and to support a diverse supplier pool, DCYF has established the following voluntary numerical goals for DCYF Competitive Solicitations:

- Ten percent (10%) Office of Minority and Woman-Owned Businesses;
- One percent (1%) Veteran-Owned Businesses; and
- Twenty percent (20%) Washington Small Businesses.

Achievement of these goals is encouraged whether directly or through subcontractors.

DCYF is committed to transforming its services to offer equitable prevention services to Washington's Black & African American children, youth, and families. A critical aspect of this transformation is to address the disproportionately adverse child welfare outcomes experienced by this community. In 2019, analysis revealed that Black/African American children faced double the rate of placement compared to their White counterparts. In 2021, analysis revealed that the placement rate for Black and African American children is 38% higher than what we would expect based on their representation in the general population.¹

This pilot is focused on testing the use of culturally responsive services provided by organizations and entities serving Black & African American families to reduce entries into out-of-home care.

Between 2021-2022, DCYF spoke to various service providers, community-based organizations, frontline caseworkers, staff members, and families with lived experience to learn about the barriers that Black/African American families face in accessing supports and services within the community. This RFP is designed to address those barriers and challenges, which are outlined below.

¹ Footnote: ¹<https://dcyf.wa.gov/practice/oiaa/agency-performance/racial-equity>

1.2 Challenges faced by service recipients:

- Insufficient fatherhood, adolescent mentorship, basic needs (e.g., housing and childcare), and parent navigator supports; Community members shared that families involved in the child welfare system often struggle to navigate various services and could benefit from the support of navigators.
- Service recipients often do not trust providers; DCYF heard that families need more diverse and culturally responsive parenting services that meet their needs.
- Inaccessibility of services; community members shared that there are barriers in accessing services (e.g., location, time, capacity)

1.3 Challenges faced by service providers:

- Barriers to participate in Washington’s procurement and contracting processes.
- Inadequate funding for the delivery of high-quality services.
- Insufficient support to service providers once contracted.

For more information about the background of this RFP, see the Request for Information that DCYF released in August 2023.

1.4 Outcome goals for this pilot and families:

The agency envisions a child-and family-serving system where families are supported in a variety of ways before they are in crisis. By offering a wider range of prevention services and supports through diverse service providers, DCYF aims to expand service access and quality to improve the safety, permanency, and well-being of children and families. The agency aims see the following outcomes among Black and African American families in Washington State:

- Reduction in the number of children placed into out-of-home care.
- Reduction in reports of maltreatment.
- Reduction in the number of screened-in intakes.
- Reduction in time it takes for families to reunify.
- Improved family strengths and resiliency for families served through the pilot.

2. Objective and Scope

This RFP is designed to offer flexibility and empowers proximate providers to choose the services their communities need. Bidders can propose any culturally responsive prevention services that reduce out-of-home placements for Black and African American children, as long as they meet the following guidelines:

- **The bidder’s program does not need to be an “evidence-based model”, nor does it need to be a program that the bidder currently offers.** However, the services should intend to reduce out-of-home placements of Black and African American children in Washington by promoting child well-being and safety, and by building upon family strengths and resilience.

- **Funding received through this RFP must primarily be used to support families who are DCYF involved**, but can also be used to serve some non-DCYF involved families. DCYF will collaborate with successful bidders to set targets for serving DCYF involved families. DCYF-involved families include those in [Family Assessment Response \(FAR\)](#) and [Family Voluntary Services \(FVS\)](#).
- **Successful bidders' proposals must include both service navigation and basic needs supports.** Based on feedback from the community, DCYF determined these two required services components—along with 4 optional service components—that bidders are encouraged to include in their proposals:

2.1 Required Services:

- **Service Navigation:** Providing parent mentors or similar supportive staff to help Black and African American families access the services they need and – for DCYF-involved families - navigate through the child welfare system to improve chances of family preservation/reunification.
- **Flexible Basic Needs Supports:** Offering Black and African American families supports that meet their basic needs. Supports may include respite care, childcare, housing, food, transportation, etc.

2.2 Optional Services:

- **Fatherhood Supports:** Supporting Black fathers, particularly incarcerated fathers, to reconnect and rebuild relationship with families.
- **Adolescent Mentorship:** Providing mentorship or similar support towards academic, social and motivational guidance for Black adolescents.
- **Culturally Responsive Parenting Services:** Delivering culturally relevant parenting services (e.g., [Chicago Parent Program](#) and [Effective Black Parenting Program](#)).
- **Other Supports:** Other supports and services that providers believe would help reduce entries into care.

2.3 General requirements and scope of work

Both in response to feedback from organizations serving Black & African American families and in the spirit of this being a pilot, DCYF has chosen to limit the number of requirements associated with this funding opportunity and will develop Bidder-specific contract terms once they are selected. That said, the agency wants to acknowledge that, in addition to needing to meet the minimum requirements for the proposal, Bidders who are selected to participate in this pilot will need to comply with additional requirements such as, but not limited to, data security, insurance, background check requirements, (see Attachment A-Sample Contract). In addition, successful Bidders will need to perform a series of pilot responsibilities, described below in Section 2.3.

2.4 Deliverables and Reporting Requirements

Successful Bidders must follow the responsibilities and provide deliverables listed below. DCYF and the selected Bidders will negotiate the final contract terms during the contracting phase depending on the service. DCYF also reserves the right to withhold payment if a deliverable or reporting requirement is not submitted.

2.4.1 Contracted organizations will be responsible for submitting the following deliverables to DCYF:

- **Project plan** that details key program implementation milestones (e.g., timelines for recruiting staff, training staff, publicizing programs, defining eligible participants, enrolling participants, and holding program sessions etc.).
- **Quarterly report** that details the contractor’s progress against the project plan they submitted. The contents of this report will be set in collaboration with the selected organizations.
- **Monthly report** of program enrollment, engagement, and retention of DCYF-involved families. This data will help contracted organizations and DCYF understand programs’ progress toward 1) increasing service engagement, and 2) reducing the share of child placements among Black and African American families. DCYF will share a reporting template after the contracts are signed and hold informational sessions to answer any questions on how to use the template. DCYF reserves the right to modify the frequency of this reporting requirement on a case-by-case. Metrics in the reporting template may include, but may not be limited to:
 - **Community referrals:** The number of families who are referred by community organizations and other sources outside DCYF.
 - **Program Enrollment:** The number of program participants enrolled on the last day of the month divided by the maximum service capacity.
 - **Family retention:** The number of program participants who remain engaged for a specified period of time after enrollment (the period will depend on the typical duration of the program).
 - **Family satisfaction:** To be determined based on whether the organization has an existing approach to collecting client feedback.
 - **Completion:** The number of enrolled participants who complete the full program (if completion is applicable to the applicant’s program model).

Note: DCYF will not ask pilot participants to submit individual level data on families who are not already DCYF involved when enrolling in the pilot program.

2.4.2 Required Activities

Because this pilot is fundamentally an effort to learn “what it takes” to support Black & African American children and families in Washington State, DCYF is committed to continuous learning as a central part of our partnership with the selected applicants. As part of that effort, the Division for Partnership, Prevention, and Services seeks to regularly meet with pilot participants to understand the pilot’s impact, troubleshoot challenges, spread best practices, and adjust our approach over time. Contracted organizations will actively participate in a Community of Practice (see the monthly debriefs and quarterly check-in meetings below) in order to continuously improve client outcomes based on pilot data.

