



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Monica Alexander, Executive Director

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Request for Proposal

The Washington State Criminal Justice Training Commission (WSCJTC) invites written proposals to perform the work summarized below. In addition, this Request for Proposal (RFP) describes in detail the process for submitting responsive proposals.

Officer Wellness Program

Intent: The WSCJTC is to provide grants to local law enforcement agencies for the purpose of establishing officer wellness programs. Proposals are to include but are not limited to, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health services and mental health supports/services. Additional programs are also encouraged to focus on officer wellbeing.

- Date RFP posted: May 8, 2023
- Funding available \$1,500,000
- Term of contract: From July 1, 2023, to June 30, 2024. WSCJTC reserves the right to extend the contract by another 12 months during the initial term of the contract and will include that right in the contract.
- Proposal question and answer meeting (Zoom) May 18, 2023, 10:00 AM.
Zoom Meeting Link:
<https://us02web.zoom.us/j/83532368749?pwd=SGICVlg0RzdHZzA4dW0rU0drYUw0dz09>
Meeting ID: 835 3236 8749 Passcode: 804188
- Proposals due: June 2, 2023, by 4pm
- Proposal review: June 5-9, 2023
- Proposal decisions notification by: June 12, 2023
- Contracts start date: July 1, 2022

Point of contact for the Officer Wellness RFP

Name: Susan Rogel

Phone: 206-939-8437

Email: susan.rogel@cjtc.wa.gov

Proposal Submission

Each agency must submit to the RFP point of contact named above a single proposal by email attachment. WSCJTC will consider that email an electronic signature intended to bind the Agency. The WSCJTC will consider proposals to include an acceptance period at least until the scheduled date of announcing the successful applicant. WSCJTC will not consider late submissions to be responsive proposals.

All proposals become the property of the WSCJTC, subject to the Public Records Act, RCW 42.56, and will not be returned. If an Agency wants to designate one or more parts of its proposal

exempt from public disclosure, the Agency must clearly designate those parts. Marking the entire proposal exempt from disclosure will not be honored. The Agency must either limit the claimed exemption or withdraw the proposal. WSCJTC reserves the right to cancel or to suspend the RFP in whole or in part before naming the recipient.

Responsive Proposals

The review panel will review proposals to determine compliance with documentation requirements and instructions specified in this RFP. Failure to comply with RFP requirements may result in rejection of the proposal as non-responsive. WSCJTC reserves the right at our sole discretion to waive minor irregularities.

A responsive proposal includes:

1. COVER SHEET

Date of Application: _____

Name of Organization(s) Applying: _____

Contact: _____

Contact Email and phone number: _____

Address (principal/administrative office): _____

City _____ State _____ Zip _____

Amount Requested: \$ _____

Director(s) Signature _____ Date: _____

Director Name(s) Printed: _____

Agency Contract Signer: Name, Title, and email address:

2. APPLICATION

A. Narrative

- i. Organization information
- ii. Mission, goals, and challenges

B. Proposed Program

- i. Describe the proposed program in detail.
- ii. Describe the program's outcomes to be measured and your plan to meet them.
 - a. Identify the specific outcome(s) needed to show success of your proposed program, "what will you know if your program is successful" and Identify personnel responsible for collecting data needed to communicate the outcomes.
- iii. Identify other organizations, partners, or funders participating in the project and their roles.

C. Finances, including:

- i. Program budget - see budget included at the end of the RFP or contact Susan Rogel @ susan.rogel@cjtc.wa.gov for the excel version of the form.

WSCJTC reserves the right to select the agency without further discussion or negotiation of the proposals received. Proposals should be the most favorable terms the agency can offer. WSCJTC reserves the right to contact an Agency for clarification of its proposal.

Nothing compels WSCJTC to select the agency based solely on the lowest proposed cost. WSCJTC reserves the right to weigh a variety of relevant factors in selecting the agency.

Conditions of the Contract Award:

- If WSCJTC names an agency, WSCJTC will immediately begin drafting a contract with the agency.
- WSCJTC will pay for the progress and completion of work described in the statement of work, but not in advance.
- No work can be performed, nor any expenses incurred before the contract is signed.
- WSCJTC will not pay for an Agency's cost in preparing its proposal.
- Contracts WSCJTC award are contingent upon funding.
- This RFP does not obligate WSCJTC to enter into a contract.

Debriefing of Unsuccessful Bidders:

On request, WSCJTC will schedule a telephonic debriefing conference of one hour or less with an unsuccessful bidder, if requested before the deadline specified in the RFP schedule above. Debriefing is limited to a critique of the Agency's proposal. Comparison with other proposals is not allowed.

Protests:

Agencies who have participated in a debriefing conference may, within three days following the conference, file with the RFP manager a written or emailed protest of the acquisition, limited to:

- Allegations of bias, discrimination, or conflict of interest on the part of the WSCJTC employees who decided upon the Agency.
- Allegations of WSCJTC's non-compliance with this RFP, as revised by WSCJTC, except where the RFP specifies WSCJTC discretion and "reserved rights."

The protest must state the grounds for the protest, including specific facts, must specify the actions being protested, and must describe the corrective action being requested.

Upon receipt of a protest, WSCJTC's Executive Director will appoint an employee who was not involved in the procurement to review the record, consider all relevant facts, and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold WSCJTC's action; or

- Find only technical or harmless errors in the WSCJTC's actions and find WSCJTC to be in substantial compliance and uphold WSCJTC's actions; or
- Find the protest essentially valid and recommend to the Executive Director steps to:
 - correct the errors and fairly re-evaluate all responsive proposals received, or
 - reject all proposals and start the RFP process over again, or
 - make the protestor whole for any lost opportunity.

Budget Line Item	Grant Funds	Narrative Detail
1. Applicant Salaries and Benefits		
<i>List each Applicant Agency staff to be funded by the grant. For each, provide the classification/title, percentage of time, salary/hourly rates, and benefits. Note: salaries and benefits of all other contracted staff go under the Professional Service section.</i>	\$ -	
2. Supplies		
<i>Itemize all supplies.</i>	\$ -	
3. Professional Services/Public Agency Contracts		
<i>List the names of all professional service contracts (e.g., contracts with other entities or consultants). Itemize the services that will be provided by each and show funds allocated to each. Show hours and billing rates for all contracted staff.</i>	\$ -	
4. Training and Travel		
<i>Itemize all costs associated with training and travel.</i>	\$ -	
5. Fixed Assets/Equipment		
<i>Itemize all equipment and fixed assets.</i>	\$ -	
6. Other (Posters, Fliers, Technology, etc.)		
<i>Itemize any other costs</i>	\$ -	
Totals	\$ -	