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**STATE OF WASHINGTON**

**CRIMINAL JUSTICE TRAINING COMMISSION**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ NO. #CME Training**

|  |  |  |
| --- | --- | --- |
| **Estimated Procurement Schedule** | | |
|  | **Date** | **Time** |
| Issue Request for Qualifications (WEBS Posting) | **Thursday, June 12, 2025** |  |
| Pre-Bid Conference (optional attendance) | **Wednesday, June 25, 2025**  **11:00 AM, PST** | **Join Zoom Meeting**  **https://us02web.zoom.us/j/87488653041**  **Meeting ID: 874 8865 3041**  **---**  **One tap mobile**  **+12532158782,,87488653041# US (Tacoma)**  **+12532050468,,87488653041# US** |
| Bidder questions and comments should be submitted via email to the RFQ Coordinator | **Wednesday, July 2, 2025** |  |
| Issue amendment to RFQ (if applicable)  Answers posted on WEBS | **Monday, July 7, 2025** |  |
| Complaint (if any) due | **Monday, July 14, 2025** |  |
| Qualifications due | **Monday, July 28, 2025** | **4:00pm. Pacific Time** |
| Qualification Evaluations | **Week of Tuesday, July 29 – August 4, 2025** |  |
| Announce “Apparent Successful Vendor(s) (ASV) award date | **Tuesday, August 5, 2025** |  |
| Protest Period Ends 5 days after last debrief | **Within 5 business days of ASV Announcement** | **4:00 PM, PST** |
| **WSCJTC reserves the right to revise the above schedule** | | |

|  |  |
| --- | --- |
| **Contract Terms** | |
| **Maximum Amount** | **Contract maximum amount: $400,000.**  **Rates (Hourly)**   * Instruction and program support WCJTC will reimburse travel expenses in accordance with the current [Washington State Office of Financial Management per diem rate table](https://ofm.wa.gov/diem-rate-tables), including travel, lodging, meals, and other expenses. |
| **Performance Period** | **One year from date of contract execution** |
| **Optional Extensions** | Four (4) one-year extensions at the discretion 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 qualifications (RFQ) No. CME TRAIN**

**Introduction**

The purpose of this solicitation is to secure a qualified contractor to provide comprehensive medicolegal forensic investigation training curriculum, content, and a qualified lecture cadre. The training will be designed for coroners, medical examiners, and medicolegal investigative personnel encompassing both Core and Advanced courses.

**Background**

In 2021, Washington State Legislature mandated medicolegal forensic investigation training for all coroners, medical examiners, and medicolegal investigative personnel employed by a county coroner’s or medical examiner’s office to complete medicolegal forensic investigation training. The Commission must certify successful completion, or exemption from, training. In 2023, WAC 139-27 was enacted which provides structure to the certification and exemption processes and outlines requirements for continuing education and recertification. The Commission, in conjunction with Washington Association of Coroners and Medical Examiners (WACME), shall develop medicolegal forensic investigation training and adopt standards for medicolegal training.

**Qualifications and Experience**

The contractor shall be an individual, agency, or organization with a minimum of five (5) years’ experience providing medicolegal training courses to include foundational medicolegal death investigation courses and advanced topics in the medicolegal death investigation field. The contractor shall provide a lecture cadre with instructors being board certified forensic pathologists, ABMDI certified investigators, or have other appropriate certifications or licensure required to be proficient in the subject matter in their respective fields. All instructors shall be considered subject matter experts and/or authorities in the area in which they are teaching. The contractor shall have experience in providing both American Board of Medicolegal Death Investigators (ABMDI) continuing education credits and continuing medical education credits.

