



**STATE OF WASHINGTON
HEALTH CARE AUTHORITY**

REQUEST FOR APPLICATIONS (RFA)

RFA NO. 2023HCA14

NOTE: *If you download this RFA from the Health Care Authority website or WEBS, you are responsible for monitoring the posting for updates and new amendments.*

PROJECT TITLE: Statewide Recovery Organization Funding

APPLICATION DUE DATE: February 13, 2024, *Pacific Time* Olympia, Washington, USA.

All Applications must be submitted electronically via email to the email address listed below. It is within HCA's sole discretion to accept submission in any other format.

ESTIMATED TIME PERIOD FOR CONTRACT: March 11, 2024 to June 30, 2025

The Health Care Authority reserves the right to extend the Contract for up to three (3) additional 1-year periods and at comparable amounts to the original award, at the sole discretion of the Health Care Authority, and contingent on availability of funds.

FUNDING: HCA has budgeted an amount not to exceed \$500,000 for this project. HCA is planning to award one (1) Contract in the amount of \$500,000 to an organization.

RFA CONTACT: The RFA Coordinator is the sole point of contact in HCA for this procurement. All communication between the Applicant and HCA upon release of this RFA must be with the RFA Coordinator, as follows:

Name	Meagan Metzger
E-Mail Address	HCAProcurements@hca.wa.gov

Emails must have 2023HCA14 in the subject line.

Any other communication will be considered unofficial and non-binding on HCA. Applicants are to rely on written statements issued by the RFA Coordinator. Communication from or directed to parties other than the RFA Coordinator may result in disqualification of the Applicant.

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1. DEFINITIONS

Definitions for the purposes of this RFA include:

Administrative” or “Indirect Costs – Elements of costs incurred by the Contractor as costs that are necessary to administrate or operate a program that are not considered direct program costs.

Apparent Successful Applicant (ASA) – The Applicant selected as the entity to perform the anticipated services under this RFA, subject to completion of Contract negotiations and execution of a written Contract.

Applicant – Individual or company interested in the RFA that submits an application in order to attain a Contract with the Health Care Authority.

Application – A formal offer submitted in response to this solicitation.

Authorized Representative – A person to whom signature authority has been delegated in writing acting within the limits of his/her authority.

Contract – The agreement between HCA and the Apparent Successful Applicant (ASA) to carry out the ASA's proposed program.

Contractor – means an awarded Applicant, its employees and agents. Contractor includes any firm, provider, organization, individual or other entity who may perform services under this Contract. It also includes any Subcontractor retained by Contractor as permitted under the terms of this Contract.

Division of Behavioral Health and Recovery (DBHR) - The Division of the Washington State Health Care Authority that provides program support for behavioral health including substance use disorder prevention and treatment, mental health promotion and treatment, and recovery support services.

Health Care Authority or HCA – an executive agency of the state of Washington that is issuing this RFA.

Health Disparities - A particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health Disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.

Health Equity - When every person has the opportunity to attain their full health potential, and no one is disadvantaged from achieving this potential because of social position or other socially determined circumstances. To HCA, health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care. Health equity is a core value of HCA.

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

2. INTRODUCTION

2.1. BACKGROUND AND PURPOSE

The Washington State Health Care Authority, hereafter called “HCA,” is initiating this Request for Application (RFA) to solicit Applications from organizations interested in participating on a project to provide behavioral health education, promote a recovery and wellness culture, support underrepresented and underserved communities, provide advocacy, skill training, and events to individuals, youth/young adults, parents/parent partners, families, and care givers within the lived and living experience behavioral health communities in Washington State.

HCA intends to award one Contract to provide the services described in this RFA.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

HCA Release of Request for Applications	January 18, 2024
Questions Due from Applicants	January 29, 2024
HCA Posts Answers to Applicant(s) Questions	February 1, 2024
Interested Subcontractor Responses Due	February 2, 2024
Interested Subcontractor List Posted	February 6, 2024
Application(s) Due Date	February 13, 2024
Evaluate Applications	February 14 – 26, 2024
Announce “Apparent Successful Applicant” and send notification via e-mail to unsuccessful Applicants	February 27, 2024
Applicant Request for Debrief Due Date	March 1, 2024
Hold Debrief Conferences via conference call (if needed)	March 4 – March 6, 2024
Estimated Contract Start Date	March 11, 2024

HCA reserves the right in its sole discretion to revise the above schedule.

