



STATE OF WASHINGTON
CRIMINAL JUSTICE TRAINING COMMISSION
REQUEST FOR PROPOSALS (RFP)
RFQ NO. 2025 – Peer Support for First Responder Wellness
Advanced Training Division

Estimated Procurement Schedule		
	Date	Time
Issue Request for Proposals (WEBS Posting)	Friday, March 28, 2025	
Pre-Bid Conference (optional attendance Zoom meeting)	<p style="text-align: center;"> Wednesday, April 16, 2025 10:00 AM, PST </p>	<p> Join Zoom Meeting https://us02web.zoom.us/j/88483474071?pwd=ugsBlxi1C2qb2ycugVbgA6a4D6l9gB.1 Meeting ID: 884 8347 4071 Passcode: 317427 --- One tap mobile +12532158782,,88483474071# US (Tacoma) +12532050468,,88483474071# US </p>
Bidder questions and comments should be submitted via email to the RFQ Coordinator	Monday, April 21, 2025	By 4:00 PM PST
Issue amendment to RFP (if applicable) Answers posted on WEBS	Friday, April 25, 2025	
*Proposals due <i>All responsive proposals will be evaluated/scored as they are received; ASV will be announced on this date.</i> Proposals may be transmitted using electronic media such as e-mail	*Friday, May 9, 2025	4:00 PM, PST
Proposal Evaluations	No later than May 12-14, 2025	
Announce “Apparent Successful Vendor(s) (ASV) award date	Monday, May 19, 2025	
Protest Period Ends 5 days after last debrief	Within 3 business days of ASV Announcement	4:00 PM, PST

Contract Terms	
Performance Period	One year from date of contract execution
Maximum Contract Amount	\$435,000.00 (\$300,000 for course curriculum, \$135,000 for course delivery)
Optional Extensions	At the determination of WSCJTC
RFQ Coordinator	
Ms. Holly White	Email Address: holly.white@cjtc.wa.gov

VENDOR ELIGIBILITY: This procurement is open to those Vendors that satisfy the minimum qualifications stated herein and are available for work in Washington State.



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

AGENCY CONTRACT REQUEST FOR PROPOSAL (RFP) No. 2025 First Responder Peer Support

Introduction

The Washington State Criminal Justice Training Commission ("WSCJTC" and/or the "Commission") is issuing this Request for Proposals (RFP) pursuant to RCW 39.26 for the purpose of soliciting proposals from skilled and qualified entities interested in developing and administering a comprehensive 40-hour training program for first responder peer supporters.

Mission and Background

The mission of the Washington State First Responder Wellness Program is to assist first response agencies across the state with their efforts to foster positive mental and physical well-being amongst their personnel, with the goal of eliminating occurrences of job-related post-traumatic stress and suicide. This program recognizes first responders as law enforcement officers, corrections officers, limited authority law enforcement officers, firefighters, emergency services dispatchers and recordkeepers, emergency medical personnel, coroners/medical examiners, and others identified in RCW 5.60.060.6(b). This program also acknowledges that the wellness of first responders is influenced by factors that extend beyond the workplace and attempts to incorporate tools and resources to address all aspects of a first responder's life, including areas such as support from organizational executives, physical fitness, family relationships and personal finances. The greatest tools that first response agencies can use to foster wellness amongst their personnel are: 1) a comprehensive, agency sponsored and supported employee wellness program, and 2) a fully functional peer support team. Offering a comprehensive peer support training program at the state level will help agencies across the state establish and maintain some of the foundational pieces needed to keep their personnel healthy and psychologically well.

Statement of Work

The Commission is seeking to contract with an organization that can provide the following services:

1. Develop and administer a 40-hour training program for first responder peer supporters. The training program must be holistic and comprehensive in its training, development, and support of first responder peer supporters. It must include delivering at least ten courses annually at various locations across the state.

- a. Six of the 40-hour courses delivered annually must include peer supporter certification and cover at least the following topics:
- Trauma and its physiological and psychological impacts
 - How to build a peer support team, including typical team structures, functions, and needs
 - Peer support practices, including 1-on-1 check-ins, defusing, debriefing, and techniques for referral to professional help
 - How to build a culture that encourages openness and seeking help
 - Basic wellness techniques, including the benefits of physical fitness
- In developing the course, the contracting organization must engage in in-depth consultation with first responders (as defined above) and compensate the first responders for their consultation.
 - A portion of the course must be relevant to all first responder professions, and a portion must be specifically curated to address the unique needs of each first responder profession.
 - The contracting organization must utilize current or retired first responders residing in Washington state as co-trainers to deliver the course.
 - Each certification course offered must accommodate at least 30 students.
 - At least a portion of the course must be in-person.
 - The course must include interactive activities to practice peer support skills.
 - The course must include a certificate of course completion.
 - The course must be offered at least once each quarter.
 - The first course must be offered no later than August 1, 2025.
- b. Four of the 40-hour courses delivered annually must address supportive needs, include supportive participants, and cover at least the following supportive topics:

Continuing Education

- Sixteen hours of training related to continuing education for peer supporters. This portion of the course must be offered to currently certified peer supporters and include training sections that cover, at a minimum:
 - Updates on current best practices
 - Maintaining and improving a peer support team
 - The potential impacts of vicarious trauma
 - Maintaining personal wellness while serving as a peer supporter
1. This portion of the course must accommodate at least 30 students.
 2. At least a part of this portion of the course must be in-person.