**Statement of Work**

**Core Medicolegal Forensic Investigation Training**

1. The contractor shall maintain and update, as needed, the existing 40-hour Core Medicolegal Forensic Investigation curriculum to maintain consistency and reflect current standards and best practices.
2. The contractor shall coordinate and secure qualified lecturers for all Core training sessions at least 75 days prior to scheduled course. The Commission shall approve all lecturers.
3. The contractor shall develop the training agenda with secured qualified lecturers which is consistent with the current established agenda and ensures a progression of concepts and complexity throughout the course.
   1. A draft training agenda, developed in collaboration with the Commission, must be submitted for final approval at least 75 days prior to each Core course.
   2. The curriculum shall incorporate Washington-specific content including Washington specific laws and Washington based agencies delivered by Washington-based subject matter experts.
   3. The contractor shall ensure clear communication between the contractor, the Commission, and the lecture cadre including distribution of instructor packets and timely scheduling notifications.
      1. Lecture objectives, developed by the Commission, will be distributed to all instructors, with their confirmed dates/times of lectures, at least 45 days prior to the scheduled course.
4. The contractor must ensure all instructors provide unredacted training materials (e.g. PowerPoint presentations, slide decks, handouts, etc.) to the Commission at least two (2) weeks prior to each course.
   1. The contractor must provide written confirmation to the Commission that all instructors have been informed about the public records request policy at least one month prior to their first training session.
   2. The Commission shall review all training materials, and the contractor shall facilitate content revisions, as needed, to ensure alignment with learning objectives and outcomes or any other changes as needed.
5. The contractor shall be prepared to deliver Core courses in both online and in-person formats, with a minimum of two (2) courses per calendar year.
6. The contractor, or designee, shall be present for the entirety of an in-person course.

**Required Core Medicolegal Forensic Investigation Course Curriculum**

Per legislative requirements, the Core Medicolegal Forensic Investigation Curriculum shall include the following topics, at minimum:

(1) Medicolegal systems;

(2) Ethics;

(3) Cause and manner of death;

(4) Sharp force trauma;

(5) Blunt force trauma;

(6) Gunshot wounds;

(7) Identification;

(8) Drowning/water related deaths;

(9) Fire deaths;

(10) Decomposition and postmortem changes;

(11) Infant death investigations;

(12) Next of kin;

(13) Report writing;

(14) Photography;

(15) Missing persons;

(16) Toxicology.

This list is non-exhaustive of medicolegal forensic investigation training topics that may be included in the course, but the Core curriculum must include the above listed topics.

**Advanced Medicolegal Forensic Investigation Training**

1. The contractor shall develop “Advanced” Medicolegal Forensic Investigation Training curriculum, which shall be approved and utilized by the Commission to meet legislative requirements.
2. The contractor will deliver a minimum of:
   1. Two (2) three-day in-person Advanced courses, which may be delivered in conjunction with WACME.
   2. Six (6) online/virtual advanced courses, each a minimum of two (2) hours in length.
3. Advanced courses shall vary in number and length and shall be scheduled with mutual agreement between the contractor, the Commission, and WACME (as applicable, when training will be conducted during a WACME conference).
   1. A training calendar for the fiscal year will be developed and agreed upon by relevant parties by August 1st of each year.
4. For each Advanced training session, the contractor must provide a list of secured, qualified lecturers to the Commission for approval at least 75 days prior to the scheduled course start date.
5. A draft training agenda, developed in collaboration with the Commission and WACME (if applicable), must be submitted for final approval by the Commission at least 75 days prior to each Advanced course.
6. Advanced courses shall be conducted in both online and in-person format, the contract shall be responsible to deliver in either format.
7. The contractor must ensure all instructors provide unredacted training materials (e.g. PowerPoint presentations, slide decks, handouts, etc.) to the Commission at least two (2) weeks prior to each course.
   1. The contractor must provide written confirmation to the Commission that all instructors have been informed about the public records request policy at least one month prior to their first training session.
   2. The Commission shall review all training materials, and the contractor shall facilitate content revisions, as needed, to ensure alignment with learning objectives and outcomes or any other changes as needed.
8. The contractor, or designee, shall be present for the entirety of an in-person course.

**Accreditation**

1. The contractor shall obtain and maintain American Board of Medicolegal Death Investigators (ABMDI) accreditation for all courses. The contractor must provide proof of application for ABMDI accreditation for all Core and Advanced courses at least 60 days prior to each course.
2. The contractor shall obtain and maintain Continuing Medical Education credits for application courses.

**Lecture Cadre**

1. The contractor shall provide a lecture cadre comprised of subject matter experts in medicolegal forensic investigation.
   1. The contractor shall provide curriculum vitae and/or resume for all lecturers at least 45 days prior to their scheduled training session.
2. The contractor shall ensure that the lecture cadre possesses one or more of the following qualifications:
   1. Board certification in forensic pathology.
   2. Certification by the American Board of Medicolegal Death Investigators (ABMDI)
   3. Other relevant degrees, professional certification, or licensure demonstrating expertise in the subject matter.
3. The contractor shall ensure that the lecture cadre have proven experience in delivering effective training to adult learners.
4. The contractor shall have a plan for how to replace an instructor in the event of unforeseen circumstances.
5. Instructors shall be willing and able to provide all unredacted training materials, including presentations, handouts, or other resources to the Commission.
   1. Instructors must adhere to all Commission policies and procedures including instructor certification processes, as applicable.
   2. Instructors must adhere to the Commission’s requirements regarding material submission deadlines and content review.