DCYF hopes to co-develop the meeting agendas and structure with the selected pilot participants. DCYF is also interested in co-developing the performance metrics that the agency will use to understand whether the pilot has been successful for Black & African American families and our pilot partners. Those co-development efforts will begin after successful applicants and DCYF have formally signed the related contract.

Contracted organizations will be responsible for participating in the following activities, both of which will be facilitated by DCYF:

- **Monthly debriefs** with DCYF contracts and program staff, program model developers, and other contracted organizations. These debriefs will serve as Community of Practice meetings where contracted organizations will share best practices and troubleshoot challenges to engaging Black and African American families in programs.
- **Quarterly check-in meetings with the DCYF contract team** for contract monitoring and technical assistance. These may include one or two in-person monitoring visits, if appropriate.

2.4.3 DCYF's role

DCYF aims to build on its past learnings to ensure that contracted organizations serving Black & African American families receive a variety of support and guidance to successfully fulfill their contracts. In general, DCYF is committed to maintaining strong and open lines of communication, proactively addressing any challenges that contracted organizations experience, monitoring risks identified together during the start-up period, and regularly reviewing data to understand whether DCYF and the successful bidders are headed in the right direction. Specifically, DCYF commits to:

- **Ensuring all payments are made accurately and timely.** In general, DCYF does its best to execute all payments on time and proactively coordinates with its different branches.
- Working with applicants to **finalize terms and conditions** of the contract.
- **Supporting contracted organizations** serving Black/African American families through periodic meetings, derives insights from data collected and facilitates discussions to derive meaningful learnings across all pilot members.
- **Providing templates for data collection, evaluation, reporting tools, and surveys.**
- **Aiding in publicizing training, connecting, and coordinating with other state programs** and partners, as needed.

To help DCYF assess whether the agency's financial and programmatic support to awardees is sufficient, we will be monitoring:

- **Start-up time:** The number of days between start-up funding being disbursed to the first family served.

- **Share of funding spent:** Total money spent divided by the total amount awarded at various points in the pilot. Tracking this will help DCYF and other organizations identify additional challenges they encounter when implementing their program
- **Success in future DCYF funding opportunities:** The number of successful applicants awarded a DCYF contract after participating in the pilot.
- **Investments in organizational staff capabilities:** The number of successful applicants who have hired staff that help them bid on future DCYF funding opportunities (e.g., grant writers, data staff, etc.)
- **Workforce stability:** The rate of staff turnover in the pilot programs in comparison to the government/organization's overall turnover rate.

We are eager to discuss other ways DCYF can be helpful once contracts are signed.

3. Minimum Qualifications

All Bidders must meet the following minimum qualifications:

- a. Must be licensed to do business in the state of Washington or provide a commitment that it will become licenses in Washington within thirty (30) days of being selected as the Apparent Successful Bidder (ASB).
- b. Bidders must have demonstrated experience or a clear purpose statement to serve Black or AA children and families in Washington State.
- c. Must propose a culturally responsive or culturally specific service that includes service navigation and flexible basic needs supports.

While all relevant entities can apply, priority will be given to bidders serving King, Pierce, and Spokane - counties with significant out-of-home placements.

Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered non-responsive and will therefore be disqualified from further consideration.

4. Period of Contract Performance

DCYF intends to award up to six (6) contracts to provide the services described in this RFP.

The initial term of the contracts will span one (1) year (12) months commencing upon the start date, or execution date, whichever is later. The term of the Contract may be extended by Amendment one (1) time for up to one (1) year per Amendment and will not exceed the date of July 30, 2026.

Additional services that are appropriate to the scope of this RFP, as determined by DCYF, may be added to the resulting Contract(s) by a written Amendment mutually agreed to and executed by both parties.

5. Funding

DCYF is committed to funding the full cost of this pilot for Black & African American families. To that end, the agency has secured \$933,000 of State, Federal, and Private funding to support this work. While DCYF reserves the right to contract with only one awardee, the agency currently anticipates awarding multiple contracts, valued at approximately \$100,000-\$200,000 for one year with a possibility of further extension dependent on available funding and pilot success.

The available funding for this pilot has two parts:

- Funding to start-up and deliver the service.
- Funding to build capacity.

5.1 Funding to start-up and deliver the service

DCYF is committed to building a payment system that compensates pilot partners for the full cost of service delivery, including costs needed to start-up (for programs that are new or expanding) and deliver the bidder's proposed program. DCYF has secured \$800,000 for this portion of this funding opportunity.

Types of payment: Once DCYF and the bidder have established a per participant cost for the program, the organization will be paid in two forms:

- **Monthly baseline payment** (i.e., slot rate) will cover all overhead costs and a portion of the FTE costs. Overhead costs may include benefits, back-office costs (e.g., payroll, Human Resources, quality oversight, insurance, and office space).
- **Fee for service payment** (i.e., case rate) will cover the remaining FTE costs.

How to Complete the A19 for Payment

Providers will receive an A19-Invoice Voucher and a budget reference spreadsheet with their emailed contract packages. The A19-Invoice Voucher summarizes the total amount of compensation for all services provided within a month.

The A19-Invoice Voucher will be used to invoice the Department of Children, Youth, and Family Services for monthly services. The A19-Invoice Voucher identifies by payment point (month) the monthly amount which contractors may invoice. The A19-Invoice Voucher will need to be completed and submitted to Tessa Velasco by the 15th of the month following the month of service completed

5.2 Funding to build capacity

DCYF is committed to eliminating racial disproportionalities (see the agency's 2021-2026 [Strategic and Racial Equity Plan](#)). As one of many efforts to achieve that goal, DCYF is interested in investing in the capacity of organizations to address racial disparities in Washington's foster care population. As a first step, DCYF has secured private funding to support activities that selected organizations believe will

strengthen their ability to 1) partner with DCYF as a funder, 2) engage and collaborate with local communities to effectively meet the needs of Black/African American families (especially those who are DCYF-involved), and 3) facilitate learning between DCYF staff and local community partners as DCYF seeks to co-design and implement community-based solutions.

Amount of capacity-building funds: DCYF anticipates awarding this funding to 3-6 eligible organizations, as a one-time upfront amount, valued between \$22,000-\$44,000. Please note that there will not be a DCYF contract associated with private capacity-building funding. However, there will be a contract associated with the funding to start-up and deliver the service.

Use of capacity-building funds: Awardees may use the funding to build organizational capacity in many ways, including but not limited to:

- Professional development for leadership, management and/or family-serving staff.
- Developing new staff roles to grow the organization's ability to apply for grants, bid on future DCYF contracts, and use data to inform decision-making.
- Strategic planning for the organization's family-serving efforts.
- Conducting focus groups with the community to improve service responsiveness.
- Conducting studies (e.g., to determine the organization's effectiveness in meeting the community's needs).
- Funding staff training to enable staff to serve families at-risk of entering foster care.

Additional funds may be available for a proposed Amendment to the Contract which results from this RFP. DCYF may reject any proposal in excess of that amount.

6. Auxiliary Aids and Services for American with Disabilities Act (ADA)

DCYF will provide access to this Solicitation Document to individuals with disabilities. Please contact the Coordinator to request auxiliary aids and services.

If an individual believes that the Department has discriminated on the basis of a disability, please contact the DCYF Solicitation Coordinator.

B. DEFINITIONS

Additional definitions for Contract-specific terms are found in the Sample Contract set forth as Attachment A to this Solicitation and shall apply to those terms as they are used in this Solicitation. The following terms have the meanings set forth below:

1. **DCYF** – The Washington State Department of Children, Youth & Families.
2. **Amendment** – A unilateral change to the Solicitation that is issued by DCYF at its sole discretion and posted on WEBS.
3. **Apparent Successful Bidder or ASB** – The Bidder selected as the entity to perform the anticipated services, subject to completion of Contract negotiations and execution of a written Contract.
4. **Authorized Representative** – An individual designated by the Bidder to act on its behalf who has the authority to legally bind the Bidder concerning the terms and conditions set forth in this Solicitation and related documents.
5. **Bid** - An offer, proposal or quote for goods or services and all related materials prepared and submitted by a Bidder in response to this Solicitation. The terms Bid, quotation, response and proposal are all intended to mean the same thing.
7. **Bidder**– An individual or entity who submits a Bid, quotation, or proposal in response to a Solicitation issued for such goods or services by DCYF per RCW 39.26.010(3).
8. **Certified Business** – Means business or the status of a business that has been examined by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) and deemed to be a Minority Business Enterprise (MBE), a Women’s Business Enterprise (WBE), a Minority Women’s Business Enterprise (MWBE), a Combination Business Enterprise (CBE), or a Socially and Economically Disadvantage Business Enterprise (SEDBE) per chapter 39.19 RCW.
9. **Client Services** – Are services provided directly to DCYF clients per RCW 39.26.010 (4).
10. **Complaint** – Is a process that may be followed by a Bidder prior to the deadline for Bid submission to alert DCYF of certain types of asserted deficiencies in the Solicitation per RCW 39.26.170.
12. **Consensuses Scoring** –The selected evaluation teams review and evaluates bid responses as a team and agrees on the score to be given to each bidder.
13. **Contract** – A written agreement entered into between an Apparent Successful Bidder and DCYF as a result of this Solicitation.
14. **Contractor** – An individual or entity whose Bid has been accepted by the DCYF and is awarded a fully executed, written Contract.

- 15. Coordinator or Solicitation Coordinator** – An individual or designee who is employed by DCYF within the DCYF Contracts Unit Office and who is responsible for conducting this Solicitation.
- 16. Cultural Adaptations**-Modifications made to practices, customs, or expectations to better accommodate a specific culture's values and norms. This includes providing culturally competent training to staff to ensure a comprehensive understanding of local needs, employing linguistically and culturally specific communication and access strategies, and adjusting intervention methods to align with diverse family structures and belief systems.
- 17. Culturally Responsive**-Culture includes the shared social behaviors and norms within a society. This can include shared knowledge, beliefs, laws, arts, customs, habits, priorities, expectations, and many other shared practices. Being Culturally Responsive would involve proactively engaging with people in ways that are appropriate within their cultural values, behaviors, and norms.
- 18. Culturally Specific**-Proactive learning and engagement regarding the distinct cultural practices of others, referencing specific elements that could be recognized as particular to their cultural ways.
- 19. Debriefing** – a short meeting an Unsuccessful Bidder may request with the Coordinator following the announcement of the ASB for the purpose of receiving information regarding the review and evaluation of that Bidder's Response.
- 20. Evaluator** – Is a person designated by DCYF to evaluate proposals received in response to a Competitive Solicitation Document.
- 21. Office of Minority and Women's Business Enterprises (OMWBE) Certified Business** – Means business or the status of a business that has been examined by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) and deemed to be a Minority Business Enterprise (MBE), a Women's Business Enterprise (WBE), a Minority Women's Business Enterprise (MWBE), a Combination Business Enterprise (CBE), or a Socially and Economically Disadvantage Business Enterprise (SEDBE) per chapter 39.19 RCW.
- OMWBE Certification. The Bidder must have provided certification documentation to the OMWBE and be certified by OMWBE and listed as such on OMWBE's website (OMWBE's Directory of Certified Businesses).
- 22. Protest** – A process that may be followed by a Bidder after the announcement of the ASB to alert DCYF to certain types of alleged errors in the evaluation of the Solicitation.
- 23. Proximate Providers** refers to organizations that are close in proximity and location and have shared experiences with the families they serve
- 24. RCW** – The Revised Code of Washington. All references to RCW chapters or sections shall include any successor, amended, or replacement statute.

- 25. RFP** – The Request for Proposal set forth in this Solicitation document.
- 26. Small Business** - An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) fifty (50) or fewer employees; or (ii) a gross revenue of less than seven (7) million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three (3) consecutive years; or (b) Is certified with the Office of Women and Minority Business Enterprises under Chapter 39.19 RCW.
- 27. Solicitation or Competitive Solicitation** – A formal process providing and equal and open opportunity for Bidders culminating in a selection based upon predetermined criteria. A Competitive Solicitation requests the submission of Bids, quotations or proposals for the consideration of DCYF in contracting to meet its needs. This RFP is a Solicitation.
- 28. Solicitation Document** – Is a document that outlines the requirements and process for submitting a proposal or Bid to acquire services or goods that DCYF desires, and is released to prospective Bidders or other interested persons. Competitive Solicitation documents include Request for Proposal (RFP's), Request for Qualifications and Quotation (RFQs), Request for Qualifications (RFQs), Request of Quotation(s) (RFQs), and Request for Applications (RFAs).
- 29. Statement of Work** – The detailed description services to be performed by the Contractor and set forth in the Contract.
- 30. Subcontractor** – An individual or other entity contracted by Bidder to perform part of the services or to provide goods under the Contract resulting from this Solicitation. Subcontractors, if allowed, are subject to the advance approval of DCYF.
- 31. Veteran-Owned Business** – means businesses certified by the Department of Veterans Affairs (DVA) as a Certified Veteran-Owned Business. See RCW 43.60A.010(7) & RCW 43.60A.190. Such firms must meet three requirements:
- a. 51% Ownership. The firm must be at least fifty-one percent (51%) owned and controlled by:
 - (1) A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;
 - (2) A person who is in receipt of disability compensation or pension from the department of veterans' affairs; or
 - (3) An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.

- b. Washington Incorporation/Location. The firm must be either an entity that is incorporated in the State of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.

32. Washington APEX Accelerator – Works to give businesses the opportunity to thrive in the government-contracting marketplace. Their **website can be found at** <https://washingtonapex.org/>

33. Washington Electronic Business Solution or WEBS – Washington’s Electronic Business Solution, the Bidder notification system found at <https://fortres.wa.gov/ga/webs/> and maintained by the Washington State Department of Enterprise Services.

34. Washington Small Business - An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) fifty (50) or fewer employees; or (ii) a gross revenue of less than seven (7) million dollars annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three (3) consecutive years.

C. EXPLANATION OF SOLICITATION PROCESS

1. Solicitation Schedule

The Solicitation Schedule set forth below outlines the tentative schedule for important events relating to this Solicitation. Except as modified in an Amendment issued by the Coordinator, the dates and times listed through the date of response submission are mandatory deadlines. The remaining dates are estimates and may change without the posting of an Amendment. Failure to meet the response deadline will result in Bidder disqualification.