Applicants are strongly encouraged to register as a vendor on Washington’s Electronic Bid System (WEBS), at <https://fortress.wa.gov/ga/webs/> and to download a copy of this RFA from WEBS, in order to view any amendments that are issued by HCA which may modify the terms of this RFA.

2.3. MINIMUM QUALIFICATIONS / ELIGIBILITY REQUIREMENTS

The following are the minimum qualifications for Applicants:

- 2.3.1. Licensed to do business in the state of Washington or provide a commitment that it will become licensed in Washington within 30 calendar days of being selected as the Apparent Successful Applicant.

The following qualifications are based on the funding requirements in [Engrossed Substitute Senate Bill 5187 Section 215 \(74\)](#) :

- 2.3.2. Is a statewide recovery community organization.

- 2.3.3. Has experience building the capacity of the behavioral health wellness and recovery community to advance substance use recovery and mental health wellness by aiding in public understanding and shaping public policy.
- 2.3.4. Is led and governed by representatives of local communities of behavioral health wellness and recovery.
- 2.3.5. Provides free community education, skills training, events and a conference in order to increase the understanding of issues around behavioral health and recovery.
- 2.3.6. Is an organization that centers the voices of people with lived experience who are touched by addiction and mental health challenges and harnesses the power of story to drive change in the mental health and addiction treatment systems.

2.4. FUNDING AND CONTRACT PERIOD

HCA has budgeted an amount not to exceed five hundred thousand dollars (\$500,000) for this project. HCA is planning to award one (1) Contract in the amount of \$500,000.

Year one (1) March 11, 2024 – June 30, 2024 (\$250,000)

Year two (2) July 1, 2024 – June 30, 2025 (\$250,000)

Applications in excess of five hundred thousand dollars (\$500,000) will be considered non-responsive and will not be evaluated.

The Contract awarded as a result of this RFA is contingent upon the availability of funding.

The period of performance of the Contract resulting from this RFA is tentatively scheduled to begin on or about March 11, 2024 and end on June 30, 2025.

HCA reserves the right to extend the Contract for up to three (3) additional one (1) year increments at the sole discretion of HCA, and contingent on availability of funds.

3. GENERAL INFORMATION FOR APPLICANTS

3.1. SCOPE OF WORK

The awarded Applicant will be required to work with HCA to provide behavioral health education, promote a recovery culture, support underrepresented and underserved communities, provide advocacy, skill training, events and conferences to individuals, youth/young adults, parents/parent partners, families, and care givers within the lived experience communities in Washington state. In conducting this work, the awarded Applicant must engage diverse individuals in recovery, impacted families, and providers from all regions of the state and leverage the assistance of affiliated and non-affiliated groups and organizations. The awarded Applicant must also prioritize diversity, equity, and justice in their work to eradicate health disparities of underserved and underrepresented communities.

Applicants may review Exhibit D - Sample Contract, for additional information about the project Scope of Work.

3.2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Applications submitted in response to this RFA will become the property of HCA. All Applications received will remain confidential until the Apparent Successful Applicant is announced; thereafter, the Applications will be deemed public records as defined in chapter 42.56 of the Revised Code of Washington (RCW). Exceptions considered only if Applicant identifies content as proprietary in their Application materials.

3.3. AMENDMENTS TO THE RFA

If HCA determines in its sole discretion that it is necessary to revise any part of this RFA or provide any additional information, HCA will post on Washington's Electronic Bid System (WEBS), at <https://fortress.wa.gov/ga/webs/>, an amendment capturing changes or additions. For this purpose, the published questions and answers and any other pertinent information will be provided as an addendum to the RFA and will be placed on the website.

HCA also reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of a Contract.

3.4. CONTRACT AND GENERAL TERMS & CONDITIONS

The ASA will be expected to enter into a Contract which is substantially the same as the sample Contract and its general terms and conditions attached as Exhibit D - Sample Contract. HCA will not accept any draft Contracts prepared by any Applicant. The Applicant may submit exceptions as allowed in Exhibit A – Applicant Submittal Forms, Attachment 1: Applicant Intake Form. If there are any exceptions to these terms, Applicant will describe their proposed exceptions in detail as redlines within Exhibit D - Sample Contract. HCA will review requested exceptions and accept or reject the same at its sole discretion.

HCA reserves the right to negotiate with applicants for project tasks, deliverables, and funding amounts.