As part of their proposal, provide the Commission with a sample of CVs and/or resumes of their established lecture cadre.

**Commission Responsibility**

1. The Commission shall retain administrative responsibility including, but not limited to, marketing, registration management, management of venue, distribution of training materials to students, development of lecture objectives, outcomes, and course goals, and other administrative responsibilities, as needed.
2. The Commission shall provide all necessary equipment and materials for course delivery.
3. The Commission shall review and approve all training materials to ensure compliance with legislative requirements as well as alignment with lecture objectives and outcomes and industry standards and best practices.

**Administrative Checks**

1. The contractor will be required to participate in monthly meetings with the Commission to review upcoming deliverables, address any challenges, and ensure alignment. Meetings will be scheduled at mutual convenience of all parties.
2. All major deliverables, including curriculum updates, training agendas, lecturer selections, and significant content revisions, are subject to the final written approval of the Commission. No course materials can be finalized or presented without this approval.
3. A clear communication protocol will be established, designating primary points of contact for both the contractor and the Commission to streamline communication and issue resolution.

**Budget**

Applicants must submit a detailed budget proposal, including:

1. Course development costs
2. Course delivery costs
3. Course maintenance/update costs
4. Travel and lecturer instructor costs

**Syllabus/Agenda**

As part of their proposal, provide the Commission with a detailed training syllabus and schedule, with prospective instructors from the lecture cadre, for the Core Medicolegal Forensic Investigation Training course. Additionally, as part of their proposal, provide the Commission with a detailed training syllabus that would serve as a prospective in-person Advanced Medicolegal Forensic Investigation Training course, with prospective instructors from the lecture cadre, as well as an online course of no more than four (4) hours.

**Lecture Cadre**

As part of their proposal, provide the Commission with a sample of the qualifications of the lecture cadre. This may include resumes or CVs of a number of the lecturers the organization intends to utilize.

**Training Schedule**

As part of their proposal, provide the Commission with a proposed annual fiscal year training schedule which includes all training courses outlined in the statement of work.

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

* [Section 1](#_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](#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](#_Section_3_–) identifies how WSCJTC will evaluate the qualifications.
* [Section 4](#Section_3) 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](#_Section_5_–Complaint,) details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this Competitive Solicitation.
* [Section 6](#_Section_6_–Doing) 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 qualifications. *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 qualifications, 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. **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. **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.
2. **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](https://fortress.wa.gov/ga/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.

1. **Purpose of the Procurement – Award a Contract**. The purpose of this Competitive Solicitation is to receive qualifications to evaluate and, as appropriate, award a Contract to a trained Vendor for the purpose of providing full-time temporary services instructing and testing Firearms and Patrol Tactics, for the Basic Law Enforcement Officer Academy, and providing instruction in advanced Firearms Training.
2. Pursuant to Washington’s Procurement Code for Goods and Services, RCW chap. 39.26, state agency purchases of goods and services must be based on a competitive solicitation process in which the Contract is awarded to the responsive, responsible bidder.
3. **Contract**. The form of the Contract that will be awarded as a result of this Competitive Solicitation is attached as ***Exhibit C – Sample Contract***.
4. **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.
5. **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
6. **Estimated Contract Value**. The WSCJTC budget for this project is $400,000 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.

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# Section 3 – Bid Evaluation

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

1. **Overview**. WSCJTC will evaluate qualifications 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 qualifications; (2) Waive any informality; (3) Reject any or all qualifications, or portions thereof; (4) Accept any portion of the qualifications unless the vendor stipulates all or nothing; (5) Cancel the Competitive Solicitation and, if desired, re-solicit qualifications and/or (6) Negotiate with the lowest responsive and responsible vendor(s) to determine if such qualifications 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 qualifications) | pass/fail |
| 2 | Non-Cost Factors – Experience   * Number of years * ABMDI certified | Up to 300 |
| 2 | Non-Cost Factors – Qualifications   * Supporting Documentation | Up to 100 |
| 2 | Non-Cost Factors – Syllabus/Agenda   * Content * Clarity & Organization * Instructors * Methodology & Resources * \*Required Courses (Topics) in SOW | Up to 300  \*Up to 80 for additional topics @ 5 points each |
| 2 | Non-Cost Factors – Lecture Cadre   * Subject Matter Expertise * Qualifications * Instruction Experience | Up to 550 |
| 2 | Non-Cost Factors – Annual Training Schedule   * Meets Requirements * At least two (2) 40-hour Core Medicolegal Forensic Investigation Training Courses * At least two (2) three-day in-per Advanced Courses * At least six (6) online/virtual Advanced Courses, minimum of two (2) hours in length * Schedule designed to facilitate statewide attendance and meaningful training experience assessed based on:   + Facilitate attendance by coroner/medical examiner offices from across the state   + Provide meaningful training not detracted by schedule structure | Up to 350 |
| 2 | Non-Cost Factors – Schedule maximizes training opportunities for all coroner/medical examiner personnel | Up to 50 |
| 2 | Cost Factors – Detailed budget   * Overall clarity, transparency, readability * Justification for the following:   + Course development costs   + Course delivery costs   + Instructor costs | Up to 400 |
| 2 | Cost Factor – At or below contract maximum amount | Yes=425  No=0 |
| 2 | References – Number provided  One (1) reference = 25  Two (2) references = 50  Three (3) references = 75 | Up to 75 |
| Total: | | 2630 |
| 3 | State Procurement Priorities | |
| Washington Small Business | 75 |
| Certified Veteran-Owned Business | 50 |
| Executive Order 18-03 | 50 |
| Total points for proposal and State Procurement Priorities | 175 |
| Total: | | 2805 |

1. **Bid Responsiveness (Step 1)**. WSCJTC will review qualifications – 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 qualification 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 qualifications 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 qualifications will be evaluated as set forth herein.
2. **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. **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:

* Washington Small Business
* Certified Veteran-Owned Business
* Executive Order 18-03

1. **Vendor Responsibility Analysis (Step 4)**. For responsive qualifications, 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.

1. **Presentation Evaluation (Step 5)**. WSCJTC may invite the vendor(s) with the top-scored qualifications 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.
2. **Contract Negotiations (Step 5)**. 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. **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.

1. **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.
2. **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. **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 qualifications for this Competitive Solicitation

This section identifies how to prepare and submit your qualifications 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 qualifications, Vendors acknowledge having read and understood the entire Competitive Solicitation and accept all information contained within this Competitive Solicitation.

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.

1. **submittal Components**. Qualifications 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.

1. **Qualifications 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. Qualifications 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***.

1. **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.
2. **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.

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.
   1. 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.
   2. 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.
   3. 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.
   4. 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.
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**.
   1. Timing. A Debrief Conference may be requested by a vendor following announcement of the Apparent Successful Vendor (ASV).
   2. 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.
   3. 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.
3. **Protests**. Following a Debrief Conference, a vendor may protest the award of a Contract.
   1. 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.
   2. Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator’s professional judgement on the quality of a proposal, or 2) WSCJTC’s assessment of its own and/or other agencies’ needs or requirements.
   3. 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.
   4. 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.
   5. 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.
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.
   1. Form, Substance, & Other. All complaints, requests for debrief, and protests must:
      1. Be in writing;
      2. Be signed by the complaining or protesting vendor or an authorized agent, unless sent by email;
      3. Be delivered within the time frame(s) outlined herein;
      4. Identify the Competitive solicitation number;
      5. Conspicuously state “Complaint,” “Debrief,” or “Protest” in any subject line of any correspondence or email; and
      6. Be sent to the address identified below.
   2. 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. **How to Contact Criminal Justice Training Commission**.
   1. 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

* 1. 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.
  2. To Submit A Protest. Send an email message to the Protest Officer at the following email address: [holly.white@cjtc.wa.gov](mailto: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.

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](https://app.leg.wa.gov/RCW/default.aspx?cite=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.
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](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19) (OMWBE certified businesses); [RCW 43.60A.200](https://app.leg.wa.gov/RCW/default.aspx?cite=43.60A.200) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.005) (Washington small businesses).
   * OMWBE Certification. Vendors may contact the Washington State [Office of Minority and Women’s Business Enterprises](http://www.omwbe.wa.gov/) (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](http://www.omwbe.wa.gov/). 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](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search) (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](http://www.dva.wa.gov/). 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***.
3. **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](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx). *Note*: There is no cost to register on WEBS.
4. **NONDISCRIMINATION**.
5. 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.
6. 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).
7. 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:**



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:**



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

**Exhibit B - Qualifications:**

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

**Exhibit C – Sample Contract**



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