Action	Date
Posts Competitive Solicitation	April 5, 2024
Funding Opportunity Informational Webinar Bidders Conference https://dcyf.zoom.us/j/86595086642?pwd=RGlllekFZSExNZThqWjdiRnIFL3UzUT09	April 19, 2024
Questions and Answers posted to WEBS	April 24, 2024
Funding Opportunity Technical Assistance Office Hours – 1 https://dcyf.zoom.us/meeting/register/tZUqd-usqDwgGtfqrp4WKLhLg4WaeHuiBssl	May 1, 2024
Questions and Answers posted WEBS	May 6, 2024
Funding Opportunity Technical Assistance Office Hours – 2 https://dcyf.zoom.us/meeting/register/tZ0vd-yorToqG90q4qz03naowirfe1gk9qdl	May 13, 2024
Bidder may submit written questions until 2 p.m. Pacific Time.	May 14, 2024
Questions and answers posted WEBS	May 16, 2024
Letter of Intent must be received by 2 p.m. Pacific Time	May 31, 2024
Bidder must submit Response by 2 p.m. Pacific Time	June 10, 2024
Evaluation of written Responses	June 13-18, 2024
Oral presentations, if requested by DCYF (May Be Required)	June 21, 2024
Announce ASB(s) and notify unsuccessful Bidders	June 25, 2024
Unsuccessful Bidders may request a Debriefing conference until 2 p.m. Pacific Time	June 27, 2024
Holds Debriefing conferences, if requested	July 1-3, 2024
Negotiate Contract	June 25-July 15
Protest Period	July 3-15, 2024
Contract start date (DCYF will postpone signing a Contract with the ASB until all Protests have been resolved.)	July 15, 2024 (or upon execution)

2. Solicitation Coordinator

The Solicitation Coordinator is the sole point of contact for DCYF for this Solicitation. All communications concerning this Solicitation must be directed to the Coordinator listed on the cover page and below of this subsection of this Solicitation Document.

With the exception of the response which shall be submitted as provided in Section D, Proposal Content, Format and Submission, communications with the Coordinator should be sent via email. DCYF may disqualify any Bidder who communicates with anyone in DCYF other than the Coordinator regarding this Solicitation.

Rachel Denney

Email: rachel.denney@dcyf.wa.gov

- a. DCYF considers all oral communications unofficial and non-binding. Bidder are to rely only on written statements issued by the Coordinator.
- b. Any communications directed to parties other than the Coordinator may result in disqualification of the Bidder.

3. Posting of Solicitation Documents

DCYF shall post this Solicitation, and all Amendments and announcements relating to this Solicitation, on WEBS. WEBS can be accessed at <https://fortress.wa.gov/ga/webs/>.

All Bidders must register as a vendor on WEBS, using an appropriate commodities code listed on the front page of this Solicitation, and must download this Solicitation from WEBS. This should be done as soon as possible in order for Bidder to receive notifications automatically generated on WEBS, but no later than the date set forth on Section C.1., Solicitation Schedule for Announcement of the Apparent Successful Bidder(s).

4. Amendment, Cancellation and Reissuance of Solicitation

- a. DCYF may amend or cancel or reissue this Solicitation at any time, in whole or in part, prior to execution of a Contract.
- b. DCYF may reject all Bids and cancel or rebid this Solicitation. In the event it becomes necessary to revise any part of this Solicitation, Amendment(s) shall be posted on WEBS.
- c. DCYF may reject all Bids and cancel or rebid this Solicitation. In the event it becomes necessary to revise any part of this RFP, an Amendment will be provided to all who receive the RFP. All Amendments and notifications of cancellation shall be posted on WEBS. In the event of a conflict between Amendments or between an Amendment and this Solicitation Document, the document issued latest shall control.
- d. For this purpose, the published questions and answers from the prebid conference and any other pertinent information shall be provided as an Amendment to the RFP.

5. Questions and Answers

Bidders may send written questions concerning this Solicitation to the Coordinator by the date and time set forth on the Solicitation Schedule in Section C.1. for submission of Questions. Questions should be sent via email and should include the number and title of this Solicitation in the subject line.

DCYF will document all questions received in writing by posting an Amendment to the Solicitation on WEBS. Only Bidders who have properly registered and downloaded the original Solicitation directly via the WEBS system at <https://fortress.wa.gov/ga/webs/> will receive notification of Amendments and other correspondence pertaining to this Solicitation.

6. Complaints

- a. DCYF provides prospective Bidders a period of time to voice Complaints about this Solicitation in order to promote a transparent, fair, and competitive process. Prospective Bidder must provide the Coordinator the Complaint in written form no later than five (5) business days prior to when the Bids are due. The Complaint must clearly articulate the basis for the Complaint and should include a proposed remedy. Complaint topics are inclusive of:
 - (1) Unnecessarily restricts competition;
 - (2) Contains an unfair or flawed evaluation/scoring process; or
 - (3) Inadequate or insufficient requirements so a response is difficult to prepare.
- b. Complaint raised in communication with the Coordinator will be documented and responded to in written form. A copy of the Complaint and response will be posted on WEBS. The DCYF decision regarding a Complaint is final and no further administrative appeal is available. The Complaint may not be raised again during the Protest period.

7. Minority & Women's Business Enterprises (MWBE), Small Business, and Veteran-Owned Business Enterprises

- a. In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, 39.26.240 and 39.26.245, the State of Washington encourages participation by Small Business, by veteran-owned business enterprises and by the Office of Minority-Owned and Women-Owned Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this Solicitation or on a Subcontractor basis. While the state does not give preferential treatment, it does seek equitable representation from the small, veterans, minority and women's business communities.

DCYF will be included in the evaluation of Bids, no minimum level of MWBE participation shall be required as a condition for receiving an award and Bids will not be rejected or considered non-responsive on that basis.

b. Minority & Women's Business Enterprises Participation

Bidders may contact the Office of Minority and Women's Business Enterprises (OMWBE) at <http://omwbe.wa.gov/> to obtain information on certified firms for potential subcontracting arrangements or for information on how to become certified. Nothing in this section is intended to prevent or discourage participation from non-MWBE businesses.

The established annual Solicitation participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. Bidders may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov> to obtain information on certified firms.

c. Small Business Participation

In accordance with the legislative findings and policies set forth in Chapter 39.26 RCW, the state of Washington encourages participation in all of its Contracts by Bidders defined as a Small Business. Participation may be either on a direct basis in response to this Solicitation or on a Subcontractor basis. However, no preference will be included in the evaluation of Bids.

d. Veteran-Owned Business Participation

In accordance with the legislative findings and policies set forth in Chapter 43.60A.200 RCW, the state of Washington encourages participation in all of its Contracts by firms certified by the Department of Veterans' Affairs (DVA).

For questions regarding the above go to: <http://www.dva.wa.gov/>.

8. Cost to Prepare Response

DCYF will not be liable for any costs incurred by the Bidder in preparing of a Bid submitted in response to this Solicitation, conducting a site assessment and/or presentation, any other activities related to responding to this Solicitation, and/or submitting a response to this Solicitation.