If, after the announcement of the ASA, and after a reasonable period of time, the ASA and HCA cannot reach agreement on acceptable terms for the Contract, the HCA may cancel the selection and Award the Contract to the next most qualified Applicant.

3.5. RECEIPT OF INSUFFICIENT NUMBER OF APPLICATIONS

If HCA receives only one responsive Application as a result of this RFA, HCA reserves the right to either: 1) directly negotiate and Contract with the Applicant; or 2) not award any Contract at all. HCA may continue to have the Applicant complete the entire RFA. HCA is under no obligation to tell the Applicant if it is the only Applicant.

3.6. NO OBLIGATION TO CONTRACT

This RFA does not obligate HCA to enter into any Contract for services specified herein.

3.7. REJECTION OF APPLICATIONS

HCA reserves the right, at its sole discretion, to reject any and all Applications received without penalty and not to issue any Contract as a result of this RFA.

3.8. COMMITMENT OF FUNDS

The Director of HCA or their delegate is the only individual who may legally commit HCA to the expenditures of funds for a Contract resulting from this RFA. No cost chargeable to the proposed Contract may be incurred before receipt of a fully executed Contract.

3.9. STATE AND FEDERAL COMPLIANCE

HCA complies with HCA, state and federal statutes and polices, to include, but not limited to:

- 3.9.1. ADA - HCA complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFA Coordinator to receive this RFA in Braille or on tape.
- 3.9.2. Accessibility - HCA is committed to making its materials and programs accessible to all customers and employees. If you experience any difficulty accessing information provided by HCA, please contact us at HCAProcurements@hca.wa.gov. We will do our best to assist you, which may include providing the information to you in an alternative format.
- 3.9.3. Specific restrictions apply to Contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Applicants should familiarize themselves with the requirements prior to submitting an application that includes current or former state employees.
- 3.9.4. Discrimination - In accordance with federal law, HCA is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. HCA is an equal opportunity provider and employer.
- 3.9.5. In preparing this Application, Applicant has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this Application or prospective Contract, and who was assisting in other than their official, public capacity.
- 3.9.6. Applicant grants HCA the right to contact references and others who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFA.
- 3.9.7. If any of the Applicant's staff members who will perform work on this Contract have retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, their name(s) are noted on a separately attached page.

3.10. SUBCONTRACTOR PARTICIPATION MONITORING AND REPORTING

- 3.10.1. Pursuant to Executive Order 22-01, Equity in Public Contracting (dated 01/07/2022), Applicants using Subcontractors for any part of this work will be subject to the requirements of this section if awarded a contract as a result of this solicitation.
- 3.10.2. Once a contract is awarded through the solicitation process, the awarded Contractor is obligated to complete a new vendor registration in Access Equity. Access Equity (B2Gnow) is a secure business diversity management system available online at <https://omwbe.diversitycompliance.com/>.
- 3.10.3. Confidential Information (e.g., Tax ID, etc.) will not be published in Access Equity. Contractors that have previously registered with B2Gnow for any public entity, must verify and ensure that Access Equity contains their most up-to-date registration information. Contractors can navigate online to Access Equity at or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.
- 3.10.4. During the contract term, the Contractor will report monthly payments to all relevant Subcontractors in Access Equity. Monthly reporting information includes total dollar payments made to relevant Subcontractors, payment dates, and any additional information required to verify payment to Subcontractors. The Contractor will enter this payment information into Access Equity, and the Subcontractors will verify this payment information in the system. This requirement applies to both Contractors and Subcontractors. Online training is available through Access Equity.

3.11. INTERESTED SUBCONTRACTOR LIST

HCA supports and encourages contracts and subcontracts with small, diverse, and veteran-owned businesses. To support participation in this process, the RFA Coordinator will add a list of Interested Subcontractors to the RFA. The RFA Coordinator will prepare the List based on the timely and complete submission of specific information requested in this section. The purpose of the List is to communicate to prime Applicants the capabilities of interested subcontractors who can perform components of this RFA's Scope of Work.

