

Human Trafficking Services and Outreach

Request for Proposals (RFP)

April 10, 2017 – June 30, 2020

Application Due: March 3, 2017



Administered by the Office of Crime Victims Advocacy

Department of Commerce

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Office of Crime Victims Advocacy

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This Request for Proposal and all of the applicable forms are available in PDF, Word and/or Excel format on the Commerce Website on the [Current Opportunities page](#) and the [OCVA Grants and Funding page](#) and the [Washington's Electronic Bid System \(WEBS\) website](#).

Send one unbound original and four copies of your completed proposal by 4:00 **5:00 pm** **(1/20/17)** to:

Express Delivery Address: *or*
Office of Crime Victims Advocacy
Attn: Stephanie Pratt
1011 Plum Street SE
Olympia, Washington 98501-1530

Regular US Postal Service:
Office of Crime Victims Advocacy
Attn: Stephanie Pratt
Post Office Box 42525
Olympia, Washington 98504-2525

Please allow normal mail delivery time to ensure timely receipt of the application.

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Attachments

- Attachment A: Applicant Information Form
- Attachment B: Subcontractor Information Form
- Attachment C: Supervisor and Staff Job Description
- Attachment D: Budget Detail Worksheets
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Appendices

- Appendix A: Victims of Crime Service Definitions
- Appendix B: VOCA Rule

Introduction

1. 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 hurt and harmed by crime.

The Crime Victims Fund established by the Victim of Crime Act (VOCA) is a major funding source for victim services throughout Washington. VOCA was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal support providing direct services to victims of all types of crimes. VOCA funds are allocated annually to each State by the U.S. Department of Justice, Office for Victims of Crime (OVC). The Office of Crime Victims Advocacy (OCVA) is the State Administering Agency (SAA) who then sub-grants to victim service providers throughout the state.

With the increase in VOCA funding OCVA is able to support new initiatives focused on specific areas and crime types. The Human Trafficking Services and Outreach grants will be funded entirely by VOCA funds.

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 and 2013. 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.

Washington State Support and Outreach

Washington State is considered a national leader in combating human trafficking becoming the first state to pass a law criminalizing human trafficking in 2003. In 2013, the Polaris Project published its annual *Analysis of State Human Trafficking Laws*, and Washington and New Jersey were the only states to receive a perfect score on the 10 categories on which the states were graded.¹

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.²
- **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.³

There are many anti-trafficking activities occurring statewide aimed at: supporting victims/survivors of human trafficking, increasing awareness of the issue and signs to be aware of, assessing needs and gaps in services, making policy recommendations, increasing awareness of the voices of survivors and identifying factors for consideration in creating meaningful survivor participation in such activities.

Activities include county wide task forces, the creation and implementation of protocols for responding to youth victims/survivors of sexual exploitation, training for city and county employees related to labor trafficking, training for professionals on sexual exploitation of minors, the Washington Task Force on the Trafficking Against Persons, the Commercially Sexually Exploited Children Statewide Coordinating Committee, outreach to individuals and communities related to labor trafficking and statewide training for law enforcement and prosecutors on human trafficking laws and investigations.

Advocates, survivors, community members and professionals involved in anti-trafficking work have shared recommendations regarding the importance of person-centered support, the importance of collaboration and awareness of and access to resources, the difficulty in navigating local and state supported resources and the lack of resources to support and assist individuals impacted by human trafficking.

¹ <http://www.polarisproject.org/what-we-do/policy-advocacy/national-policy/state-ratings-on-human-trafficking-laws>

² Revised Code of Washington (RCW) 9A.40.100

³ RCW 9A.40.100

Lessons learned also include:

- Recognizing that survivors are more than their experience
- Recognizing and respecting that victims/survivors are experts on their lives
- Understanding and acknowledging that each individual's experience, perspective and response is unique
- Culturally responsive advocacy and supportive resources are key (food, meals, traditional healing practices)
- The availability of consistent staffing (advocacy) is key
- Providing unconditional support and assistance is vital
- Flexible services are vital
- Trafficking impacts boys and men

The Office of Crime Victims Advocacy (OCVA) recognizes the need for support and assistance for victims/survivors of labor and sex trafficking. OCVA also recognizes there are barriers in accessing services for many individuals and that many individuals do not identify as being a “victim of crime” or “survivor” and not all individuals identify actions or experiences as “crime”.

OCVA recognizes that individuals experience multiple challenges and need support and assistance that is focused on their self-determined needs. Meeting individuals “where they are” is vital in developing trust and rapport, assists with understanding their needs and shows respect for them as an individual. Trafficking victims include foreign nationals and U.S. citizens, males, females, individuals who identify as lesbian, gay, bisexual, transgender, queer, questioning and two-spirit, children, youth, adults and elderly. Trafficking occurs in many different settings and a variety of strategies are used to force and coerce, and mislead (use of fraud) individuals into situations where they are trafficked.

There are individuals (children, youth, adults and elderly) in Washington State that are at-risk of being trafficked and may include: Individuals experiencing homelessness or who have been kicked out of their home; youth who identify as LGBTQ; immigrants; individuals seeking employment to support their family; individuals who have been impacted by trauma and are seeking a trusting and “safe” relationship; individuals of color who are targeted by traffickers; individuals who have entered the country legally, are forced to work and are unable to leave their employment.

Person-centered, trauma-informed support and assistance is vital for individuals who are impacted by human trafficking. Intentional outreach aimed at increasing awareness of the support available as well as building trust with individuals and communities is also vital to the safety, health and wellness of individuals in our state.

Outreach is a key service and is very unique depending on individuals, communities the geographic region being served and other factors. Developing trust with community groups, programs, faith institutions and community leaders or “gate keepers” can assist

with establishing a trusted communication network to let individuals know support and assistance is available.

2. Purpose of Request for Proposal

This Request for Proposal (RFP) seeks proposals from qualified organizations to provide person-centered support and assistance (services) to individuals impacted by labor and/or sex trafficking and to increase the utilization and awareness of services for individuals at-risk through community specific outreach activities.

The purpose of this grant is to fund direct services and outreach provided by organizations with the capacity and expertise to implement a trauma informed service model to address the needs of victims/survivors of trafficking as well as individuals at-risk.

Outreach activities will focus on increasing awareness of services available to victims/survivors and individuals at-risk of labor or sex trafficking.

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

The goal of this grant is to;

1. Increase the availability of support and assistance (services) for victims/survivors of labor and sex trafficking.
2. Increase awareness of support and assistance available to individuals and communities at risk of being trafficked (labor and sex).
3. Build capacity of programs and organizations to implement consistent culturally relevant outreach activities aimed at increasing awareness and access to support and assistance.

3. Proposal Focus Area: Labor or Sex Trafficking

To ensure effective strategies are focused on and adequate staff time is allocated to address the unique nuances of each type of human trafficking, applicants may only apply to implement activities related to labor **OR** sex trafficking. Organizations or programs interested in applying to focus on labor and sex trafficking must submit separate proposals.

4. Service Framework

As indicated above, it is expected that services will be person-centered, inclusive and incorporate a human rights approach to human trafficking⁴. It is expected that applicants will demonstrate an understanding of the importance of and commitment to meeting the self-determined needs of individuals impacted by human trafficking. It is expected that a strength-based model will also be used in the provision of services.

Direct services will include an intensive case management model of providing support and assistance to victims/survivors. This model ensures that victims/survivors receive assistance in accessing a variety of resources to help in meeting their emotional, psychological or physical needs.

Case management may include assistance with accessing public benefits, accessing housing, accessing medical and/or mental health or traditional healing support and services. Victims/survivors functional strengths will be a part of the service framework as well as ensuring support and assistance is culturally, linguistically and developmentally appropriate.

For some applicants, outreach may be a key component in reducing barriers to services as well as increasing the utilization of support and assistance. Outreach will be unique to the community, geographic region and individuals to be served. It is expected that applicants will identify the unique types of outreach strategies needed to implement under this grant.

Outreach may include developing trust with a well-known community resource that has established relationships and history with individuals at-risk of human trafficking. Spending time getting to know this community resource and allowing time for them to get to know the advocate and their role is vital. This effort may assist with laying the groundwork for the community resource to share information with the community resulting in individuals feeling comfortable accessing support, asking questions or getting to know the advocate.

Outreach may include connecting with organizations and programs to let them know the types of support and assistance the advocate is available to provide and how the program can access the advocate.

Eligible services and activities⁵ are defined as those efforts that:

1. Respond to the emotional, psychological, or physical needs of crime victims;
2. Assist victims to stabilize their lives after victimization;

⁴ Human Rights Approach to Trafficking, Freedom Network, <http://freedomnetworkusa.org/about-us/human-rights-approach/>

⁵ As defined in the Victims of Crime Act Victim Assistance Program Final Rule <https://www.federalregister.gov/d/2016-16085>

3. Assist victims to understand and participate in the criminal justice system; or
4. Restore a measure of security and safety for the victim

5. Funds Available

1. OCVA anticipates there will be approximately \$996,000 available per year for three (3) years for support, assistance and outreach to victims/survivors and individuals at-risk of human trafficking. Applicants can request up to a **maximum of \$166,000** per 12-month contract year, contingent upon successful performance and funding availability.
2. OCVA anticipates awarding six (6) contracts, three (3) focused on Labor Trafficking and three (3) focused on Sex Trafficking, for a 39-month period, from April 10, 2017 – June 30, 2020 issued in annual, one (1) year contracts. *Please note, the first contract will be fifteen (15) months, beginning April 10, 2017 – June, 30 2018.*
3. The final amount of each award will depend upon the proposal submitted by the applicant and the total funding amount available each year.

6. Project Period

The Human Trafficking Services and Outreach award period will be for a 39-month period. OCVA anticipates an April 10, 2017 start date.

OCVA anticipates apparently successful bidders will enter into a 39-month project period; however, an initial grant will be awarded for a 15-month period, renewable for two additional 12-month grants if performance is satisfactory and funds are available. Due to federal funding fluctuations, no assurances can be provided at this time about the level of funding OCVA will receive for this project period or about the continued availability of funds.

7. Budget Periods

The budget periods have been set to align with the state fiscal budget cycle. In order to align grants with the budget cycle, the initial award period will begin April 10, 2017.

For the initial funding period, April 10, 2017 – June 30, 2018 (fifteen months), grantees can request up to **\$207,499**.

Year One:	April 10, 2017-June 30, 2018	(15-month grant period)
Year Two:	July 1, 2018 - June 30, 2019	(12-month grant period)
Year Three:	July 1, 2019- June 30, 2020	(12-month grant period)

8. Americans with Disabilities Act (ADA)

COMMERCE complies with the Americans with Disabilities ACT (ADA). Applicants may contact the RFP Coordinator, stephanie.pratt@commerce.wa.gov to request this RFP in Braille or on tape.

9. Office of Minority & Women's Business Enterprises (OMWBE) and Veteran-Owned Business Enterprises

In accordance with the legislative finding and policies set forth in RCW 39.19, 43.60A.200, and 39.29.052, the State of Washington encourages participation by veteran-owned business enterprises and Office of Minority & Women's Business Enterprises (OMWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veterans, minority and women's business communities.

Participation by veteran-owned and OMWBE contractors may be either on a direct basis in response to this RFP or as a subcontractor to a contractor. However, no preference will be given in the evaluation of proposals, no minimum level of OMWBE or veteran-owned business participation shall be required, and proposals will not be evaluated, rejected, or considered non-responsive on that basis.

Bidders may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <http://www.omwbe.wa.gov/index.shtml> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/veteran-owned-business-certification> 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-OMWBE firms or non-veteran-owned businesses.

10. No Obligation to Grant

This RFP does not obligate the state of Washington, Department of Commerce- OCVA to grant for services specified herein. Proposals submitted become the property of the Department of Commerce and cannot be returned. The Department of Commerce is not liable for any costs incurred by the Applicant in developing the proposal.

Eligibility

1. Minimum Qualifications

Eligible applicants for this RFP must:

1. Demonstrate a history of effective person-centered support, assistance and outreach to victims/survivors of human trafficking and/or individuals at-risk of human trafficking,
2. Demonstrate support from other sources. At least twenty-five percent of the program's funding in the prior year of, or the year preceding the award comes from sources, which may include other federal funding programs, VOCA CFR 28 94.112(b).
3. Be registered as a 501(c)(3) private nonprofit organization and as a nonprofit with the Washington Secretary of State; be a federally recognized Tribe of Washington State, or a tribal organization; or be a state or local government entity.