9. Joint Proposals

If Bidders submit a joint response with one or more other persons or entities, these persons or entities must designate a prime Bidder. The prime Bidder will be DCYF sole point of contact through the Solicitation process. If selected as the ASB, the prime Bidder shall sign the Contract and any Amendments and will be liable and responsible to DCYF for all performance under the Contract.

10. Withdrawal of Responses

After a response has been submitted, Bidders may withdraw their response at any time up to the response due date and time as specified in Section C.1, Solicitation Schedule. A written request to withdraw the response, signed by an Authorized Representative of the Bidder, must be submitted to the Coordinator. After withdrawing a response, the Bidder may submit another response at any time up to the response submission date and time.

11. Wage Theft Prevention

Bidder certifies that Bidder has not, within the three (3) year period immediately preceding the date of release of this Competitive Solicitation, been determined by a final and binding citation and notice of assessment issued by the state of Washington Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW). Bidder attests under penalty of perjury that the foregoing statement is true and correct. Bidder must submit, **Attachment B**, attached hereto and incorporated herein as though set forth in full.

12. Wage Violations

Contractor represents and warrants that, during the term of this Contract and the three (3) year period immediately preceding the effective date of this Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington State wage laws set forth in RCW Chapters 49.46, 49.48, or 49.52. For purposes of this Section 12 and pursuant to RCW 49.48.082 as now or hereafter amended, "willful" shall mean a knowing and intentional action that is neither accidental nor the result of a bona fide dispute, as evaluated under the standards applicable to wage payment violations under RCW 49.52.050(2).

13. Pay Equality

Contractor represents and warrants that, as required by Washington State law (Laws of 2019, Chap. 415, §225(4)(f)), during the term of this Contract the Contractor agrees to equality among its workers by ensuring similarly employed individuals are compensated as equals.

- a. For purposes of this Section 13, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed.
- b. For purposes of this Section 13, the Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of

production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.

- (1) A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience, that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
- (2) A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

14. Worker's Rights

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), DCYF 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.

15. Most Favorable Terms

DCYF reserves the right to make an award without further discussion of the Bid submitted. Therefore, the Bid should be submitted initially on the most favorable terms which the Bidder can propose. DCYF does reserve the right to contact a Bidder for clarification of its Bid.

The Bidder should be prepared to accept this RFP for incorporation into a Contract resulting from this RFP. Contract negotiations may incorporate some or all of the Bidder's Bid. It is understood that the Bid will become a part of the official Solicitation file on this matter without obligation to DCYF.

16. Announcement of Successful Bidder(s)

DCYF shall announce the ASB(s) via email on the date indicated in Section C.1., Solicitation Schedule. All announcements of ASB(s) are subject to the negotiation of a Contract satisfactory to DCYF.

17. Ethics, Policies and Law

This Solicitation, the evaluation of responses, and any resulting Contract will be made in conformance with applicable Washington State laws and policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Bidders should familiarize themselves with the requirements prior to submitting a Response. Bidders must include information regarding any current or former state employees who are employed by, or subcontracted with Bidder in Attachment C-1, Administrative Requirements Response.

D. PROPOSAL CONTENT, FORMAT AND SUBMISSION

Bidders shall submit their responses utilizing the attachments to this Competitive Solicitation listed below. Each attachment represents a separate section of the response. Failure to complete and submit all required attachments, and to sign them, if applicable, may result in Bidder disqualification. Responses should be neatly typed in 12-point font, using proper grammar, spelling and punctuation and should be submitted in the following order with each section of the response clearly labeled.

1. Application Checklist (Required)

The checklist outlines all the attachments and forms bidders must complete as part of the proposal process. You must check all items and sign the application checklist and include it in your proposal.

2. Attachment B - Certifications and Assurances (Required)

All Bidders must submit a completed Certifications and Assurances form with the minimum contents set forth in **Attachment B**, which must include all of the required acknowledgments and information. The Certifications and Assurances must be signed by an individual authorized to bind the Bidder contractually.

3. Attachment C - Bidder Response Form (Required; Portions Scored)

Using Attachment C, Bidders must provide answers to the questions set forth on the Bidder Response Form to demonstrate satisfaction of administrative requirements and, as applicable to this Solicitation, their qualifications, approach and proposed pricing to provide the services as outlined in this Solicitation, including the sample Contract set forth on Attachment A. The number of points allocated to each answer is indicated next to the question.

Attachment C-1, Administrative Requirements Response (Required)

Attachment C-2 Bidder Response Form (Scored)

The Bidder Response Form is posted separately from this Solicitation Document in Microsoft Word format. Except for limits that are noted on the Bidder Response Form, Bidders may utilize as much space as is reasonably required to respond to each question, provided all questions are repeated and remain numbered and ordered as set forth in Attachment C. If additional pages are needed, they should be attached to the page containing the initial portion of the response to a question and should be marked clearly to indicate that they provide a continuation of Bidder's answer to a specific numbered question. Bidders should not submit product brochures, white papers, and customer testimonials, cut sheets, or other pre-prepared materials in response to any of the questions.

Bidders must submit complete, well-organized explanatory answers that address all of the specific questions asked in the Bidder Response Form. Bidders should not assume that Evaluators will be familiar with their businesses before conducting the evaluation.

Use of Attachment C assures that Bidder responds to specific questions in space immediately below those questions and helps to avoid confusion among Evaluators about the question that is being responded to. Failure to use the form set forth on Attachment C, and failure to respond to all questions and/or failure to submit any documents requested in the Bidder Response Form may result in Bidder's disqualification.

Attachment C-3 Cost proposal (Excel Budget) (Scored)

This excel sheet is the budget template for culturally responsive prevention services for Black & African American children and families The budget template includes 5 tabs (included in this overview).

Budget Proposal Instructions

Tab 1: Budget Overview	<i>The first tab is the budget overview tab, which contains instructions for how to successfully fill out the budget template.</i>
Tab 2: Staffing Sheet:	The second tab is a staffing sheet, which accompanies the budget on tab 2 and is intended to a) provide additional information about the staff and roles involved in implementing this program and b) help you calculate personnel costs for tab 3. This information should be consistent with totals displayed on tab 3.
Tab 3: Costs after program launch:	The third tab is a line-item budget for you to fill out which includes direct costs associated with your proposed program and indirect cost calculation after the program launches. To determine the time period for these costs, subtract the number of months anticipated for program start-up from 12. For example, if you anticipate that there will be three months between signing the contract and serving clients, the timeframe reflected in this tab should be 9 months.
Tab 4: Start-up Costs (before program launch)	The fourth tab is a line-item budget that asks for you to articulate anticipated start-up costs for launching the program. The time frame for these costs is the amount of time between when the contract is signed and when your agency begins to serve clients through this program.
Tab 5: Capacity-building costs	The fifth tab is a line-item budget that asks you to articulate anticipated capacity building costs. Please include activities

	<p>aimed at strengthening your agency's ability to partner with DCYF as a funder, engage and collaborate with local communities to understand the needs of Black/ African American populations (especially those experiencing a child separation), and facilitate learning between DCYF staff, local community partners and community members as DCYF seeks to co-design and implement community-based solutions.</p>
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If Bidder is awarded a Contract, DCYF will require the Bidder Response Form to be incorporated, in whole, into the Contract.