A. Interested Subcontractor Instructions

- i. Failure to follow the instructions in this Section may prevent your information from being included in the List.
- ii. An interested party must complete the below table to submit their firm name, contact information, and the summary of their capabilities as they relate to this RFA's Scope of Work. Submissions are limited to what is requested in the table below and capability summaries must be two paragraphs or less.
- iii. The RFA Coordinator will only include the information requested below. Do not submit marketing materials.
- iv. Submissions must be emailed to the RFA Coordinator, with the subject line "RFA 2023HCA14 Interested Subcontractor List – [Interested Subcontractor Name]" by the date specified in Section 2.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).
- v. All material submitted for the Interested Subcontractor List becomes a public record.

Interested Subcontract Name	Contact Name	Contact Address, Phone Number, and Email Address	Summary of your capabilities as it relates to the Scope of Work

B. Posting Date

Complete and timely submissions will be compiled and posted in alphabetical order by interested subcontractor name. HCA anticipates the List will be posted as an RFA amendment on the *Interested Subcontractor List Posted* date identified in Section 2.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES). Late submissions will not be posted.

C. Information Provided As-Is

The Interested Subcontractor List is provided as an opportunity to support participation in this RFA. HCA provides this information as a courtesy with no warranties or representations as to any party and no guarantee of a subcontract. The Interested Subcontractor List shall not be construed as an endorsement by the state of Washington or HCA. The interested party is responsible for the completeness and accuracy of their submission.

4. APPLICATION PROCESS

4.1. QUESTIONS, ANSWERS, & CLARIFICATIONS

Applicants who have questions and/or requests for clarifications regarding this RFA must submit via email to HCAProcurements@hca.wa.gov no later than January 25, 2024 Pacific Time. All correspondence regarding this solicitation must reference the RFA number in the subject line.

HCA responses will be posted per the information provided in the *Estimated Schedule of Procurement Activities* section.

No phone calls or in-person inquiries will be accepted. Any verbal information received from an HCA employee or any other entity shall not constitute an official response to any questions regarding this RFA.

HCA will be bound only to HCA written answers to questions issued by the RFA Coordinator. Any communications with HCA employees other than the RFA Coordinator will not be considered official or binding. Questions arising at the pre- Application conference or in subsequent communication with the RFA Coordinator will be documented and answered in written form. A copy of the questions and answers will be posted on WEBS.

4.2. SUBMISSION OF APPLICATIONS

The Application must be received by the RFA Coordinator no later than the Application Due deadline in the *Estimated Schedule of Procurement Activities* section, and must be submitted electronically as an attachment to an e-mail as follows:

- 4.2.1. Send email addressed to **Meagan Metzger** at HCAProcurements@hca.wa.gov;
- 4.2.2. Email will have the subject line: RFA # 2023HCA14 – Meagan Metzger;
- 4.2.3. Application documents must be submitted in the same order as presented in Section 5.6, *Application Contents Overview*, with the same headings, adhering to page formatting and other criteria indicated in the attachments;

Failure to submit the Application by the date indicated above and/or as outlined above may result in the Applicant being found non-responsive.

Applicants should allow sufficient time to ensure timely receipt of the Application by the RFA Coordinator. Late Applications will not be accepted and will be automatically disqualified from further consideration, unless HCA e-mail is found to be at fault. HCA does not assume responsibility for problems with Applicant's e-mail. If HCA e-mail is not working, appropriate allowances will be made.

All Applications and any accompanying documentation become the property of HCA and will not be returned.

5. APPLICATION CONTENTS

Items marked “MANDATORY” must be included as part of the Application for the Application to be considered responsive; however, these items may not be scored. Items marked “SCORED” are those that are awarded points as part of the evaluation conducted by the evaluation team.

5.1. EXHIBIT A – APPLICANT SUBMITTAL FORMS (MANDATORY/SCORED)

Exhibit A – Applicant Submittal Forms must be completed in its entirety and signed and dated in each signature box by a person authorized to legally bind the Applicant to a Contractual relationship (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).

Exhibit A Contents:

Attachment 1 - Applicant Intake Form (Mandatory)

Attachment 2 – Diverse Business Inclusion Plan (Mandatory)

Diverse Business Inclusion Plan must be completed in its entirety. In accordance with legislative findings and policies set forth in RCW 39.19 the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a Subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of minority- and women-owned business enterprise, Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental regulations included or referenced in the contract documents will apply.

Attachment 3 – Executive Order 18-03 – Worker’s Rights

5.2. EXHIBIT B - BUDGET (MANDATORY/SCORED)

The maximum fee for this work must be \$500,000 or less to be considered responsive to this RFA.

5.2.1. Budget (Mandatory)

Attachment 1: Proposed Budget (Mandatory/Not Scored)

Applicant must respond using Exhibit-B, Attachment 1: Proposed Budget to submit their costs to ensure compliance with the formatting requirements. Attachment 1: Proposed Budget must be completed in its entirety in accordance with the instructions identified within the Exhibit. Any budget documents submitted not using Attachment 1, or unauthorized modifications to the Attachment will not be evaluated and will be considered unresponsive.

Using Attachment 1: Proposed Budget, Applicant must identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. The Applicant is to submit a fully detailed budget including any expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. Applicants are required to collect and pay Washington state sales and use taxes, as applicable. Applicant must detail how amounts sought are only for elements related to the purpose and objectives of the of the RFA. The

budget must, to the furthest extent possible following the guidelines provided, provide a cost breakdown of each expense the Applicant intends to use the funding for.

Attachment 1: Proposed Budget is unscored but is mandatory as part of the Application for the Application to be considered complete. The Proposed Budget will be evaluated by the RFA Coordinator on a pass/fail basis for adherence of allowable costs, adequate detail, and adherence to the instructions provided for the proposed use of funding.

Attachment 2: Budget Narrative (Mandatory/Scored 10 points)

Applicant must respond using Exhibit-B, Attachment 2: Budget Narrative to provide a Budget Narrative describing the costs outlined in the proposed budget and how you calculated your proposed costs (i.e., Training Costs, Program Costs, Staffing Costs, etc.). Applicants must describe how their proposed costs justify the completion of work outlined in the Statement of Work. A thorough response will demonstrate how each budget item is supporting the project and will lead to achieving the objective(s).

The evaluation process is designed to award this procurement not necessarily to the Applicant of least cost, but rather to the Applicant whose Application best meets the requirements of this RFA. However, Applicants are encouraged to submit Applications which are consistent with state government efforts to conserve state resources.

5.3. EXHIBIT C - WRITTEN PROPOSAL (MANDATORY/SCORED)

Exhibit C- Written Proposal, must be completed in its entirety in accordance with the page limits identified within the Exhibit. Applicant must respond using Exhibit C - Written Proposal as their template, to ensure compliance with the formatting requirements outlined in the Exhibit. Any written responses submitted not using Exhibit C – Written Proposal, or unauthorized modifications to the Attachment, or non-adherence to the provided instructions will not be evaluated and will be considered unresponsive.

Written Proposals will be scored out of 85 points.

5.4. EXHIBIT D – SAMPLE CONTRACT

The ASA will be expected to enter into a Contract which is substantially the same as the sample Contract and its general terms and conditions attached as Exhibit D – Sample Contract. HCA will not accept any draft Contracts prepared by any Applicant. The Applicant must be prepared to agree to all terms of the attached Exhibit D - Sample Contract, as presented or the Application may be rejected. If Application has exceptions to the terms and conditions, they must include with their Application a copy of the Draft Contract with redline edits/comments documenting the changes they propose to be made if selected as ASA. If the Application fails to identify an objection to any particular term or condition, the term or condition will be deemed agreed to by the Application. HCA will review requested exceptions and accept or reject the same at its sole discretion.

If, after the announcement of the ASA, and after a reasonable period of time, the ASA and HCA cannot reach agreement on acceptable terms for the Contract, the HCA may cancel the selection and Award the Contract to the next most qualified Applicant.

5.5. APPLICATION CONTENTS OVERVIEW

Failure to submit any documents marked as Mandatory may result in an Application being disqualified.

Applications must be submitted via email to the RFA Coordinator in the following order:

Exhibit A – Applicant Submittal Forms (*Mandatory/Scored*)

Exhibit B – Budget (*Mandatory/Scored*)

Exhibit C - Written Proposal (*Mandatory/Scored*)

Exhibit D - Sample Contract

6. EVALUATION AND CONTRACT AWARD

6.1. ACCEPTANCE PERIOD

Applications must provide one hundred twenty (120) calendar days for acceptance by HCA from the due date for receipt of Applications.

6.2. MOST FAVORABLE TERMS

HCA reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms which the Applicant can propose. HCA reserves the right to contact an Applicant for clarification of its Application.

6.3. EVALUATION PROCEDURE

6.3.1. Administrative Review

All Applications received by the stated deadline in Section 2.2, Estimated Schedule of Procurement Activities, will be reviewed by the RFA Coordinator to ensure that the Applications contain all of the required information requested in the RFA. Only responsive Applications which meet the requirements may be evaluated by the evaluation team. Any Applicant who does not meet the stated qualifications or any Application that does not contain all of the required information may be rejected as non-responsive.

The RFA Coordinator may, at their sole discretion, contact the Applicant for clarification of any portion of the Applicant's Application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

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

6.3.2. Responsiveness

Responsive Applications will be evaluated strictly in accordance with the requirements stated in this RFA and any addenda issued. The evaluation of Applications will be accomplished by an evaluation team(s), to be designated by HCA, which will determine the ranking of the Applications. Evaluations will only be based upon information provided in the Applicant's Application.

Applications that have passed Administrative Review will be reviewed and scored by an evaluation team using a weighted scoring system, Section 6.4, *Evaluation Weighting and Scoring*. Applications will be evaluated strictly in accordance with the requirements set forth in this RFA and any addenda issued.

6.4. EVALUATION WEIGHTING AND SCORING

Applicants’ final scores will be based on the following scored items:

A. Executive Order 18-03 (5 Points)

Pursuant to RCW 39.26.160(3) (Bid Awards) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), HCA will evaluate proposals for best value and provide a preference in the amount of 5 points to any Applicants who certifies, pursuant to the certification included in Exhibit A, Attachment 3 – Executive Order 18-03 – Worker’s Rights, that their organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver. Applicants that do require their employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver will not be disqualified from evaluation of this RFA, however they will receive 0 out of 5 points for this section.

B. Scoring of Budget Narrative (10 Points)

Applicant must respond using Exhibit-B, Attachment 2: Budget Narrative to provide a Budget Narrative describing the costs outlined in the proposed budget and how you calculated your proposed costs (i.e., Training Costs, Program Costs, Staffing Costs, etc.). Applicants must describe how their proposed costs justify the completion of work outlined in the Statement of Work. A thorough response will demonstrate how each budget item is supporting the project and will lead to achieving the objective(s).

The Budget Narrative will be evaluated using the Scoring Rubric in Section F. below. Points will be awarded based upon the average of all evaluation team members scores for the question (0-5) multiplied by a weight of 2. Any point calculations that result in decimal points will be rounded to the nearest whole number. The weight and maximum points for the question is outlined in the following Evaluation Table:

Budget Narrative Evaluation Table		
Question	Weight	Maximum Points
Budget Narrative 0-5 Points Possible	2	10

C. Scoring of Written Proposal (85 Points)

Applicant must respond using Exhibit C- Written Proposal. Each question in Exhibit C- Written Proposal has been assigned a weight. Points will be assigned to each question based upon the average of all evaluation team members scores using the Scoring Rubric in Section F. multiplied by the weight for each question indicated in the table below. Individual question scores will then be combined to result in the Applicant’s total weighted score. Any point calculations that result in decimal points will be rounded to the nearest whole number. The weight and maximum points for each question are as outlined in the following Evaluation Table:

Evaluation Table				
Question #	Scoring Rubric Points (1-5)	Weight	Maximum Points	
1a	(1-5)	2	10	
1b		1	5	
1c		1	5	
2		2	10	
3		1	5	
4		2	10	
5a		3	15	
5b		2	10	
5c		1	5	
5d		2	10	
Written Proposal Maximum Points			85	

D. Scoring Rubric for Budget Narrative and Written Proposal

Evaluators will score the sections outlined in the Evaluation Table above using the following (1-5) scoring rubric:

Scoring Rubric		
Score	Description	Scoring Criteria
5	Far Exceeds Requirements	The Applicant has provided an innovative, detailed, and thorough response to the requirement, and clearly demonstrates a high level of experience with, or understanding of the requirement.
4	Exceeds Requirements	The Applicants has demonstrated an above-average capability, approach, or solution and has provided a complete description of the capability, approach, or solution.
3	Meets Requirements	The Applicants has an acceptable capability of solution to meet this criterion and has described its approach in sufficient detail to be considered “as substantially meeting the requirements”.
2	Below Requirements	The Applicant has established some capability to perform the requirement but descriptions regarding their approach are not sufficient to demonstrate the Applicant will be fully able to meet the requirements.
1	Substantially Below Requirements	The Applicant has not established the capability to perform the requirement, has marginally described its approach, or has simply restated the requirement.
0	No Value	The Applicant does not address any component of the requirement, or no information was provided.

E. Total Score

Evaluation Table – All Scored Items		
Section/Exhibit	Title	Maximum Points
Bonus Points		
5.3/Exhibit - A	Executive Order 18-03	5
Points		
5.1/Exhibit - B	Budget Narrative	10
5.2/Exhibit - C	Written Response	85
Total Maximum Points		100

F. Substantially Equivalent Scores

Substantially Equivalent Scores are scores separated by two percent or less in total points. If multiple proposals receive a Substantially Equivalent Score, HCA may leave the matter as scored, or select as the ASA the one proposal that is deemed by HCA, in its sole discretion, to be in HCA’s best interest relative to the overall purpose and objective as stated in Section 2.1 of this RFA.

If applicable, HCA’s best interest will be determined by HCA staff, who have sole discretion over this determination. The basis for such determination will be communicated in writing to all Applicants with Substantially Equivalent Scores.

6.5. RFA NOTIFICATION TO APPLICANTS

HCA will notify the ASA(s) of their selection via the WEBS notification system upon completion of the evaluation process. Unsuccessful will be notified separately in writing.

6.6. DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Any Applicant who submitted an Application and has been notified that it was not selected for Contract award may request a debriefing. The request for a debriefing conference must be received by the RFA Coordinator no later than 5:00 p.m., local time, in Olympia, Washington, within three business days after the Unsuccessful Applicant Notification is e-mailed to the Applicant. The debriefing will be held within three business days of the request, or as schedules allow.

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

- 6.6.1. Evaluation and scoring of the Applicant’s Application;
- 6.6.2. Critique of the Application based on the evaluation; and
- 6.6.3. Review of the Applicant’s final score in comparison with other final scores without identifying the other Applicants.

Topics an Applicant could have raised as part of the complaint process (Section 6.7) cannot be discussed as part of the debriefing conference, even if the Applicant did not submit a complaint.

Comparisons between Applications, or evaluations of the other Applications will not be allowed. Debriefing conferences will be conducted virtually by an online meeting format and will be scheduled for a maximum of thirty (30) minutes.

6.7. COMPLAINT PROCESS

6.7.1. Vendors may submit a complaint to HCA based on any of the following:

- 6.7.1.1. The RFA unnecessarily restricts competition;
- 6.7.1.2. The RFA evaluation or scoring process is unfair or unclear; or
- 6.7.1.3. The RFA requirements are inadequate or insufficient to prepare a response.

6.7.2. A complaint must be submitted to HCA prior to five business days before the bid response deadline. The complaint must:

- 6.7.2.1. Be in writing;
- 6.7.2.2. Be sent to the RFA Coordinator in a timely manner;
- 6.7.2.3. Clearly articulate the basis for the complaint; and
- 6.7.2.4. Include a proposed remedy.

The RFA Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the RFA will be posted on WEBS. The Director of HCA will be notified of all complaints and will be provided a copy of HCA's response. An Applicant or potential Applicant cannot raise during a bid protest any issue that the Applicant or potential Applicant raised in a complaint. HCA's action or inaction in response to a complaint will be final. There will be no appeal process.

6.8. PROTEST PROCEDURE

A protest may be made only by Applicants who submitted a response to this RFA and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) Business Days to file a protest. Protests must be received by the Contracts Administrator no later than 5:00 p.m., Pacific Time, on the fifth Business Day following the Applicant's debriefing. Protests must be submitted by e-mail to ensure timely receipt.

Consistent with RCW 39.26.030 (State procurement records—Disclosure), proposal submissions and proposal evaluations will be available for public inspection following the announcement of ASB(s). If requested by an Applicant who received a debriefing pursuant to Section 6.6., the protest period will not conclude before the requestor has been provided with the applicable proposal submissions and proposal evaluations and provided five (5) Business Days to review the same. Applicant is responsible for notifying the RFA Coordinator of any such public disclosure requests so the timeline can be adjusted accordingly.

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

6.8.1. All protests must be in writing, addressed to the Contracts Administrator, and signed by the protesting party or an authorized agent. The protest must state (1) the RFA number, (2) the grounds for the protest with specific facts, (3) complete statements of the action(s) being protested, and (4) the relief or corrective action being requested. Protests must be emailed to HCAProcurements@hca.wa.gov with the following subject line: "RFA # Protest – [Applicant Name]"

6.8.2. