

Office of Crime Victims Advocacy

Awareness Campaign

*Funding to Increase
Visibility & Accessibility of Services and Resources
for Indigenous Victims/Survivors of Labor and Sex
Trafficking*

Request for Proposals (RFP)

RFP No. 092322-OCVA-AC

October 27, 2022 – June 30, 2023
(8-month period)

Proposals Due: September 23, 2022 at 5:00PM, Pacific Time,
Olympia, WA



Administered by the Office of Crime Victims Advocacy
Department of Commerce
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Office of Crime Victims Advocacy (OCVA)

Ashly McBunch, RFP Coordinator
Central Contracts Office
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Proposals Due: September 23, 2022 at 5:00 p.m.

NO LATE PROPOSALS WILL BE ACCEPTED.

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

Submit proposals electronically.

Email proposal in PDF and Excel format as attachments to:

ashly.mcbunch@commerce.wa.gov

Subject Line: Tribe/Agency Name, Awareness Campaign Proposal

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

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

APPENDICES

- Appendix A: Insurance Requirement**
- Appendix B: Example State Tribal Contract**
- Example State Services Contract**

Introduction

Background

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

In 2022, [Substitute House Bill 1571](#) (Section 4, line 1) passed and will fund projects to increase the visibility and accessibility of services and resources for indigenous persons who are survivors of trafficking. Ten (10) projects will be funded:

- Five projects in cities west of the crest of the Cascade mountains and
- Five projects in cities east of the crest of the Cascade mountains.

The definition of human trafficking includes labor and sex trafficking. The purpose of this project is to increase the visibility and accessibility of services and resources for indigenous individuals who have experienced (victims and survivors) labor and/or sex trafficking.

Individuals (youth, adults, elderly) who have or are experiencing labor and/or sex trafficking generally do not identify as “victims” or “survivors”, don’t understand what has or is happening to them is a crime or disclose what they have experienced. The intent of this funding is to fund federally recognized Tribes and/or non-profit organizations that are aware of:

- the barriers to sharing, disclosing and/or reporting trauma, hurt or harm related to labor and/or sex trafficking,
- indicators of labor and sex trafficking and
- understand how to build trust and engage with indigenous individuals

Applicants are expected to be currently engaged in providing services or resources to individuals who have experienced labor or sex trafficking.

Human Trafficking

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

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

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

Under Washington State law:

- **Sex trafficking:** is the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion. ¹
- **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. ²
- **Commercial Sexual Abuse of a Minor (CSAM): Consent of minor does not constitute defense.**
- A person is guilty of commercial sexual abuse of a minor if:
 - (a) He or she provides anything of value to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her;
 - (b) He or she provides or agrees to provide anything of value to a minor or a third person pursuant to an understanding that in return therefore such minor will engage in sexual conduct with him or her; **or** (c) He or she solicits, offers, or requests to engage in sexual conduct with a minor in return for a fee
- Commercial sexual abuse of a minor is a class B felony punishable under chapter [9A.20](#) RCW.

For the purpose of this RFP indigenous individuals, communities and tribes reflects those who are “Native American” originating in Washington State.

Purpose of Request for Proposals

Per Substitute House Bill 1571, OCVA is initiating this Request for Proposals (RFP) to seek proposals from local agencies, federally recognized tribes, nonprofit community groups and

¹ Revised Code of Washington (RCW) 9A.40.100

² RCW 9A.40.100

nonprofit treatment providers currently engaged in providing services or resources to survivors of labor and or sex trafficking.

Grants resulting from this RFP will fund ten (10) projects. Successful bidders shall collaborate with the two liaisons for missing and murdered indigenous persons pursuant to RCW 43.43.874 to develop and implement a campaign to increase the visibility and accessibility of services and resources for indigenous persons who are survivors of human trafficking including:

- (a) Development of methods to help convey information discreetly and effectively, such as through the use of easily recognizable logos and symbols;
- (b) Increased signage for relevant anti-trafficking hotlines in frequently visited areas, such as truck stops, gas stations, and hotels; and
- (c) Increased online promotion.

Five projects in cities west of the crest of the Cascade mountains and five projects in cities east of the crest of the Cascade mountains will be funded.

Service Framework

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

Visibility and Access to Services and Resources:

- Activities funded with this grant are intended to increase awareness of support, services and resources available and how to access such resources.
- Services and resources include assistance with meeting basic needs, traditional healing and other forms of support that are focused on meeting the self-determined needs of indigenous individuals.

Funding and Period of Performance

OCVA estimates approximately \$600,000 will be available for the Awareness Campaign grants. OCVA anticipates awarding ten (10) grant contracts for an 8-month period (10/27/2022 – 6/30/2023). Each bidder may request up to \$60,000. Proposals in excess of this amount will be considered non-responsive and will not be evaluated.

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

Americans with Disabilities Act (ADA)

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

Eligibility

Eligible Bidders

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

Eligible Bidders for this RFP must:

1. Demonstrate they are currently engaged in providing services or resources to survivors of labor and/or sex trafficking
2. For non-Tribal bidders: Demonstrate a history of effective engagement and working with indigenous individuals, communities and Tribes.
3. Be operated by a nonprofit organization, public agency or federally recognized Tribe of Washington State as determined by the United States Secretary of the Interior.
4. For non-Tribal bidders: Be licensed to do business in the State of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.
5. Indicate what cities you serve/resource and select whether they are east or west of the Cascade crest.

Tribal Authority to Submit a Proposal

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

This documentation must be current, must be sufficient to demonstrate authority for the proposal, must contain authorized signature(s), and must be submitted with the proposal on the due date, September 23, 2022.

Staff Training and Experience Requirements

It is required that bidders have experience working with individuals who have experienced labor and/or sex trafficking. For successful bidders, it is required that staff

who don't have experience with either labor or sex trafficking will complete training that is OCVA approved.

Contracting with Current or Former State Employees

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

Responsiveness

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

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

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

Funding Requirements

The Awareness Campaign grants are comprised solely of Washington state funds. OCVA encourages bidders to consider the following grant requirements when deciding to submit a proposal:

Insurance Requirements

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

Background Checks

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

Confidentiality

Eligible bidders must have the capacity to adhere to the confidentiality requirements of these funds. Grant recipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services. This means they shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with services without the informed, written, reasonably time-limited consent of the person about whom information is sought. In no circumstances may a victim be required to provide a consent to release personally identifying information as a condition of eligibility for services.

Data Collection and Reporting Requirements

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

Recipients of this grant must also submit reports on grant activities. Narrative reports will be due December 15, 2022, March 15, 2023 and July 15, 2023. A final report on each pilot project will be submitted to OCVA no later than October 1, 2023.

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

Fiscal Monitoring

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

Mandatory Reporting

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

Noncompliance with Nondiscrimination Laws

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-

compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further grants with OCVA. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with contract dispute procedures.

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

Budget Line Items and Guidance

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

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

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

Budget Justification

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

For example:

Goods and Services – Rent - \$5,000

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

Goods and Services – Printing - \$1,000

Cost to print new Therapy Services outreach brochures.

Goods and Services – Training - \$1,400

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

Please see Attachment C - Budget.

Salaries

The cost of paying staff salaries to:

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

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

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

Calculating FTE

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

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

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

Benefits

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

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

Subcontracted Services and Consultant Fees

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

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

Goods and Services

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

“Direct” Goods and Services costs are those that are specific to the *Awareness Campaign* grants.

Travel

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

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

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

Shared Cost ~ Goods and Services Example

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

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

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

The Tribe/agency has three other employees (who do not provide services under the *Visibiltiy and Accessibility project grant*). Their combined FTE equals 3.0.

$$\begin{aligned} \text{Mary and Anita } & \textit{Visibiltiy and Accessibility project} \text{ FTE} = 1.0 \text{ FTE} \\ \text{Tribe/Agency Total FTE} & = 5.0 \text{ FTE} \end{aligned}$$

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

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

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

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

$$\begin{aligned} \$650 \text{ a month} \times 10 \text{ months} \times 0.20 \text{ (percentage of FTE)} &= \$1,300 \\ \$1,300 &\text{ is the rent cost to the } \textit{Visibiltiy and Accessibility project}. \end{aligned}$$

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

Indirect Costs

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

1) Federally Negotiated Indirect Cost Rate (NICR)

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

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

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

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

Modified Total Direct Cost³ 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.*

³ 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>

Budget Notes

- Proposal budget should be for the **grant period** (October 27, 2022– June 30, 2023).
- Equipment items over \$5,000 are subject to further review, require written approval from OCVA prior to purchase, and require ongoing documentation for the life of the item.
- In order to have a sound cost allocation method, organizations need to allocate costs based on usage methods or time tracking. Allocations cannot be based on revenue generated.