4. Key Personnel

Bidder shall identify the key personnel it shall utilize in performing this Contract, and their experience and qualifications, as part of its proposal. If awarded a Contract, Bidder shall not make changes to such key personnel during the term of the Contract except as requested or approved by DCYF.

5. Letters of Reference (Required)

Bidders must submit three (3) Letters of Reference which demonstrate their ability to provide services as described in this Solicitation. Letters of Reference from a current DCYF employee will be considered non-responsive. The Bidder must grant permission to DCYF to contact the references and others who may have pertinent information.

6. Letter of Intent (Required)

A Letter indicating the Bidder's intent to respond to this Solicitation must be received by the Coordinator on or before the due date and time set forth in Section C.1., Solicitation Schedule. The Bidder must submit the Letter of Intent by email at the email address provided on the cover sheet of this Solicitation.

Each Bidder must include the following information in the Letter of Intent, formatted as requested below:

- a. The subject line of the email must contain the Solicitation Number (RFP 24-DCYF-CW-066) Letter of Intent – [Bidder's name].
- b. The body of the email must contain, the following:
 - (1) Name and business address of the Bidder.
 - (2) The Bidder's representative name, title, telephone number(s), and email address.

(3) Statement of intent to submit a Bid for Prevention Services for Black and African American Families.

- c. All Bidders are required to submit a letter of intent. Failure to comply with these requirements will result in disqualification of a Bid as non-responsive.

7. Proprietary Information/Public Disclosure

Materials submitted in response to this Solicitation shall be deemed public records as defined by RCW 42.56. All responses and accompanying documentation shall become the property of DCYF upon receipt, and will not be returned.

The Bidder's response must include, on Attachment C, a statement identifying the pages of its response, if any, which contain information the Bidder considers proprietary. Each page claimed to be proprietary must be clearly marked by stating the word **"Proprietary" printed on the lower right hand corner of the page.** Bidders must be reasonable in designating information as proprietary or confidential. **Bidders may not mark their entire Response proprietary. Doing so will not be honored and will disqualify your Response from further consideration.**

If DCYF receives a request to view or copy a Bidder's response, DCYF will respond according to applicable law and DCYF's policy governing public disclosure. DCYF will not disclose any information marked "Proprietary" in a response without giving the Bidder ten (10) calendar days' notice to seek relief in superior court per RCW 42.56.540. **Bid submissions and Bid evaluations are exempt from disclosure until DCYF announces the ASB**

- a. DCYF will consider a Bidder's request for exemption from disclosure; however, the DCYF will make a decision predicated upon Chapter 42.17 RCW and Chapter 136-06 of the Washington Administrative Code. Marking the entire Bid exempt from disclosure will not be honored. The Bidder must be reasonable in designating information as confidential. If any information is marked as proprietary in the Bid, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.
- b. Bidders may not include any DCYF client information in their responses. Doing so will result in disqualification of the Response from further consideration. If you wish to include examples of any forms or processes, use a blank form or ensure that all client information is completely redacted.
- c. A charge may be made for copying and shipping, as outlined in RCW 42.17.300. No fee shall be charged for inspection of Contract files, but twenty-four (24) hours' notice to the Coordinator is required. All requests for information should be directed to the DCYF Public Records Office at <https://www.dcyf.wa.gov/public-records>.

8. Prebid Conference (Optional)

A prebid conference is scheduled to be held on:

Bidders Conference Link:

Topic: Culturally Responsive Prevention Services for Black and African American Families Bidders Conference

When: Apr 19, 2024 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://dcyf.zoom.us/j/86595086642?pwd=RGlllekFZSExNZThqWjdiRnIFL3UzUT09>

Meeting ID: 865 9508 6642

Passcode: 001361

TA1 Zoom Registration Link:

When: May 1, 2024 10:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://dcyf.zoom.us/meeting/register/tZUqd-usqDwgGtfqrp4WKLhLg4WaeHuiBssl>

TA2 Zoom Registration Link:

When: May 13, 2024 10:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://dcyf.zoom.us/meeting/register/tZ0vd-yorToqG90q4qz03naowirfe1gk9qdl>

Bidders should participate; however, participation is not mandatory.

DCYF will be bound only to DCYF'S written answers to questions. Questions arising at the prebid conference or in subsequent communication with the Coordinator will be documented and answered in written form. A copy of the questions and answers will be posted in WEBS.

9. Submission of Responses

Bid responses must be stored in an acceptable electronic format as set forth in Section 5, below. Bid responses must be emailed directly to the Coordinator at the email

address provided on the cover sheet of this Solicitation. Bid responses must be received by the Coordinator in their entirety on or before the due date and time set forth in Section C.1., Solicitation Schedule, unless a posted Amendment to this Competitive Solicitation changes this due date and time. Bidder's completed version of each of the Attachments B and C to this Solicitation shall be included as a separate attachment to the Bidder's email(s).

Bidders assume all risks for the timely submission of the response. Bidders are responsible for allowing sufficient time to ensure timely electronic receipt of their response by DCYF. DCYF does not assume responsibility for problems with the Bidder's email or network. However, if DCYF email is not working properly, appropriate allowances will be made.

DCYF will not accept late responses. Late responses will be automatically disqualified from further consideration, unless the DCYF'S e-mail is found to be at fault. DCYF will disqualify any response and withdraw it from consideration if it is received after the response submission due date and time. All Bids and any accompanying documentation become the property of the DCYF and will not be returned.

10. Acceptable Electronic Formats for Submission of Responses

Attachment C, Bidder response Form, should be submitted in Microsoft Word. Other Response documents must be formatted in Portable Document Format (Adobe Acrobat PDF) or Microsoft Word, Excel, or PowerPoint. Spreadsheet documents must be submitted in Microsoft Excel and in a live, unprotected file that includes all formulas, macros, and computations that are relied on or used to calculate any rates or values presented therein. When scanning documents to be submitted in PDF format, scanner resolution should be set to at least 200 dots per inch.

NOTE: DCYF cannot receive emails that are larger than 30MB. To keep file sizes to a minimum, Bidders are cautioned not to use unnecessary graphics in their responses. If your response approaches or exceeds 30MB, you must break it up and send it by more than one email so that no single email exceeds 30MB.

11. Alternative Submission Methods

Bidders wishing to request an alternative method for submitting their response must contact the Coordinator at least ten (10) days before the response submission date. No alternative submission method will be accepted unless agreed to by the Coordinator in writing prior to the response deadline.

12. Registering on WEBS

Overview: To download this Request for Proposals (RFP) and associated materials you will need to create an account on The Washington Electronic Business Solution, also known as WEBS. The process should take only a few minutes.

Below are the steps you can follow to create an account and to resolve any challenges you encounter while you register. Once the account is activated, you can log in to WEBS and set up notifications for relevant contracting opportunities. You can also use WEBS to search for current and past procurement opportunities as well as view the status of their bids or proposals.