Executive Peer Support Training

- Sixteen hours of training related to peer support for executives of first response organizations (i.e., chiefs, sheriffs, executive directors, etc.). The course must include training sections that cover, at a minimum:
 - Trauma and its physiological and psychological impacts
 - An overview of typical peer support team structures, functions and needs
 - Best practices, policies, procedures, limits, and liability related to peer support
 - The role and influence of first response organization executives related to peer support teams and a culture of wellness

- Communication facilitation and listening skills
- Crisis management and self-care
- The importance and value of creating a network of executive peers for executive-level support
- Best practices for contracting, consultation, and referral to culturally competent mental health professionals.
- Understanding and navigating Worker's Compensation related to post traumatic stress and substance use disorders
- Line of duty death (LODD) planning and response

1. This portion of the course must accommodate at least 20 students.
2. At least a part of this portion of the course must be in-person.

Family Member Education

- Up to eight hours of training that includes and targets family members of first responders. The course may be in-person, virtual, or hybrid. The course must include training sections that cover, at a minimum:
 - How experiencing or witnessing trauma can impact first responders
 - How family members can provide better support for the first responder(s) in their family
 - How family members can identify when the first responder(s) in their family needs emotional or psychological assistance.
 - Resources available to assist family members in dealing with a suffering first responder in their household
- The supportive course for peer supporters must be offered at least once each quarter.
- The first supportive course must be offered no later than the first quarter of 2026.

2. As a part of their proposal, provide the Commission with a detailed training syllabus and schedule that meets the requirements of each course, as outlined above. Syllabus details must include topics with summary descriptions for each, the total time planned for each topic, and the number of instructors required for each day of instruction. The training schedule must cover at least one complete training year and align with the Washington State fiscal year of July 1st to June 30th.
3. The contract awardee will provide the Commission with transferable lesson plans for each topic in each course outlined above prior to June 16, 2025.
4. After course delivery, provide the Commission with summary information related to each course offered, including a list of participants that achieve course completion and a copy of each course completion certificate awarded.

Qualifications:

Qualified applicants must:

- Have expertise in peer emotional support and peer workforce development.
- Have experience developing peer support training for first responders in Washington state.

Budget:

Applicants must submit a detailed budget proposal, including:

- Course development costs
- Course delivery costs
- Course maintenance/update costs
- Travel costs

Terms and Conditions:

- **Intellectual Property:** The WA State Criminal Justice Training Commission will own all content and materials developed related to the courses outlined above. See section Rights In Data in Exhibit C.
- **Confidentiality:** The vendor must agree to confidentiality conditions regarding any sensitive information shared during any course. See section Confidentiality in Exhibit C.
- **Dispute Resolution:** Any disputes will be addressed through mediation or arbitration as outlined in Exhibit C.

This Competitive Solicitation is divided into six (6) sections:

- [Section 1](#) provides a summary table of relevant deadlines for responding to the Competitive Solicitation and identifies contact information for the WSCJTC Procurement Coordinator.
- [Section 2](#) provides important information about the procurement that is designed to help interested Vendors evaluate the potential opportunity, including the purpose of the procurement, the form of the resulting Contract, and potential contract sales.
- [Section 3](#) identifies how WSCJTC will evaluate the qualifications.
- [Section 4](#) identifies how to prepare and submit qualifications for this Competitive Solicitation, including detailed instructions regarding what to submit and how to submit your qualifications.
- [Section 5](#) details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this Competitive Solicitation.
- [Section 6](#) provides information pertaining to doing business with the State of Washington, including WSCJTC efforts to enable Washington's small and diverse businesses to compete for and participate in state procurements for goods/services.

In addition, this Competitive Solicitation includes the following Exhibits:

- **Exhibit A – Required Vendor Information:** These exhibits identify information that Vendors must provide to WSCJTC to constitute responsive proposals. See Section 4, below.
 - Exhibit A-1 – Vendor's Certification
 - Exhibit A-2 – Vendor's Profile
- **Exhibit B – Qualifications:** This exhibit provides the information that Vendors will submit as part of their proposal, and the evaluation tool that WSCJTC will use to evaluate qualifications.
- **Exhibit C – Contract:** This exhibit is a draft of the Contract that any successful Vendor will execute with WSCJTC.

Section 1 – Deadlines, Questions, Procurement Coordinator, and Modification

This section identifies important deadlines for this Competitive Solicitation, where to direct questions regarding the Competitive Solicitation, and the process for potential amendments or modifications to the Competitive Solicitation.