Revisions to the RFP

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

No Obligation to Grant

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

Costs to Propose

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

Complaint Process

Bidders may submit a complaint to OCVA based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or

- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to OCVA at any time prior to 5 days before the proposal due date. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP Coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of Commerce will be notified of all complaints and will be provided a copy of Commerce's response. The complaint may not be raised again during the protest period.

Commerce's action or inaction in response to the complaint will be final. There will be no appeal process.

Evaluation of Proposals

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

The purpose of this RFP is to fund ten (10) projects. Successful bidders shall collaborate with the two liaisons for missing and murdered indigenous persons pursuant to RCW 43.43.874 to develop and implement a campaign to increase the visibility and accessibility of services and resources for indigenous persons who are survivors of human trafficking.

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

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

Estimated Schedule of RFP Activities

Issue Request for Proposals	September 9, 2022
Bidder Questions/Answer period	September 9, 2022 – September 16, 2022
Answers to Q&A posted no later than	September 19, 2022
Pre-Proposal Conference (See registration link)	September 16, 2022
Proposals due	September 23, 2022 at 5:00PM
Evaluate Proposals	September 27, 2022 – October 6, 2022
Conduct oral interviews with finalists if required	October 10, 2022
Announce “Apparent Successful Bidders” and send notifications via e-mail to unsuccessful bidders	October 11, 2022
Hold debriefing conferences (if requested)	October 12-14, 2022
Negotiate contracts	October 11-26, 2022
Begin contract work	October 27, 2022

OCVA reserves the right to revise the above schedule.

Pre-Proposal Conference Link for Zoom

Register in advance for this meeting:

https://wastatecommerce.zoom.us/meeting/register/tZcpf-mopzwsHNOvsdlqZj4paH_W7Osw6mVu

After registering, you will receive a confirmation email containing information about joining the meeting.

Debriefing of Unsuccessful Bidders

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

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

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

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

Protest Procedure

In order to submit a protest under this RFP, a bidder must have submitted a proposal and have participated in a debriefing conference (see above). This protest process is the sole administrative remedy available within OCVA. The following is the process for filing a protest:

- 1) Bidder participates in a Debriefing Conference: see above
- 2) Grounds for Protest: A protest may be made based on these grounds only:
 - a) Mathematical errors were made by OCVA in computing the score
 - b) OCVA failed to follow the procedures established in this RFP, or to following applicable State or federal laws or regulations
 - c) Bias, discrimination, or conflict of interest on the part of an evaluator
- 3) Protest Form and Content: A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing, addressed to the RFP Coordinator, and signed by a person authorized to bind the bidder in a contractual relationship. The protest must include:
 - a) The name and number of the bidder, mailing address, phone number, email, and name of the individual responsible for submission of the protest
 - b) A detailed and complete statement of the specific action(s) by OCVA under protest
 - c) The grounds of the protest (see number 2 above)

- d) Description of the relief or correction action requested
- e) Any additional documentation the bidder may have to support their request
- 4) Submitting a Protest: Protests must be received by the [RFP Coordinator](#) no later than 5:00 PM PST on the fifth business day following the Debriefing Conference (see number 1 above).
 - a) Protests may be submitted by e-mail, but must be followed by the document with an original signature
 - b) Bidders protesting shall follow the procedures described herein
 - c) Protests that do not follow these procedures shall not be considered
 - d) Protests not based on procedural matters will not be considered, and protests will be rejected as without merit if they address issues such as:
 - i) An evaluator's professional judgment on the quality of a proposal, or
 - ii) OCVA's assessment of its own and/or other agencies needs or requirements
- 5) Upon receipt of a protest, a protest review will be held by OCVA. The Commerce Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
- 6) The final determination of the protest shall:
 - a) Find the protest lacking in merit and uphold OCVA action; or
 - b) Find only technical or harmless errors in OCVA RFP process and determine OCVA to be in substantial compliance and reject the protest; or
 - c) Find merit in the protest and provide OCVA options which may include:
 - i) Correct the errors and re-evaluate all proposals,
 - ii) Reissue the RFP document and begin a new process, or
 - iii) Make other findings and determine other courses of action as appropriate.

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

Questions About the Request for Proposals

The RFP Coordinator for this procurement is Ashly McBunch, Assistant Contracts Administrator, can be reached via email at ashly.mcbunch@commerce.wa.gov.

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

OCVA will develop a Bidder Questions/Agency Answers document based off of questions received during the Q&A Period. The Q&A period will be Friday, September

9 – Friday, September 16, 2022. The Q&A document will be posted no later than Monday, September 19. All RFP questions need to be emailed to the RFP Coordinator by Friday, September 16, 2022. Answers will be finalized and posted on the website and on Washington’s Electronic Business Solution (WEBS) no later than September 19, 2022.

Submission of Proposals and Due Date

The RFP Coordinator must receive proposals via email no later than 5:00 pm PST on September 23, 2022.

How to submit the proposal:

- Email the Proposal in PDF or Excel format as attachments to:
Ashly.Mcbunch@commerce.wa.gov
- Subject Line: Tribe/Agency Name, Awareness Campaign Proposal

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

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

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

Bidders should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

Proposal Summary

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

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

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

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

Certifications and Assurances

Diverse Business Inclusion Plan

Workers' Rights Certification

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

Attachment C: Budget

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

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

Federally Negotiated Indirect Cost Rate (if applicable)

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

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

Proposal Checklist

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

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

_____ Attachment A: Bidder Information

_____ Attachment B: Proposal – Narrative Responses

_____ Attachment C: Budget

_____ Attachment D: MTDC Certification

_____ Tribal Authority to Submit a Proposal

The RFP Coordinator must receive proposals via email no later than 5:00 pm PST on September 23, 2022.

Proposal Narrative Responses (90 points)

The narrative response is comprised of Sections 1-3. You may submit no more than **8 pages** for the narrative responses.

Narrative Response Instructions

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

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

Narrative Response Questions

Section 1. Bidder Qualifications and Experience (40 Points)

You may use no more than four (4) pages for this section.

1. Describe the Tribe or organization's experience providing culturally, linguistically and developmentally appropriate person-centered services and support for victims/survivors of labor and/or sex trafficking.
2. Describe the Tribe or organization's experience providing culturally, linguistically and developmentally appropriate person-centered services and support for indigenous victims/survivors of labor and/or sex trafficking.
3. Provide a description of the Tribe or organization's experience building trust, engaging and collaborating with and outreaching to indigenous individuals, communities and Tribes.
4. How does your experience working with victims/survivors of labor and/or sex trafficking inform your approach to develop and implement a campaign to increase the visibility and accessibility of services and resources for indigenous persons who are survivors of human trafficking?
5. Describe your Tribe's or organization's relationships and partnerships with systems, programs, businesses and community members in indigenous communities.
 - a. Describe how the relationships and partnerships support effective implementation of the campaign to increase visibility and access to services and resources for indigenous victims/survivors of human trafficking.

Section 2. Staff Qualifications (20 Points)

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

1. Describe key staff's experience providing outreach and experience working with victims/survivors of labor or sex trafficking. If staff will need to be hired, explain the process and timeline for recruiting and hiring staff along with a description of the skills and experience to be sought.
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).

Section 3. Proposed Services and Activities (30 Points)

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

1. Please describe the geographical area the proposed project will focus on.
2. Please describe the activities that will be implemented and an estimated timeline.

The description should include:

3. The types of activities proposed to increase visibility and accessibility of services and resources for indigenous victims/survivors of labor and/or sex trafficking:
 - a. Signs, posters, other materials
 - b. On-line promotion
 - c. Distribution of campaign materials for indigenous individuals, Tribes and communities
4. Please provide a list of names of anticipated programs, organizations, businesses, groups, geographic areas or communities and others that will receive campaign materials to raise awareness of support, assistance and services available and how to access them.

Budget/Cost Proposal (10 points)

Bidders should submit a budget for the 8-month grant period.

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

Worker's Rights Certification (3 points)

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

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

Definition of Terms

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

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

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

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

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

CSEC/Y - Commercial sexual exploitation of children/youth

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

Individuals At-Risk – individuals who, as a result of their ethnicity, race, socio-economic status, ability (physical, psychological, developmental), trauma history, sexual orientation,

gender, social disempowerment and /or other factors are targeted by traffickers or exploiters (perpetrators).

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

OCVA – The Office of Crime Victims Advocacy.

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

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

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

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

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

Request for Proposal – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the bidder to suggest various approaches to meet the need at a given price.

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

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

Traditional Healing – The Victims of Crime Tribal Government Initiative Services and Definitions includes culturally rooted and traditional activities to support healing and wellness for tribal communities. Cultural and traditional healings should reflect tribal values, customs, and practices. These teachings are unique and each Tribe can provide traditional,

spiritual, and cultural healings that can include, but not limited to: sweat lodge, smudging, beading, drumming, singing, dancing, harvesting, weaving, etc.

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

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

WEBS – Washington’s Electronic Business Solution.