Applicants are strongly encouraged to review all resource links provided in this document before beginning the proposal.

2. Eligible Services

The purpose of this grant is to fund direct services provided by organizations with the capacity and expertise to implement a trauma-informed service model to address the needs of victims/survivors of trafficking as well as individuals at-risk.

It is expected that services will be flexible, accessible and meet the unique needs and experiences of individuals impacted by human trafficking.

Please note: each proposal can only address one form of trafficking. Applicants can apply to focus on labor and sex trafficking by submitting two separate proposals.

Services provided with this funding shall be culturally, linguistically and developmentally appropriate and available to all individuals regardless of immigration status, gender, age, sexual orientation, language, religion or disability.

Services and activities ⁶ will focus on the following:

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

3. Allowable *direct service* to victims costs (VOCA Rule 91.119)

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

Direct services for which VOCA funds may be used include, but are not limited to, the following:

- a) Immediate emotional, psychological, and physical health and safety—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
 - 1) Crisis intervention services;
 - 2) Accompanying victims to hospitals for medical examinations;
 - 3) Hotline counseling;
 - 4) Safety planning;
 - 5) Emergency food, shelter, clothing, and transportation;
 - 6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
 - 7) Short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available;
 - 8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety;
 - 9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and
 - 10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;

⁶ As defined in the Victims of Crime Act Victim Assistance Program Final Rule
www.federalregister.gov

b) Personal advocacy and emotional support—Personal advocacy and emotional support, including, but not limited to:

1. Working with a victim to assess the impact of the crime;
2. Identification of victim's needs;
3. Case management;
4. Management of practical problems created by the victimization;
5. Identification of resources available to the victim;
6. Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
7. Traditional, cultural, and/or alternative therapy/healing practices (e.g., art therapy, yoga, healing circles, healing ceremonies, gender specific traditional gatherings for victims and survivors, use of spiritual healers, sweat lodges for survivors, brushing/cleansing of the individual and/or their home.);

c) Mental health counseling and care—Mental health counseling and care, including, but not limited to, out-patient therapy/counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

d) Peer-support—Peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

e) Facilitation of participation in criminal justice and other public proceedings arising from the crime—The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:—

- 1) Advocacy on behalf of a victim;
- 2) Accompanying a victim to offices and court;
- 3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;
- 4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
- 5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
- 6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings);
- 7) Assistance with Victim Impact Statements;
- 8) Assistance in recovering property that was retained as evidence; and
- 9) Assistance with restitution advocacy on behalf of crime victims.

f) Legal assistance—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such

services arises as a direct result of the victimization. Such services include, but are not limited to:

- 1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
- 2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
- 3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;

g) Transportation—Transportation of victims to receive services and to participate in criminal justice proceedings;

h) Public awareness—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

i) Transitional housing—Subject to any restrictions on amount, length of time, and eligible crimes, set by OCVA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling; and prior to providing this service, grantees must submit to OCVA a plan that includes a policy and procedures for review and approval on how this service will be provided.

j) Relocation—Subject to any restrictions on amount, length of time, and eligible crimes, set by OCVA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs. Prior to providing this service, grantees must submit to OCVA a plan that includes a policy and procedures for review and approval on how services will be provided.

Due to the new VOCA Rule and addition of transitional housing, relocation and other services as eligible, OCVA will determine restrictions on these and other services based on the demonstrated need and other identified factors. Successful applicants shall submit a plan that includes a policy and procedure(s) for review and approval on how transitional housing and relocation services will be provided. OCVA will communicate the restrictions during the negotiation process with apparently successful applicants.

For the purposes of data entry, for successful bidders, the following service definitions

will be used to capture the specific services and activities provided.

- Crisis Intervention
- Information and Referral
- Advocacy
- Legal Advocacy
- Medical Advocacy
- Emergency Financial Assistance
- Groups
- Therapy
- System Coordination
- Outreach and Awareness

Specific definitions of these services are explained in the Victims of Crime Service Definitions document and are part of this RFP as Appendix A.

4. VOCA Final Rule

The complete Rule is available at:

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

Ineligible Activities

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

Expressly Unallowable Costs (VOCA Rule 94.122)

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

- (a) Lobbying—Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. [18 U.S.C. 1913](#)), whether conducted directly or indirectly;
- (b) Research and studies;
- (c) Active investigation and prosecution of criminal activities—except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under VOCA rule § 94.119, during such investigation and prosecution;
- (d) Fundraising activities;

- (e) Capital expenses—Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- (f) Compensation for victims of crime (Crime Victims Compensation) — Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of the VOCA rule;
- (g) Medical care—Medical care, except as otherwise allowed by other provisions of the rule;
- (h) Salaries and expenses of management—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart);
- (i) Costs of Sending Individual Crime Victims to Conferences

Special Terms and Conditions

The *Human Trafficking Services and Outreach* grant is comprised solely of federal Victims of Crime Act (VOCA) funds. OCVA encourages applicants to consider the following VOCA requirements when deciding to apply for funding:

1. Confidentiality

Reasonably protect, to the extent of the law, the confidentiality and privacy of persons receiving services under the VOCA-funded program 28 CFR § 94.115

2. Volunteers

Each grantee awarded funds through this RFP must utilize at least one volunteer directly supporting grant activities (administrative or direct service) in order to fulfill Victims of Crime Act (VOCA) federal funding requirements.

3. Match Requirements

VOCA regulations require grantees to contribute to the total cost (award plus match) of their VOCA-funded project by providing not less than 20% match, either cash or in-kind from non-federal sources.

Federally recognized American Indian; or projects that operate on tribal lands are not required to provide match.

Match is computed as follows: (amount of anticipated grant award paid through VOCA/.80)*.20. For example, anticipated grant award is \$100,000. Calculation =

- $100,000 / .80 = 125,000$.
- $125,000 * .2 = \$25,000$.
- Match amount is \$25,000.

For apparently successful bidders: If your program is unable to provide a portion of match, you must submit the Match Waiver Form during contract negotiation.

OCVA will request a match waiver from the Department of Justice/ Office for Victims of Crime (OVC) for those programs that are not able to provide the total match required. However, it is unlikely that OVC will approve a waiver for the total match amount required.

Categories of Match

Cash or in-kind services may be used as match. In-kind match includes donations of office supplies, workshop or classroom materials, expendable equipment, or workspace. In order for cash or in-kind services to be applied toward the match, the service must be an eligible activity or part of the requirements included in this RFP.

The monetary value of time contributed by professionals, technical personnel and other skilled labor may be used if the services they provide are an integral and necessary part of the funded project.

To be counted towards your required match, the included expense must be a VOCA eligible activity or resource used to directly support your direct service and/or outreach activities. Some examples are included below.

Eligible:

- Cash / In-kind donations that support specific grant activities,
- Volunteer time. Rates of pay for volunteers no higher than the lowest paid advocate at agency who performs similar work. Benefits may be included when you determine the value of volunteer time. (Using volunteers for direct service and/or outreach requires they complete the required training.)
- Funding for, or time spent, training volunteers including mileage, per diem, etc.
- Staff direct service and/or outreach time spent on grant activities that are supported by city, county, state, or private funding sources.
- Office supplies, support group, materials, expendable equipment, or workspace that directly supports grant activities,

Non-Eligible:

- Staff time as "volunteer" time. Any staff time counted as match must be paid for by city, county, state, or private funding. Staff cannot volunteer for the same program that employs them.
- Board members time spent at board meetings, organization fundraisers, or other agency business. However, if you have a board member who, in addition to their

board responsibilities, provides direct services or outreach for your CVSC program, you may count their service time as long as they meet the training requirements.

- Shared space in offices that is non-client related such as conference rooms and kitchens.
- Fundraising and other ineligible activities.
- Time/effort donated by lawyers, doctors, or other professionals that would otherwise not be VOCA eligible.

Value of Match

The value placed on loaned or donated equipment may not exceed its fair rental value.

The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer time may be valued at an hourly wage determined by the local community, but basis for wage must be documented. In-kind match of volunteers cannot be valued at a rate higher than paid staff on this contract/subcontract performing similar work.

The value of donated space may not exceed the fair rental value of comparable space. All value assessments must be documented. Any value assessments that appear unreasonably high or low will be open to review by the Office of Crime Victims Advocacy.

5. Services to Limited-English-Proficient (LEP) Persons

To ensure compliance with Title VI and the Safe Streets Act, grantees are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their programs and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

6. Equal Employment Opportunity Program (EEOP)

Grantees must certify that they have verified with the appropriate person in the organization that, as a recipient of VOCA Grant funds, your organization will complete an EEOP Certification to claim either a complete exemption or limited exemption from the submission requirement.

A complete exemption means that the organization is not required to prepare an EEOP because it meets one or more of the following:

- Recipient has less than 50 employees

- Recipient is an education institution
- Recipient is an Indian Tribe
- Recipient is a medical institution
- Recipient is a non-profit organization
- Recipient's award is less than \$25,000

A limited exemption of the submission requirement means that your agency has formulated an EEOP that has been signed and is available for review because the agency has 50 or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000.

7. Nonprofit Status

Copy of Internal Revenue Service (IRS) 501(c)(3) determination letter

VOCA funding requires that nonprofit organizations verify their nonprofit status by providing a copy of their (IRS) 501(c)(3) determination letter.

If the successful grantee is a nonprofit organization and has not previously submitted a copy of its Internal Revenue Service (IRS) 501(c)(3) determination letter to OCVA, *please submit a copy with the proposal for funding.*

A nonprofit organization is as described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C § 13925(b)(16)(B).

8. Computer Network Expenses

VOCA funding cannot be used to maintain or establish a computer network unless such networks block the viewing, downloading, and exchanging of pornography. In order to be in compliance with this special condition, grantees will have two options:

1. Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.
2. Do not use OCVA Human Trafficking Services and Outreach grant funds to maintain or establish a computer network.

Please note, this VOCA special condition does not limit the use of funds necessary for any Federal, State, tribal, or law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

OCVA is available to answer any questions you may have regarding this requirement.

9. Position Descriptions for VOCA-Funded Staff and Volunteer(s)

The federal Office for Victims of Crime now requires that VOCA subrecipients (grantees) provide position descriptions for staff being paid with VOCA funds and

position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement. This documentation is needed for each grant that includes VOCA funds. Please submit staff and volunteer position descriptions with the application for funding. If more than one grant-funded staff has the same job position, only one position description is needed.

10. VOCA Final Rule

The complete Rule is available at:

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

Data Collection and Reporting Requirements

Grantees must submit quarterly data reports to their grant manager. Data reports will include non-identifying demographic information, type of service, and service hours. OCVA program staff conducts periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee under this grant.

Grant Expectations

1. Technical Assistance, Case Consultation and Training

To support the work under this RFP OCVA intends to make available technical assistance, case consultation and training.

Funded applicants are required to participate in training and technical assistance assessments and submit information as requested. Additional information will be made available to apparently successful bidders.

2. Grantee Meetings

Grantees will be expected to participate in meetings coordinated by OCVA. Meetings will be in-person and/or via conference calls.

It is expected there will be two to three meetings per grant period for the purpose of sharing information related to grant activities, sharing effective direct service and outreach strategies implemented.

Grantees will also help identify indicators of human trafficking for the purpose of the development of standard indicators. Additional information will be made available to apparently successful bidders.

Requirements of Funded Programs

1. Submit data via InfoNet on a quarterly basis and submit an annual summary report.
2. Participate in:
 - assessment of training and technical assistance needs
 - technical assistance and training
 - programmatic and grant administration check-in calls
 - crime victim service centers quarterly regional meetings (if direct service schedule allows)
 - Human Trafficking Services and Support grantee meetings
3. Reasonably protect, to the extent of the law, the confidentiality and privacy of persons receiving services under the VOCA-funded program 28 CFR § 94.115
4. Provide immediate interpretive and/or translation services by qualified persons to limited English speaking/limited English proficient and/or Deaf or hard of hearing persons during the provision of direct services and outreach for all individuals receiving services.
5. Provide services in a location that is accessible and appropriate for individuals receiving services with disabilities and/or special needs.
6. Reports suspected incidents of child abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.035.
7. Initiates criminal history background checks pursuant to RCW 43.43.832 and 43.43.834, for all prospective employees, volunteers and subcontractors who may have unsupervised access to children or vulnerable adults.
8. Utilizes volunteers to support grant activities.
9. Meets the match requirement. If a program is unable to meet the match requirement, they must submit a waiver.
10. Comply with audit requirements as outlined in this RFP.
11. Comply with insurance requirements as outlined in this RFP.