- 1.1. **COMPETITIVE SOLICITATION QUESTIONS.** Questions or concerns regarding this Competitive Solicitation must be directed to the following Procurement Coordinator:

Procurement Coordinator	
Name:	Holly White
Email:	Holly.White@cjtc.wa.gov

Questions raised during the pre-bid conference and during the Q&A period will be answered and responses posted to Washington's Electronic Business Solution (WEBS).

- 1.2. **COMPLAINTS, DEBRIEFS, & PROTESTS.** The Competitive Solicitation (and award of any Contract) is subject to complaints, debriefs, and protests as explained in Section 5, which may impact the dates set forth above.
- 1.3. **COMPETITIVE SOLICITATION – AMENDMENT & MODIFICATION.** WSCJTC reserves the right to amend and modify this Competitive Solicitation. **Only Vendors who have properly registered and downloaded the original Competitive Solicitation directly via the Washington Electronic Business Solution WEBS will receive notifications of amendments and other correspondence pertinent to this Competitive Solicitation.** Vendors must be registered in WEBS to be awarded a Contract. Visit [WEBS](#) to register.

Section 2 – Information About the Procurement

This section describes the purpose of the Competitive Solicitation and provides information about this procurement, including the potential scope of the opportunity.

PURPOSE OF THE PROCUREMENT – AWARD A CONTRACT. The Washington State Criminal Justice Training Commission ("WSCJTC" and/or the "Commission") is issuing this Request for Proposals (RFP) pursuant to RCW 39.26 for the purpose of soliciting proposals from skilled entities interested in developing and administering a comprehensive 40-hour training program for first responder peer supporters.

- 2.1. **CONTRACT.** The form of the Contract that will be awarded as a result of this Competitive Solicitation is attached as ***Exhibit C – Sample Contract***.
- 2.2. **CONTRACT TERM.** As set forth in the attached Contract for this Competitive Solicitation, the initial contract term is 12 months and can be renewed for additional one-year terms at the discretion of WSCJTC. Vendors are to specify prices for the contract term. The Contract is subject to earlier termination.
- 2.3. **Contract Execution and Amendments.** This Contract shall be binding on WSCJTC only upon signature by the Executive Director of WSCJTC or designee. WSCJTC and The Contractor may mutually amend this Contract. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind WSCJTC and The Contractor
- 2.4. **ESTIMATED CONTRACT VALUE.** The WSCJTC budget for this project is \$435,000 for the initial 12-month contract. The maximum contract amount may be increased if the period of performance is extended and/or additional funding becomes available.
- 2.5. **WASHINGTON STATE PROCUREMENT PRIORITIES & PREFERENCES.** WSCJTC will apply the following Washington State procurement priorities and preferences to this Competitive Solicitation which, as set forth in Section 3.5, will impact the evaluation of qualifications for this Competitive Solicitation:
 - Executive Order 18-03
 - Washington Small Business
 - Certified Veteran-Owned Business

Section 3 – Bid Evaluation

This section identifies how WSCJTC will evaluate qualifications for this Competitive Solicitation.

- 3.1. **OVERVIEW.** WSCJTC will evaluate proposals for this Competitive Solicitation as described below.

- Vendor responsiveness will be evaluated based on the process described herein.
- Any vendor whose qualifications are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
- WSCJTC reserves the right to: (1) Request clarification regarding any vendor proposals; (2) Waive any informality; (3) Reject any or all proposals, or portions thereof; (4) Accept any portion of the proposal unless the vendor stipulates all or nothing; (5) Cancel the Competitive Solicitation and, if desired, re-solicit proposals and/or (6) Negotiate with the lowest responsive and responsible vendor(s) to determine if such proposals can be improved.
- WSCJTC will use the following process and evaluation criteria for an award of the Contract:

STEP	ITEM	POSSIBLE POINTS
1	Responsiveness (requested components included with proposal)	pass/fail
2	Non-Cost Factors — Qualifications or Capability	200
3	Cost Factor — Below contract maximum amount	100
3	References	20
Total:		320
4	State Procurement Priorities	
	Washington Small Business (yes/no)	20
	Certified Veteran-Owned Business (yes/no)	10
	Minority or Women Owned Business (yes/no)	10
	Executive Order 18-03 (yes/no)	10
Total:		50
	Total points for proposal and State Procurement Priorities	

- 3.2. **BID RESPONSIVENESS (STEP 1).** WSCJTC will review proposals – on a pass/fail basis – to determine whether the vendor is ‘responsive’ to this Competitive Solicitation. This means that WSCJTC will review each submission to determine whether the proposal is complete – i.e., does the submission include each of the required qualifications, are the submittals complete, signed, legible. WSCJTC reserves the right – in its sole discretion – to determine whether any of the proposals are responsive – i.e., to determine a vendor’s compliance with the requirements specified in this Competitive Solicitation and to waive informalities in a submission. An informality is an immaterial variation from the exact requirements of the Competitive Solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to Vendors. Responsive proposals will be evaluated as set forth herein.
- 3.3. **QUALIFICATION EVALUATION (STEP 2).** WSCJTC will evaluate each submission to ensure that each vendor’s product(s) or service(s) meet the specifications and/or performance requirements to complete the project. WSCJTC reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Vendor. A vendor’s failure to provide requested information to WSCJTC within ten (10) business days may result in disqualification.