Steps:

1. The website to register can be found by clicking this link: [WEBS \(wa.gov\)](https://webs.wa.gov)
2. Once you have accessed the website, click on the Register button. It should be located on the right side of the email and password boxes on the home screen of the registration page.
3. Once you begin filling out your Registration Form, you will be asked to enter the required information.
4. In the “Commodity Codes” section, please select any codes that are relevant to your areas of interest but, for this RFP, you must select “Child Abuse: Identification, Treatment, and Prevention (including Sexual Abuse)” or “Family and Social Services (Including Shopping and Buying Services)”
5. In the “Business Classification” section, select “x” as the business classification if you are x.
6. After reviewing your information, click “Submit.”
7. After submitting the registration, the point of contact will receive an email with instructions for activating your account.

What to do if you get stuck or have trouble:

If you need assistance in registering, the best place to start is with a set of video tutorials created by The Washington State Department of Enterprise Services: [WEBS - for Vendors - YouTube](#). Please contact the WEBS helpdesk at webscustomerservice@des.wa.gov.

EVALUATION OF PROPOSALS

1. Bid Responsiveness; Administrative Review

All responses will be reviewed by the Coordinator to determine compliance with administrative and minimum qualification requirements and instructions specified in this Solicitation. DCYF may reject a response as non-responsive at any time for any of the following reasons:

- a. Incomplete response;
- b. Failure to meet the minimum Bidder qualifications or to comply with any requirement set forth in this Solicitation Document, including Attachments;
- c. Submission of incorrect, misleading, or false information; and

The Coordinator may contact any Bidder for clarification of the response. If a response is **deemed non-responsive**, it shall be removed from further consideration. DCYF shall notify non-responsive Bidder(s) of this determination and the supporting reasons.

If a response meets all administrative and Bidder qualification requirements and submittal instructions, DCYF shall continue with the written evaluation and, if applicable, the oral evaluation.

DCYF also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2. Errors in Bidder Response

Bidders are responsible for all errors or omissions contained in their responses. Bidders will not be allowed to alter response documents after the deadline for response submissions.

DCYF reserves the right to contact any Bidder for clarification of Response contents. In those cases, where it is unclear to what extent a requirement has been addressed, the evaluation panel may, in their discretion and acting through the Coordinator, contact a Bidder to clarify specific matters in the submitted response.

3. Evaluation for Executive Order 18-03 (Contractors without Mandatory Individual Arbitration for Employees) Note: Preference cannot be more than 5%

Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), DCYF will evaluate bids for best value and provide a bid preference in the amount of 5 points to any bidder who certifies, pursuant to the certification attached as Attachment B – Bidder Certification and Assurances, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

4. Evaluation Criteria and Scoring of Responses

- a. Following the administrative review, Responsive Bids will be evaluated using the following weighting and points. Evaluation panel will review individually, score based on points below, and then meet for consensus scoring.
- b. The score for the Quotation Response will be computed by dividing the lowest amount bid by the amount bid in the Bidder’s Quotation Response and multiplying that percentage against the total points available for the Quotation Response, rounded to the nearest tenth of a point.

Evaluation Criteria	Points Available
<p>Proposed program</p> <ol style="list-style-type: none"> 1. The applicant understands the outcome goals of the pilot and proposes a program that has a strong basis to achieve those goals that is culturally responsive or specific to Black or AA communities in Washington State 2. The applicant has a clear understanding of the target population and experience working with this or similar populations (e.g., families at high-risk of child protective system involvement, families currently or recently involved with this system, family’s substance use/ mental health/ domestic violence challenges) 3. The applicant puts forth effective solutions to address anticipated challenges in service delivery, including but not limited to <ol style="list-style-type: none"> a. Implement concrete, meaningful approaches to incorporate family voice and empower families throughout the program b. Creative and adaptive strategies for persistent follow-up, addressing crises, using flexible funds, and service referrals and coordination c. Operational tactics and program delivery structures to identify when families require more intensive services, e.g., delivering services to families in rural areas or “service desert” areas 4. If applicable: If the applicant’s program includes any form of secondary referrals (referrals received through subcontractors), the applicant 	<p>40 points (50%) of the points available</p>

<p>should have knowledge of and relationships with relevant community service providers in their proposed region(s) such that they can quickly connect families to community support and services that meet their needs</p>	
<p>Organizational Experience</p> <ol style="list-style-type: none"> 1. The applicant has a management and program team with relevant experience managing services or programs that serve vulnerable populations or has a concrete plan to hire and onboard qualified management and program team. If appropriate to the proposal, the applicant has a demonstrated track record and/or the capacity to manage and partner with subcontractors. 2. The applicant has strong working relationships (for example, a demonstrated track record of regularly communicating and liaising with DCYF to serve Black or AA clients) with DCYF offices and other relevant organizations in their community and has a clear plan to build a strong relationship that translates to high-quality referrals 3. The applicant has effective professional development systems in place to train staff in both program practice and agency policies, as well as support and develop capabilities of frontline and supervisory staff (including for sub-contracted partners) 	<p>25 points (31.25% of the points available)</p>
<p>Program Management and Improvement</p> <ol style="list-style-type: none"> 1. The applicant is capable of launching and implementing new programs (e.g., including but not limited to, experience in designing curriculum, implementing program sessions, and monitoring program delivery) 2. The applicant has demonstrated experience working to improve quality, results, and program performance (e.g., Quality Assurance or Continuous Quality Improvement processes, soliciting and acting on client feedback, using qualitative information or quantitative data to 	<p>15 points (18.75% of the points available)</p>

<p>help guide improvement efforts) that can be effectively deployed in partnership with DCYF to reduce entries-into-care over time.</p> <p>3. The applicant has clear and effective systems, processes, and policies in place that would allow them to collect program performance data and share that data back with DCYF (or in the absence, clear plans to build this capacity)</p>		
Total for Written Evaluations		80 Points
Cost Proposal		10 Points
Preference Points		
<i>Executive Order 18-03 Certification</i>		5 Points
Total Points Possible for Written Response, Cost Proposal + Preference		95 Total Points
<i>If applicable-Oral Presentations/ Demonstrations/ Interviews (May be used for tie breaker scenario)</i>		15 Points
Total		110 Points

5. Scoring method for Management/Qualifications Experience *(Optional Sample)

- a. If a score is 40 points per question then 40 points = excellent, 30 points = good, 20 points = fair, 10 points or less = partial answer to the question. 0 points = did not answer the question.
- b. If a score is 20 points per question then 20 points = excellent, 15 points = good, 10 points = fair, 5 points or less = partial answer to the question. 0 points = did not answer the question.
- c. If a score is 10 points per question then 10 points = excellent, 8 points = good, 4 points = fair, 2 points or less = partial answer to the question. 0 points = did not answer the question.

6. Written Evaluation Procedure

- a. Responsive Bids will be evaluated strictly in accordance with the requirements stated in this Solicitation and any Amendment issued. The evaluation of Bids shall be

accomplished by an evaluation team to be designated by the DCYF, which will determine the ranking of the Bids.

- b. DCYF, at its sole discretion, may also elect to select the top-scoring firms as finalists for an oral presentation.

7. Oral Presentations May Be Required

- a. Oral presentations, if considered necessary by the DCYF, may be utilized in selecting the winning Bid. DCYF, at its sole discretion, may elect to select the top-scoring Bidder (s) from the written evaluation for an oral presentation and contact the top-scoring Bidder (s) to schedule a date, time and location for an oral presentation. Commitments made by the Bidder at the oral interview, if any, will be considered binding.
- b. The score from the oral presentation will be added to the written score to determine the ASB.

8. Selection of Apparent Successful Bidder

The Bidder that receives the highest total number of possible points will be considered the ASB.

F. DEBRIEFING AND PROTEST PROCEDURE

1. Debriefing Conferences

- a. Upon request, a Debriefing conference will be scheduled with an unsuccessful Bidder. The request for a Debriefing conference must be received by the RFP Coordinator within three (3) business days after the Notification of Unsuccessful Bidder letter e-mailed to the Bidder. The Debriefing must be held within three (3) business days of the request.
- b. Discussion will be limited to a critique of the requesting Bidder's Bid. Comparisons between Bids or evaluations of the other Bids will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.
- c. Discussion at the Debriefing conference will be limited to the following:
 - (1) Evaluation and scoring of the Bidder's response;
 - (2) Critique of the response based on the evaluation; and
 - (3) Review of Bidder's final score in comparison with the other final scores.

2. Protest Procedure

This protest procedure is available to Bidders who submitted a response to this Solicitation and have received a Debriefing conference. Protests can be made to DCYF after DCYF has announced the ASB. Bidder protests shall be received, in writing by email, to Solicitation Coordinator no later than 2:00 p.m. (Pacific Time) within five (5) business days after the Bidder Debriefing conference.

- a. Grounds for protest are:
 - (1) Bias, discrimination or conflict of interest on the part of the Evaluator or in the process;
 - (2) State mathematical errors in computing the score; and
 - (3) Non-compliance with procedures described in the Solicitation Document or applicable state or federal laws or regulations.

Protests not based on these criteria will not be considered.

- b. Format and Content

Bidders making a Protest shall include in their written Protest to DCYF all facts and arguments upon which the Bidder relies. Bidders shall, at a minimum, provide:

- (1) Information about the protesting Bidder; name of firm, mailing address, phone number and name of individual responsible for submission of the Protest;
- (2) Information about the Solicitation; to DCYF, and Solicitation method;
- (3) A specific and complete statement of DCYF's action(s) being Protested;
- (4) A specific reference to the grounds for the Protest; and
- (5) A description of the relief or corrective action requested.

c. Review Process

- (1) Upon receipt of a Bidder 's Protest, to DCYF will:
 - (a) Postpone signing a Contract with the ASB until the Bidder Protest has been resolved.
 - (b) Perform an objective review of the Protest, by individuals not involved in the Solicitation process being Protested. The review shall be based on the written Protest material submitted by the Bidder and all other relevant facts known to DCYF.
 - (c) Render a written decision to the Bidder within five (5) business days after receipt of the Bidder Protest, unless more time is needed. The protesting Bidder shall be notified if additional time is necessary.

d. DCYF Determination

- (1) The final determination shall:
 - (a) Find the Protest lacking in merit and uphold DCYF's action;
 - (b) Find only technical or harmless errors in DCYF's Solicitation process conduct, determine DCYF to be in substantial compliance, and reject the Protest;
 - (c) Find merit in the Protest and provide DCYF with options that may include:
 - i. Correct errors and reevaluate all Bids; or
 - ii. Reissue the Solicitation Document or
 - iii. Make other findings and determine other courses of action as appropriate.
 - iv. Not require DCYF to award the Contract to the protesting party or any other Bidder, regardless of the outcome.

- (d) The Protest decision is final and not subject to appeal. If the protesting Bidder does not accept DCYF' Protest decision, the Bidder may seek relief in Superior Court.

G. CONTRACTING PROCEDURES

1. Contract Execution

The ASB(s) is expected to sign a Contract(s) with DCYF that is substantially the same as Attachment A, Sample Contract(s), included with this Solicitation, and to enter into any subsequent Contract Amendments that may be required to address specific work or services.

DCYF may incorporate some or all of the Bidder's responses into the Contract(s), and may negotiate the specific wording of the **Statement of Work and Program Requirements within the Prevention Services for Black and African American Families Contract only**, based on the requirements of this Solicitation and the terms of the response submitted by the ASB. If changes are requested as part of the Bid response, DCYF may consider, but shall be under no obligation to, agree to modifications to the Statement of Work and Program Requirements of Attachment A, Sample Contract, Prevention Services for Black and African American Families.

If the ASB fails or refuses to sign a Contract within ten (10) business days of delivery by DCYF, DCYF may elect to designate the next highest-ranked finalist as the ASB.

2. Bidder Issues, Concerns, Exceptions or Objections

- a. If a Bidder has issues, concerns, exceptions or objections to any of the terms or conditions contained in the documents must be documented in an Issues List. The Issues List prepared by the Bidder must set out by section or paragraph, a description of each issue, concern, exception, and/or objection.
- b. If a Bidder objects to a particular term or condition, the Bidder will need to describe (in business terms and not in proposed Contract or legal language) Bidder's concern and compromise terms Bidder is willing to accept. The Issues List must provide the reason or rationale supporting the item of concern and/or business counterproposal. Simply stating that a paragraph is "not acceptable" or supplying Bidder's proposed Contract terms without describing the reason will not be accepted.
- c. If Bidder does not identify specific concerns with a particular term or condition, the term or condition will be deemed accepted by Bidder and DCYF will not negotiate further changes.
 - (1) Redline documents will not be reviewed. Do not provide in the response, in the Issues List or otherwise, a redlined Contract, paragraph, or clauses.
 - (2) Do not provide a copy of Bidder's standard contract or proposed language to DCYF. DCYF requires its own contract in negotiations with final Bidder(s). Bidders' standard Contract will not be reviewed by DCYF.

(3) Bidders are reminded that this is a Competitive Solicitation for XXXX and that DCYF cannot accept a proposal or enter into a Contract that substantially changes the material terms and specifications published in this Solicitation.

(4) Bidders are reminded that this is a Competitive Solicitation for RFP and that DCYF cannot accept a proposal or enter into a Contract that substantially changes the material terms and specifications published in this RFP.

3. Insurance

The ASB shall provide evidence of its compliance with the insurance requirements included in Attachment A, Sample Contract.

4. Non-Endorsement

The award of a Contract is not an endorsement by the state or DCYF of the Bidder or Bidder's services and shall not be represented as such by Bidder in any advertising or other publicity materials.

By submitting a response to this Solicitation, the Bidder agrees to make no reference to DCYF in any literature, promotional materials, brochures, sales presentations or the like without the prior written consent of DCYF

5. Background Checks

Individuals who will be performing the Contract on behalf of the ASB may be required to undergo background checks. Individuals who have disqualifying results (showing crimes and/or negative actions) may not be permitted to provide services under the Contract.

6. Electronic Payment

The state prefers to utilize electronic payment in its transactions. The successful Bidder will be required to register in the Statewide Vendor Payment system, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>, prior to submitting a request for payment under their Contract. No payment shall be made until the registration is completed.

7. Subcontractor Participation Monitoring and Reporting

Once a contract is awarded through the solicitation or proposal process, the awarded Prime Contractor is obligated to complete the vendor registration in Access Equity if they will utilize subcontractors. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Prime Contractors that have previously registered with B2Gnow for any public entity, must verify the system has updated information. Contractors can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/> .

Each month during the contract, the Prime Contractor will report payments to ALL Subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Prime Contractor will enter this payment information into the Access Equity system, and the Subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Prime Contractors and Subcontractors.