Insurance Provisions

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.

Automobile Liability. In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors and Omissions Insurance. *(This provision applies only if the Grantee or subgrantees are using the services of licensed professionals to perform services described under this Grant).* The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under Grant to the Grantee. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

Audit Requirements

1. General Requirements

Grantees are to procure audit services based on the following guidelines.

The Grantee shall maintain its records and accounts so as to facilitate audits and shall ensure that Subgrantee/subcontractors also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantee/subcontractors.

COMMERCE reserves the right to recover from the Grantee all disallowed costs resulting from the audit.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

2. Federal Funds Requirements – 2 CFR Part 200

Non-profit and governmental Grantees expending \$750,000 or more in a fiscal year (that begins after December 26, 2014) in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with 2 CFR Part 200. For fiscal years beginning prior to December 26, 2014, Grantees are required to have an audit conducted in accordance with Federal audit requirements. When state funds are also to be paid under this Agreement a Schedule of State Financial Assistance as well as the required schedule of Federal Expenditure must be included. Both schedules include:

- Grantor agency name
- Federal agency
- Federal program name
- Other identifying Grant numbers
- Catalog of Federal Domestic Assistance (CFDA) number (if applicable)
- Grantor Grant number
- Total award amount including amendments (total grant award)
- Current year expenditures

If the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Grantee in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

The Grantee shall include the above audit requirements in any Subgrants/subcontracts. In any case, the Grantee's financial records must be available for review by COMMERCE.

3. Documentation Requirements

The Grantee must send a copy of any required audit Reporting Package as described in 2 CFR, Part 200 no later than nine (9) months after the end of the Grantee's fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce
ATTN: Audit Review and Resolution Office
PO Box 42525
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Grantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE
- Copy of the Management Letter

Application Review and Funding Priorities

1. Review

COMMERCE will designate an evaluation team to review, evaluate, and score proposals. COMMERCE will initially screen each proposal to ensure compliance with the eligibility criteria as stated in the Eligibility Section, Page 13. If a proposal does not meet the eligibility requirements for this RFP, COMMERCE may consider the proposal non-responsive and may withdraw it from consideration at any time.

2. Evaluation Weighting and Scoring

Proposals will be scored based on the following criteria:

Organizations Qualifications	30 points
Staff Qualifications	20 points
Needs Assessment	20 points
Proposed Services and Activities	20 points
Budget/Cost Proposal	10 points
TOTAL:	100 points

In conducting the review process and in making award decisions, OCVA will also consider: geographic distribution, applicants' history of performance issues including failure to meet deadlines or non-compliance with grant requirements (for OCVA grantees), and grant spending for OCVA grants.

3. Debriefing of Unsuccessful Applicants

Any Applicant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Bidder Notification is e-mailed or faxed to the Consultant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the third business day following the transmittal of the Unsuccessful Bidder Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other applicants.

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

4. Protest Procedure

Protests may be made only by Applicants who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:30 PM, local time, in Olympia, Washington on the third business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.

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

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP name, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the RFP or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the RFP document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

Application Instructions

1. General Instructions

Applicants should follow the instructions below and as indicated elsewhere in this RFP, and on the attached forms. All sections, including attachments must be completed and submitted in the order requested.

- a) Read all instructions carefully. Be sure to include all of the information required including attachments.
- b) Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will not be reviewed or scored.
- c) All narrative responses should be straightforward, detailed and concise. Answer all questions in the order presented with clear titles for each section.
- d) Format narrative responses as follows:
 - 1. Print pages single-sided
 - 2. Use a font style of 'Arial' with a font size of 12 points
 - 3. Single-spaced with one-inch margins
 - 4. Number each page of the narrative
- e) Bind proposal with staples or a clip. Do not use binders.
- f) Submit proposals by mail or delivery bound by a staple or binder clips, one (1) document marked "Original" and four (4) copies to the RFP Coordinator at the address indicated on Page 2. All copies must be identical in content to the original.

2. RFP

The RFP is comprised of Attachments A - E and the Applicant Narrative Response (Sections 1 - 4).

- _____ Attachment A: Applicant Information Form
- _____ Attachment B: Subcontractor Information Form
- _____ Attachment C: Supervisor and Staff Job Description
- _____ Attachment D: Budget Detail Worksheets
- _____ Attachment E: MTDC Certification

Proposal Response:

_____ Applicant Narrative Response (14-16 page limit excluding title page) (1/20/17)

Applicant Narrative (90 points)

Instructions: The applicant narrative response is comprised of Sections 1-4. You may attach no more than 14 16 (1/20/17) **pages** total for the applicant narrative response (not including the title page). The instructions and items below may be omitted for maximum space. Clearly label each section of the response. Include a title page and header or footer to the body of the narrative response that sequentially paginates the pages and clearly states: Applicant Narrative Response.

Section 1. Bidder Qualifications and Experience (30 Points)

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

1. Please indicate your focus area: Labor or Sex Trafficking

2. Describe your organization's mission, vision and guiding principles and how they support;

- a.** a culture that values working with individuals with multiple needs

3. Describe the organization's experience providing culturally, linguistically and developmentally appropriate person-centered services and support.

- 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 "screen" individuals for services.

4. Provide a description of the organization's experience developing relationships with, outreaching to and working with individuals and communities who are underserved and at-risk of violence?

5. 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.
6. Describe the 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 organization supports and sustains an organization wide commitment to the above model or framework.
 7. Describe your organization's relationships and partnerships with systems, programs and community members that support victims/survivors of human trafficking, individuals at-risk and individuals with multiple needs.
 8. 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 (2) (3) (1/20/17) pages for this section.

Provide a response to **each** of the following questions.

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 human 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.
4. Describe the organization's experience with managing grants primarily funded via federal funding that support victims and document your administrative and financial capacity to manage such grants.