3.4. **WASHINGTON STATE PROCUREMENT PRIORITIES & PREFERENCES (STEP 3).** WSCJTC will apply the following Washington State procurement priorities and preferences, as set forth below, to this Competitive Solicitation

- **PROCUREMENT PREFERENCE FOR EXECUTIVE ORDER 18-03** (Firms without Mandatory Individual Arbitration for Employees). Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with [Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations](#) (dated June 12, 2018), bids will be evaluated for best value and bidders may obtain a bid preference in the amount of 5 (five) evaluations points. if bidder is able to certify, pursuant to **Exhibit A-1 – Bidder’s Certification**, that bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
- **WASHINGTON SMALL BUSINESSES.** In furtherance of Washington’s business inclusion goals WSCJTC will evaluate bids for best value and will provide a bid preference in the amount of 10 (ten) applicable points] to any bidder who certifies, pursuant to **Exhibit A-1 – Bidder’s Certification**, that Bidder qualifies as a ‘Washington Small Business’ as set forth in **Exhibit A-1 – Bidder’s Certification**.
- **CERTIFIED VETERAN-OWNED BUSINESSES.** In furtherance of Washington’s business inclusion goals, WSCJTC will evaluate bids for best value and will provide a bid preference in the amount of 5 (five) applicable points to any bidder who certifies, pursuant to **Exhibit A-1 – Bidder’s Certification**, that Bidder qualifies as a Washington Department of Veterans’ Affairs Certified Veteran-Owned Business.

3.5. **VENDOR RESPONSIBILITY ANALYSIS (STEP 4).** For responsive proposals, WSCJTC must determine whether the vendor is a ‘responsible vendor.’ Accordingly, WSCJTC will make reasonable inquiry to determine vendor responsibility on a pass/fail basis. In determining vendor responsibility, WSCJTC will consider the following statutory elements:

- The vendor’s ability, capacity, and skill to perform the contract or provide the service required.
- The vendor’s character, integrity, reputation, judgment, experience, and efficiency.
- Whether the vendor can perform the contract within the time specified.
- The vendor’s performance quality pertaining to previous contracts or services.
- The vendor’s compliance with laws relating to the contract or services.
- Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, the vendor has been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- Such other information as may be secured having a bearing on the decision to award the Contract.

See RCW 39.26.160(2)(a)-(g). In addition, WSCJTC may consider the following:

- **Financial Information:** WSCJTC may request financial statements, credit ratings, references, records of past performance, clarification of vendor’s offer, on-site inspection of vendor’s or subcontractor’s facilities, or other information as necessary to determine vendor’s capacity to perform and the enforceability of vendor’s contractual commitments. Failure to respond to these requests may result in a bid being rejected as non-responsive.
- **References:** WSCJTC reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and

timeliness. Any negative or unsatisfactory reference can be reason for rejecting a vendor as non-responsible.

- 3.6. **PRESENTATION EVALUATION (STEP 5).** WSCJTC may, at its discretion, invite the vendor(s) with the top-scored proposals to demonstrate/interview with the evaluation committee. All key personnel will be required to participate in the demonstration/interview process. WSCJTC will contact the vendor(s) to schedule a date and time for demonstration/interview. Vendor is encouraged to secure the date(s) indicated in Competitive Solicitation Section 1.1. WSCJTC will provide further instruction at the time of scheduling demonstrations/interviews. Prior points are not accumulative and will be reset to zero. There will be a maximum of 25 points awarded based on the vendor's demonstration/interview.
- 3.7. **CONTRACT NEGOTIATIONS (STEP 6).** WSCJTC may negotiate with the highest scored responsive, responsible vendor to finalize the Contract and to determine if the qualifications may be improved. If, after a reasonable period of time, WSCJTC, in its sole judgment, cannot reach an agreement on acceptable Contract terms with such vendor, WSCJTC may suspend negotiations and undertake negotiations with the next highest scored responsive, responsible vendor as determined by the evaluations.
- 3.8. **ANNOUNCEMENT OF APPARENT SUCCESSFUL VENDOR.** WSCJTC will determine the Apparent Successful Vendor ("ASV"). The ASV will be the responsive and responsible vendor(s) that best meet(s) the Competitive Solicitation requirements and presents the best total value, as calculated consistent with the instructions set forth in **Exhibit B – Qualifications**, and other factors as set forth in this Competitive Solicitation including any applicable state procurement priority or preference.
- Designation as an ASV does not imply that WSCJTC will issue an award for a Contract to your firm. Rather, this designation allows WSCJTC to perform further analysis and ask for additional documentation. The vendor must not construe this as an award, impending award, attempt to negotiate, etc. If a vendor acts or fails to act as a result of this notification, it does so at its own risk and expense.
 - Upon announcement of the ASV, Vendors may request a debrief conference as specified in Section 5.
- 3.9. **AWARD OF CONTRACT.** Subject to protests, if any, WSCJTC and the ASV will enter into a Contract as set forth in **Exhibit C – Contract**. A contract award is made, and a contract is formed by the signature of WSCJTC and awarded vendor on the Contract. WSCJTC reserves the right to award on an all-or-nothing consolidated basis. Following the award of the Contract, all Vendors registered in WEBS will receive a Notice of Award delivered to the vendor's email address provided in the vendor's profile in WEBS.
- 3.10. **BID INFORMATION AVAILABILITY.** Upon WSCJTC announcement of ASV, all Proposal submissions and all proposal evaluations are subject to public disclosure pursuant to Washington's Public Records Act. See RCW 39.26.030(2). Upon WSCJTC announcement of ASV, WSCJTC will post all proposal evaluations on the WSCJTC website. In addition, WSCJTC intends to post all winning qualified submissions to its contract portal webpage after the Contract is awarded.
- 3.11. **ADDITIONAL AWARDS.** WSCJTC reserves the right, during the resulting Contract term, to make additional Contract awards to responsive, responsible Vendors who provided a proposal but who were not awarded a Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business) or be in the best interest of the State of Washington.

Section 4 – How to Prepare and Submit your proposals for this Competitive Solicitation

This section identifies how to prepare and submit your proposals to WSCJTC for this Competitive Solicitation. In addition, Vendors will need to review and follow the Competitive Solicitation requirements including those set forth in the exhibits, which identifies the information that Vendors must provide to WSCJTC to constitute a responsive proposal. By responding to this Competitive Solicitation and submitting their proposals, Vendors acknowledge having read and understood the entire Competitive Solicitation and accept all information contained within this Competitive Solicitation.

4.1. **VENDOR COMMUNICATIONS REGARDING THIS COMPETITIVE SOLICITATION.** During the Competitive Solicitation process, all vendor communications regarding this Competitive Solicitation must be directed by email to the Procurement Coordinator for this Competitive Solicitation. See Section 1.2 of this Competitive Solicitation. Vendors should rely only on this Competitive Solicitation and written amendments to the Competitive Solicitation issued by the Procurement Coordinator. In no event will oral communications regarding the Competitive Solicitation be binding.

- Vendors are encouraged to make any inquiry regarding the Competitive Solicitation as early in the process as possible to allow WSCJTC to consider and, if warranted, respond to the inquiry. If a vendor does not notify WSCJTC of an issue, exception, addition, or omission, WSCJTC may consider the matter waived by the vendor for protest purposes.
- If vendor inquiries result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.
- Unauthorized vendor contact regarding this Competitive Solicitation with other state employees involved with the Competitive Solicitation may result in vendor disqualification.

4.2. **SUBMITTAL COMPONENTS.** Proposals must include all components needed for the goods and/or services as described in this Competitive Solicitation. See **Exhibit B –Qualifications**. A vendor’s failure to identify all components in a manner consistent with the instructions in this Competitive Solicitation is sufficient grounds for disqualification.

- Inclusive Qualifications: Vendors must identify and include all elements in their proposal. Except as provided in the Contract, there shall be no additional costs of any kind.

4.3. **PROPOSAL SUBMITTAL CHECKLIST – REQUIRED QUALIFICATION SUBMITTALS.** This section identifies the qualifications that must be provided to WSCJTC to constitute a responsive submittal. The submittals must be delivered as set forth below. Proposals that do not include the submittals identified below may be rejected as nonresponsive. In addition, a vendor’s failure to complete any submittal as instructed may result in the submittal being rejected. Vendors may not provide unsolicited materials. For any supplemental materials expressly required by WSCJTC in writing, Vendors must identify such supplemental materials with the vendor’s name.

EXHIBIT A-1 – VENDOR’S CERTIFICATION

This document is the Vendor’s Certification.

Complete the certification, attach it to the proposal along with any exceptions or required explanations, and submit it to WSCJTC.

Note: The Certification must be complete. Where there are choices, vendor **must** check a box. The certification must be signed and submitted by a duly authorized representative for the vendor.

EXHIBIT A-2 – VENDOR’S PROFILE

This document requires vendor information for WSCJTC contract administration purposes.

Complete as instructed and submit with the proposal to WSCJTC.

EXHIBIT B – QUALIFICATIONS

Vendor will need to complete the worksheet templates as instructed in **Exhibit B – Qualifications**.