Section 3. Needs Assessment (20 Points)

You may use no more than four (4) 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 on the identified form of trafficking the proposed will focus on (labor or sex trafficking):
 - a. support and assistance for victims/survivors of labor or sex trafficking
 - b. support and assistance for individuals at-risk of labor or sex trafficking
 - c. outreach to individuals and communities at-risk of labor or sex trafficking
2. Describe the types of services and outreach anticipated to meet the self-identified needs of victims/survivors of human trafficking and individuals and communities at-risk.
 - a) How did you determine the types of outreach needed?
 - b) 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 ~~(2)~~ **(3)** (1/20/17) pages for this section.

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

- the types of services proposed to support and assist victims/survivors and individuals at-risk,
 - estimated number of victims/survivors that will receive support and assistance
 - estimated number of individuals at-risk that will receive support or an introduction to the advocate or services available (outreach)
- the types of outreach planned for individuals and groups/communities
 - names of programs, organizations, groups and others that will receive outreach
 - estimated number of outreach activities

Application Process

1. RFP Coordinator Information

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

Name	Stephanie Pratt
E-Mail Address	stephanie.pratt@commerce.wa.gov
Mailing Address	PO Box 42525 Olympia, WA 98504-2525
Physical Address for Delivery	1011 Plum St. SE Olympia, WA 98504-2525

Proposals should be based on the material contained in this RFP, any related amendments, and any questions and answers directed through the RFP Coordinator.

2. Questions and Answers

Questions about the RFP must be submitted electronically to the email address stephanie.pratt@commerce.wa.gov, and indicate “HT Services and Outreach RFP” in the subject line of the email. Questions will be accepted until the date set forth in Section 4, Page 35. Bidders may only rely on written statements issued by the RFP Coordinator. Any oral communications are unofficial and are not binding on OCVA/Commerce. No questions will be answered by telephone. The RFP Coordinator will respond to questions within ~~48 hours~~ **two business days (1/20/17)** and will post all answers to the Commerce, OCVA and WEBS websites.

3. Proprietary Information/Public Disclosure

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

Any information in the proposal that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption

from disclosure upon which the Applicant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

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

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

4. Application Schedule

The Application Schedule outlines the tentative schedule for important action dates and times. All dates after the proposed submission due date are approximate and may be adjusted as conditions indicate, without amending this document. It is the applicant's sole responsibility to periodically check the Commerce, OCVA website, and/ or Washington's Electronic Bid System (WEBS), for amendments to this document.

ESTIMATED SCHEDULE OF ACTIVITIES **Human Trafficking Services and Outreach Grant**

Issue Request for Proposals	January 9, 2017
Written questions and comments must be submitted by 5:00 p.m. Pacific Time electronically to Stephanie.pratt@commerce.wa.gov .	February 17, 2017
Proposals due by 5:00 pm	March 3, 2017
Evaluate proposals	March 9 – March 29, 2017
OCVA/Commerce notifies Apparently Successful and Unsuccessful Bidders and sends notification via e-mail	March 30-31, 2017
Unsuccessful bidders can request a debriefing by 5:00 p.m. Pacific Time, 3 business days after unsuccessful bidder notification, to stephanie.pratt@commerce.wa.gov as instructed on Page 28.	April 4 or 5 , 2017
Negotiate contract	March 31 – April 7, 2017
Begin contract work	April 10, 2017

COMMERCE reserves the right to revise the above schedule.

5. Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Commerce Website on the [Current Opportunities page](#) and the [OCVA Grants and Funding page](#) and the [Washington's Electronic Bid System \(WEBS\) website](#). For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website.

If you download this RFP from the Commerce Website on the [Current Opportunities page](#) and the [OCVA Grants and Funding page](#) and the [Washington's Electronic Bid System \(WEBS\) website](#) you are responsible for checking the website for application amendments or applicant questions and OCVA answers. The RFP Coordinator will respond to questions within ~~48 hours~~ **two business days (1/20/17)** and will post all answers to the Commerce, OCVA and WEBS websites.

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

6. Current or Former State Employees

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 proposal.

7. RFP Amendments

COMMERCE reserves the right at any time before execution of a contract, to amend all, or a portion, of this RFP. Amendments will be posted on the, OCVA, COMMERCE procurement website and/or WEBS. If there is a conflict between amendments or between an amendment and this document, whichever document was issued last in time shall be controlling.

8. Retraction of this RFP

COMMERCE reserves the right to retract this RFP in whole, or in part, at any time without penalty.

9. Submission of Proposals

Proposals must be prepared and submitted no later than the proposal submission date and time specified on Page 35. The proposal is to be mailed or delivered to the RFP Coordinator at the address specified on Page 2. Bidders should allow sufficient time to

ensure timely receipt by the RFP Coordinator. Bidders assume the risk for the method of delivery and for any delay in the mailing or delivery of the proposal. COMMERCE will disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date and time.

10. Non-Responsive Proposal

The original only of all proposals will be reviewed by the RFP Coordinator after the proposal due date to determine compliance with the requirements and instructions specified in this RFP. It is the bidder's responsibility to ensure that the original and all copies of the proposal contain the required documents. OCVA may reject or withdraw a proposal at any time as non-responsive for any of the following reasons:

1. Incomplete proposal.
2. Submission of a proposal that proposes services that deviate from the requirements set forth in this document.
3. Failure to comply with any part of this RFP or any exhibit to this RFP.
4. Submission of incorrect, misleading, or false information.

11. Minor Irregularities

COMMERCE may waive minor administrative irregularities related to any proposal.

12. Cost to Prepare Proposal

COMMERCE will not be liable for any costs incurred by the bidder in preparing or submitting a proposal to this RFP.

13. Attachments

Attachments to this RFP are:

- _____ Attachment A: Organization/Tribe/Tribal Organization Information Form
- _____ Attachment B: Subcontractor Information Form
- _____ Attachment C: Supervisor and Staff Job Description
- _____ Attachment D: Budget Detail Worksheets
- _____ Attachment E: MTDC Certification

14. Withdrawal of Proposals

After a proposal has been submitted, a bidder may withdraw its proposal at any time up to the proposal submission date and time specified on Page 35. A written request to withdraw the proposal, signed by an authorized representative of the bidder, must be

submitted to the RFP Coordinator. After withdrawing a proposal, the bidder may submit another proposal at any time up to the proposal submission date and time.

15. Complaint Process

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

- a)** The solicitation unnecessarily restricts competition;
- b)** The solicitation evaluation or scoring process is unfair; or
- c)** The solicitation requirements are inadequate or insufficient to prepare a response.

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

- a)** The complaint must be in writing;
- b)** The complaint must be sent to the 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 RFP will be posted on the Commerce, OCVA and WEBS websites. 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.

16. Execution of Contract

- a)** Apparently Successful Bidders are expected to sign a contract with COMMERCE and any subsequent amendments that may be required to address specific work or services as needed. COMMERCE reserves the right to negotiate the specific wording of the Statement of Work (SOW), based on the requirements of this RFP and the terms of the winning proposal.
- b)** If an Apparently Successful Bidder fails or refuses to sign the contract or any subsequent amendment within ten (10) business days of delivery, COMMERCE may elect to cancel the award and may award the contract to the next-highest ranked finalist.
- c)** Any subcontracts necessary to perform the contract shall be subject to the prior written approval of COMMERCE.

Definition of Terms

1. **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 contract is finalized and executed.
2. **Applicant** - An organization, Tribe, tribal organization, public or private nonprofit agencies submitting a proposal in response to this RFP.
3. **Grantee** - Individual or company whose proposal has been accepted by COMMERCE and is awarded a fully executed, written grant.
4. **COMMERCE** - The Department of Commerce is the agency of the state of Washington that is issuing this RFP.
5. **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.
6. **CSEC/Y** - Commercial sexual exploitation of children/youth
7. **Direct Services or Services to Victims of Crime** – Those services described in 42 U.S.C 10603(d)(2), and efforts that: respond to the emotional, psychological, or physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; or restore a measure of security and safety for the victim.
8. **Emergency Financial Assistance (EFA)** - Services that respond to the immediate emotional, psychological, and physical health and safety needs of crime victims. §94.119 page 44533
9. **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.

- 10. Intensive Case Management Model** - ensures the self-determined needs of individuals are identified and resources are accessed accordingly to support their safety, health and well-being. Case management may include assistance with accessing public benefits, accessing housing, accessing medical and/or mental health or traditional healing support and services.
- 11. 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).
- 12. 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.
- 13. OCVA** – The Office of Crime Victims Advocacy.
- 14. Outreach** - To provide information and knowledge about violence, victim rights, crime victimization, and available services aimed at increasing awareness of available services and how to access services. Outreach may include developing relationships with community members, groups and “gatekeepers” aimed at increasing trust and understanding of the role of the advocate.
- 15. 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.
- 16. Proposal** – All material prepared and assembled by a bidder, and which the bidder submits in response to this RFP.
- 17. RCW** – Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute).

- 18. 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.
- 19. 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.
- 20. RFP Coordinator** – The sole point of contact within COMMERCE regarding this RFP for potential bidders and other interested parties.
- 21. Statement of Work** – A statement of work or services which the Grantee is to perform under any grant awarded, and which is generally in the form of an exhibit attached to the grant.
- 22. Submit** – To deliver to COMMERCE any of several documents described in this RFP and in the manner specified in this RFP.
- 23. 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.
- 24. VOCA** – Victims of Crime Act. VOCA was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal support providing direct services to victims of all types of crimes.
- 25. VOCA Rule** – Codifies and updates the existing VOCA Victim Assistance Program Guidelines (“Guidelines”) to reflect changes in OVC policy, needs of the crime victim services field, and VOCA itself.
- 26. WEBS** – Washington's Electronic Business Solution.

Billing

1. Billing for Grant Activities

Grantees may request reimbursement for services either monthly or quarterly. Please note: The state of Washington prefers to utilize electronic payment in its transactions.

2. Billing for Therapy Services

Grantees that elect to provide Therapy Services with these funds must bill Crime Victims Compensation and/or private insurance resources first when these resources are available and applicable. OCVA may be billed for un-reimbursed therapy costs for Therapy Services that are not billable to private insurance or Crime Victims Compensation. For example:

- Insurance company denies coverage for therapy services because the request does not align with the plan's criteria
- Costs associated with accessing treatment are not covered such as travel and co-pays
- It is not safe for the survivor to utilize their partner or parent's insurance coverage
- The therapist(s) trained in victim services does not accept the survivor's insurance plan

Budget Categories and Guidance

The budget is divided into five categories. Below are definitions for the different categories along with some additional guidance for developing a proposed budget. Please remember to complete the narrative for each worksheet on which funding is requested.

1. Salaries

Please list each position to be paid by the grant, name of employee, and full-time equivalent (FTE). Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours/year) of the position to be funded with the grant.

The cost of paying staff salaries to:

- provide direct services and/or outreach,
- supervise employees who are providing direct services and/or outreach, and
- provide programmatic support services, such as a bookkeeper or receptionist (this can also go into [Indirect or Administrative](#), see the section below)

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

Calculating FTE

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

1.0 FTE - Calculation: 2080/2080 (40 hrs./week x 52 weeks = 2080 hours)

.50 FTE - Calculation: 1040/2080 (20 hrs./week x 52 weeks = 1040 hours)

.25 FTE - Calculation: 520/2080 (10 hrs./week x 52 weeks = 520 hours)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

Please contact OCVA if you need further help determining staff FTE.

2. Benefits

You can only include costs for the personnel named in the salary category. Benefits should be based on actual known costs or an established formula.

3. Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services⁷.

Subcontract costs must be explained in the budget.

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

4. Goods and Services

Goods and Services items must be related to the provision of Human Trafficking Services and Outreach grant activities and may include, but is not limited to, mileage, costs associated with staff attending training (mileage, per diem, lodging), phone service, and project supplies.

Applicants are encouraged to include the cost for training for staff and supervisors allocated to this grant.

The following costs are examples of allowable expenses:

- Emergency Financial Assistance (EFA). EFA for costs related to immediate health and safety (such as emergency food, clothing, transportation, shelter). Prior to

⁷ Department of Justice has historically required contracted services to be paid at a rate no more than \$81.25 per hour / \$650 per day. The VOCA Rule updated this requirement to include a fair market rate. OCVA is seeking further clarification and will communicate that information as soon as possible.

providing this service, grantees must submit to OCVA a plan that includes a policy and procedures for review and approval on how this service will be provided.

- Office space for actual square footage or space occupied by the grant funded program staff.
- Space for waiting areas.
- Cost of mileage, outreach materials, and training that will be needed to carry out grant deliverables.
- Personal/professional liability insurance.
- Cost related to staff and volunteers attending training.
- Costs related to traditional, cultural, and/or alternative therapy/healing practices (e.g., art therapy, yoga, healing circles, healing ceremonies, gender specific traditional gatherings for victims and survivors, use of spiritual healers, sweat lodges for survivors, brushing/cleansing of the individual and/or their home.).

Please note: When including Training and Travel - Itemize training and travel expenses for funded staff and volunteers (e.g. mileage reimbursement, training/activity related travel, etc.). Explain in the narrative the relationship of each item to the services you are providing. Identify the training/conference, if known.

Requests for out-of-state travel must be pre-approved.

Travel expenses incurred or paid by the Grantee 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. Out of state travel shall be reimbursed at a rate in accordance with the U.S. General Services Administration (www.gsa.gov). Current rates can be accessed at <http://www.ofm.wa.gov/resources/travel/colormap1016.pdf>

The following costs are examples of costs that are not allowable and cannot be reimbursed through this grant:

- Mortgage Payments.
- Computer network costs if such network does not block the viewing, downloading, and exchanging of pornography.
- Shared space that is non-client related such as conference room space or other office areas that cannot be specifically tracked and connected to the direct services provided to individuals of crime.
- Common areas of your office that are non-client related, such as bathrooms, kitchen, and hallways.
- The cost for food/beverages for trainings, meetings and conferences.

“Direct” Goods and Services costs are those that are specific to this OCVA grant.

Travel

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

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

Goods and Services Example ~ Shared Cost

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

The organization has two staff people, Steve and Kim, who are full time employees (1.0 FTE each). Steve will spend 50% and Kim 100% of their time providing services for the HT Services and Outreach grant.

$$.5 \text{ FTE} + 1 \text{ FTE} = 1.5 \text{ FTE for HT Services and Outreach}$$

The agency has three other employees (who aren’t allocated to the grant). Their combined FTE equals 3.0.

$$\begin{aligned} \text{Steve and Kim HT Services and Outreach FTE} &= 1.5 \text{ FTE} \\ \text{Agency Total FTE} &= 5.0 \text{ FTE} \end{aligned}$$

The total 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 HT Services and Outreach grant compared to the agency total FTE.

$$1.5 \text{ FTE (for Steve and Kim)} / 5.0 \text{ FTE (total agency FTE)} = 0.30 \text{ or } 30\%$$

Therefore, if the rent is \$650 a month, multiply it by twelve (12) months (which is the length of the fiscal year) and then multiply it by 30%.

$$\begin{aligned} \$650 \text{ a month} \times 12 \text{ months} \times 0.30 \text{ (percentage of FTE)} &= \$2,340 \\ \$2,340 &\text{ is the amount of rent billed to HT Services and Outreach} \end{aligned}$$

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

5. Options for Recovering Administrative OR Indirect Costs

Administrative: Direct Charging Method

Grantees may directly charge up to 15% of their grant total for administrative costs. This could include both administrative costs and/or facilities costs to run your overall organization. These costs must be connected and supportive to the grant program, include a cost allocation rationale, and be approved by OCVA. Examples of this type of cost include: a portion of the salaries and benefits for the administrative functions of an executive director, accountant, or a computer specialist, and the associated costs for

these functions such as supplies, general building and office equipment and maintenance.

This does not have to include the costs for program specific functions that you directly allocate to the Salaries, Benefits, and/or Goods and Services. For example, the rent and utilities for the space where support groups are conducted can be allocated and billed to Goods and Services. Or, if a portion of a manager's time is spent providing or supervising direct advocacy services, that portion of time can still be allocated and billed to Salaries and Benefits.

Please Note: If a cost is allocated to a grant as a direct cost, it cannot also be recovered as an indirect cost (the method chosen needs to be consistent).

Indirect: Indirect Charging Method

If an organization prefers to use an indirect charging method, there are two options available.

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).

Applicants 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)

Applicants must obtain certification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). Documentation must be submitted to and approved by OCVA, see the certification form, Attachment E.

Modified Total Direct Cost⁸ 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.*

Audit Costs: A pro-rated share of reasonable audit costs may be charged so long as the audit cost is identified in the grant budget that grantees submit to the Department of Commerce.

⁸ 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>

- Grantees who need a Single Audit (\$750,000) – can charge audit costs to Goods and Services or Admin/Indirect
- Grantees who do not need a Single Audit – expense is an allowable cost, but can be included in Admin/Indirect only

Budget Justification

You must include descriptions and calculations of costs for each line item in your budget. Provide this information on the budget detail worksheets.

For example:

Goods and Services – Rent - \$5,000

Cost of rent for providing advocacy services based on the agency's cost allocation plan. The budget justification should include a description of how the percentage of costs was calculated.

Goods and Services – Cell phone - \$975

Cost for cell phone for 1 FTE advocate to support and assist victims/survivors.
\$65 month x 15 months = \$975

Please see Attachment D for Budget Detail Worksheets.

Deadlines

Proposals must be received **no later than March 3, 2017** at 5:00 pm at the Department of Commerce. Please allow normal mail delivery time to ensure timely receipt of the application.

Submit one original proposal and four copies to:

Stephanie Pratt, Program Manager
Office of Crime Victims Advocacy
Department of Commerce
Post Office Box 42525, Olympia, WA 98504-2525 (mailing)
1011 Plum St SE, Olympia, WA 98501-1530 (express delivery)

Application Checklist

This checklist is for your convenience and does not need to be included with your proposal.

Please submit one original and four copies of the following:

Proposal Response:

_____ Applicant Narrative Response (44 **16** - page limit excluding title page) **(1/20/17)**

Forms:

_____ Attachment A: Applicant Information Form

_____ Attachment B: Subcontractor Information Form

_____ Attachment C: Supervisor and Staff Job Description

_____ Attachment D: Budget Detail Worksheets

_____ Attachment E: MTDC Certification

***PLEASE MAKE SURE TO KEEP A COPY OF THIS PROPOSAL
FOR YOUR FILES***