- 4.4. **QUALIFICATIONS FORMAT.** Qualifications must be complete, legible, signed, and follow all instructions stated in the Competitive Solicitation (including the exhibits). Unless otherwise specified in writing by WSCJTC, documents included with an electronic submission must be prepared in MS Word, MS Excel, or Adobe PDF. Where required to do so, Vendors may sign using either a physical or electronic signature.
- 4.5. **SUBMITTING QUALIFICATIONS.** Your qualifications must be emailed to the Procurement Coordinator at holly.white@cjtc.wa.gov. WSCJTC email boxes only can accept emails that total less than 30MB in size. Vendors are cautioned to keep email sizes to less than 25MB to ease delivery. Zipped files cannot be accepted.

Section 5 – Complaint, Debrief, & Protest Requirements

This section details the applicable requirements for complaints, debriefs, and protests.

- 5.1. **COMPLAINTS.** This Competitive Solicitation offers a complaint period for Vendors wishing to voice objections to this solicitation. The complaint period ends five (5) business days before the proposal due date. The complaint period is an opportunity to voice objections, raise concerns, or suggest changes that were not addressed during the Question & Answer Period or, if applicable, at the Pre-Bid Conference. Failure by the vendor to raise a complaint at this stage may waive its right for later consideration. WSCJTC will consider all complaints but is not required to modify or cancel the Competitive Solicitation. If vendor complaints result in changes to the Competitive Solicitation, written amendments to the Competitive Solicitation will be issued and posted on WEBS.
- a. **CRITERIA FOR COMPLAINT.** A formal complaint may be based only on one or more of the following grounds:
 - (a) The solicitation unnecessarily restricts competition; (b) The solicitation evaluation or scoring process is unfair or flawed; or (c) The solicitation requirements are inadequate or insufficient to prepare a response.
 - b. **INITIATING A COMPLAINT.** A complaint must: (a) Be submitted to and received by the Procurement Coordinator no less than five (5) business days prior to the deadline for bid submittal; and (b) Be in writing (see Form and Substance, and Other below). A complaint should clearly articulate the basis of the complaint and include a proposed remedy.
 - c. **RESPONSE.** When a complaint is received, the Procurement Coordinator (or designee) will consider all the facts available and respond in writing prior to the deadline for qualification submittals, unless more time is needed. WSCJTC is required to promptly post the response to a complaint on WEBS.
 - d. **RESPONSE IS FINAL.** The Procurement Coordinator's response to the complaint is final and not subject to administrative appeal. Issues raised in a complaint may not be raised again during the protest period. Furthermore, any issue, exception, addition, or omission not brought to the attention of the Procurement Coordinator prior to qualification submittal may be deemed waived for protest purposes.
- 5.2. **DEBRIEF CONFERENCES.** A Debrief Conference is an opportunity for a vendor and WSCJTC, through its Procurement Coordinator, to meet and discuss the vendor's proposal (and, as further explained below, is a necessary prerequisite to filing a protest). Following the evaluation of the qualifications, WSCJTC will issue an announcement of the ASV. That announcement may be made by any means, but WSCJTC likely will use email to the vendor's email address provided in the Vendor's Profile. Vendors will have three (3) business days to request a Debrief Conference. Once a Debrief Conference is requested, WSCJTC will offer the requesting vendor one meeting opportunity and notify the vendor of the Debrief Conference place, date, and time. Please note, because the debrief process must occur before making an award, WSCJTC likely will schedule the Debrief Conference shortly after the announcement of the ASV and the vendor's request for a Debrief Conference. WSCJTC will not allow the debrief process to delay the award. Therefore, Vendors should plan for contingencies and alternate representatives. **Vendors who wish to protest must first participate in a debrief conference. Vendors who are**

unwilling or unable to attend the Debrief Conference will lose the opportunity to protest. A debrief is a required prerequisite for a vendor wishing to file a protest.

- a. **TIMING.** A Debrief Conference may be requested by a vendor following announcement of the Apparent Successful Vendor (ASV).
- b. **PURPOSE OF DEBRIEF CONFERENCE.** Any vendor who has submitted a timely qualification response may request a Debrief Conference (see Form and Substance, and Other below). A Debrief Conference provides an opportunity for the vendor to meet with WSCJTC to discuss vendor's proposal and evaluation. It does not provide an opportunity to discuss other qualifications and evaluations.
- c. **REQUESTING A DEBRIEF CONFERENCE.** The request for a Debrief Conference must be made in writing via email to the Procurement Coordinator and received within three (3) business days after the announcement of the Apparent Successful Vendor. Debrief conferences may be conducted either in person at the WSCJTC offices in Burien, Washington, or virtually (e.g., by telephone or web-based virtual meeting such as Zoom, Skype, MS Teams), as determined by WSCJTC, and may be limited by WSCJTC to a specified period of time. The failure of a vendor to request a debrief within the specified time and attend a debrief conference constitutes a waiver of the right to submit a protest. Any issue, exception, addition, or omission not brought to the attention of the procurement coordinator before or during the debrief conference may be deemed waived for protest purposes.

5.3. PROTESTS. Following a Debrief Conference, a vendor may protest the award of a Contract.

- a. **CRITERIA FOR A PROTEST.** A protest may be based only on one or more of the following: (a) Bias, discrimination, or conflict of interest on the part of an evaluator; (b) Error in computing evaluation scores; or (c) Non-compliance with any procedures described in the Competitive Solicitation.
- b. **INITIATING A PROTEST.** Any vendor may protest an award to the ASV. A protest must: (a) Be submitted to and received by the Protest Officer specified below, within five (5) business days after the protesting vendor's Debriefing Conference (see Form and Substance, and Other below); (b) Be in writing; (c) Include a specific and complete statement of facts forming the basis of the protest; and (d) Include a description of the relief or corrective action requested.
- c. **PROTEST RESPONSE.** After reviewing the protest and available facts, WSCJTC will issue a written response within ten (10) business days from receipt of the protest, unless additional time is needed.
- d. **DECISION IS FINAL.** The protest decision is final and not subject to administrative appeal. If the protesting vendor does not accept WSCJTC protest response, the vendor may seek relief in King County Superior Court.

5.4. COMMUNICATION DURING COMPLAINTS, DEBRIEFS, AND PROTESTS. With the exception of protests, all communications about this Competitive Solicitation, including complaints and debriefs, must be addressed to the Procurement Coordinator unless otherwise directed. Protests must be addressed to the Protest Officer.

- a. **FORM, SUBSTANCE, & OTHER.** All complaints, requests for debrief, and protests must:
 - i. Be in writing;
 - ii. Be signed by the complaining or protesting vendor or an authorized agent, unless sent by email;
 - iii. Be delivered within the time frame(s) outlined herein;
 - iv. Identify the Competitive solicitation number;
 - v. Conspicuously state "Complaint," "Debrief," or "Protest" in any subject line of any correspondence or email; and
 - vi. Be sent to the address identified below.

- b. COMPLAINTS & PROTESTS. All complaints and protests must (a) State all facts and arguments on which the complaining or protesting vendor is relying as the basis for its action; and (b) Include any relevant documentation or other supporting evidence.

5.5. HOW TO CONTACT Criminal Justice Training Commission.

- a. TO SUBMIT A COMPLAINT. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Complaint” in the subject line of the email message. Alternatively, mail the complaint to the Procurement Coordinator listed in this Competitive Solicitation at the following address:

Attn: Procurement Coordinator – Complaint
Washington State Criminal Justice Training Commission
19010 1st Ave South
Burien, WA 98148

- b. TO REQUEST A DEBRIEF CONFERENCE. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Debrief” in the subject line of the email message.
- c. TO SUBMIT A PROTEST. Send an email message to the Protest Officer at the following email address: holly.white@cjtc.wa.gov. The email message must include “Protest” in the subject line of the email message. Alternatively, mail the protest to the Protest Officer at the following address:

Attn: Procurement Coordinator-Protest
Washington State Criminal Justice Training Commission
19010 1st Ave South
Burien, WA 98148

Section 6 – Doing Business with the State of Washington

This section provides additional information regarding Washington’s Public Records Act and doing business with the State of Washington, including WSCJTC efforts to enable Washington’s small, diverse, and veteran-owned businesses to compete for and participate in state procurements for goods/services.

6.1. WASHINGTON’S PUBLIC RECORDS ACT – PUBLIC RECORDS DISCLOSURE REQUESTS.

- All documents (written and electronic) submitted to WSCJTC as part of this procurement are public records. Unless statutorily exempt from disclosure, such records are subject to disclosure *if* requested. See [RCW 42.56](#), Public Records Act. WSCJTC strongly discourages Vendors from unnecessarily submitting sensitive information (e.g., information that bidder might categorize as ‘confidential,’ ‘proprietary,’ ‘sensitive,’ ‘trade secret,’ etc.).
 - If, in vendor’s judgment, Washington’s Public Records Act provides an applicable statutory exemption from disclosure for certain portions of vendor’s proposal, please mark the precise portion(s) of the relevant page(s) of the bid that bidder believes are statutorily exempt from disclosure and identify the precise statutory basis for exemption from disclosure.
 - In addition, if, in vendor’s judgment, certain portions of vendor’s proposal are not statutorily exempt from disclosure but are sensitive because these particular portions of vendor’s proposal (NOT including pricing) include highly confidential, proprietary, or trade secret information (or the equivalent) that bidder protects through the regular use of confidentiality or similar agreements and routine enforcements through court enforcement actions, please mark the precise portion(s) of the relevant page(s) of vendor’s proposal that include such sensitive information.

- In the event that WSCJTC receives a public records disclosure request pertaining to information that vendor has submitted and marked either as (a) statutorily exempt from disclosure; or (b) sensitive, WSCJTC, prior to disclosure, will do the following:
 - WSCJTC Public Records Officer will review any records marked by bidder as statutorily exempt from disclosure. In those situations, where the designation comports with the stated statutory exemption from disclosure, WSCJTC will redact or withhold the document(s) as appropriate.
 - For documents marked 'sensitive' or for documents where WSCJTC either determines that no statutory exemption to disclosure applies or is unable to determine whether the stated statutory exemption to disclosure properly applies, WSCJTC will notify vendor, at the address provided in the proposal submittal, of the public records disclosure request and identify the date that WSCJTC intends to release the document(s) (including documents marked 'sensitive' or exempt from disclosure) to the requester unless the vendor, at vendor's sole expense, timely obtains a court order enjoining WSCJTC from such disclosure. In the event bidder fails to timely file a motion for a court order enjoining such disclosure, WSCJTC will release the requested document(s) on the date specified. Vendor's failure properly to identify exempted or sensitive information and timely respond after notice of request for public disclosure has been given shall be deemed a waiver by vendor of any claim that such materials are exempt or protected from disclosure.

6.2. **SMALL & DIVERSE BUSINESSES.** WSCJTC, in accordance with Washington law, encourages small and diverse businesses to compete for and participate in state procurements as contractors and as subcontractors to awarded Vendors. See, e.g., [RCW 39.19](#) (OMWBE certified businesses); [RCW 43.60A.200](#) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](#) (Washington small businesses).

- **OMWBE CERTIFICATION.** Vendors may contact the Washington State [Office of Minority and Women's Business Enterprises](#) (OMWBE) regarding information on Minority-Owned and Women-Owned certified firms, state and federal certification programs, or to become certified. OMWBE can be reached by telephone, 866-208-1064, or through their website at [OMWBE](#). OMWBE-Certified firms may provide their certification information on **Exhibit A-2 – Vendor's Profile**.
- **WDVA CERTIFICATION.** Vendors may contact the [Washington State Department of Veterans' Affairs](#) (WDVA) for information regarding Certified Veteran-Owned businesses or to become a Certified Veteran-Owned Business. The WDVA can be reached by telephone, (360) 725-2169, or through their website at [WDVA](#). The qualification requirements to be a Certified Veteran-Owned Business are set forth in **Exhibit A-1 – Vendor's Certification**.
- **WASHINGTON SMALL BUSINESSES.** If you qualify as a Washington Small Business, identify yourself as such in WEBS. Call WEBS Customer Service at 360-902-7400. The qualification requirements to self-certify as a Washington Small Business are set forth in **Exhibit A-1 – Vendor's Certification**.

6.3. **ACCESS EQUITY CONTRACT REPORTING.** Bidders who are awarded a Contract (i.e., Contractor) pursuant to this Competitive Solicitation and who utilize subcontractors to perform such Contract must, as a condition of Contract award, register and report, as Contractor, through *Access Equity*, Washington's secure online business diversity vendor management system (B2GNow), which is managed by Washington's Office of Minority and Women's Business Enterprises (OMWBE). Accordingly, please note:

- Regardless of whether Contractor previously has registered with B2GNow for any public entity, Contractor must verify that *Access Equity* has current information.
- During the Contract term, Contractor shall report monthly through *Access Equity* any payments to subcontractors pertaining to the Contract. Such reporting shall include total payment in dollars made to subcontractors, payment dates, and any additional information required to verify payment to subcontractors.

- Subcontractors must utilize *Access Equity* to verify such payment information as reported by Contractor.
- Information regarding Access Equity is available at OMWBE's website: <https://omwbe.wa.gov/>. Online training for *Access Equity* is available through OMWBE.

6.4. **WEBS REGISTRATION.** Individuals and firms interested in state contracting opportunities with WSCJTC or any state agency must register for competitive solicitation notices at the Washington Electronic Business Solution (WEBS) [WEBS Registration](#). *Note:* There is no cost to register on WEBS.

6.5. **NONDISCRIMINATION.**

- a. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, WSCJTC may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until WSCJTC receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), WSCJTC may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. WSCJTC shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe WSCJTC for default under this provision.

INCLUDED EXHIBITS

Exhibit A-1 – Vendor’s Certification:



Exhibit A-1 -
Vendor's Certification

Note: As set forth above, Vendor must complete, sign, and return the *Exhibit A-1 – Vendor’s Certification* to WSCJTC.

EXHIBIT A-2 – VENDOR’S PROFILE:



Exhibit A-2 -
Vendor's Profile.docx

Note: As set forth above, Vendor must complete and return the *Exhibit A-2 – Vendor’s Profile* to WSCJTC.

EXHIBIT B - QUALIFICATIONS:



Exhibit B -
Qualifications.docx

Note: As set forth above, Bidder must complete and return *Exhibit B – Qualifications* to Washington State WSCJTC.

EXHIBIT C – SAMPLE CONTRACT



Exhibit C - Contract
Sample.doc

See attached *Exhibit C –Sample Contract* for this RFP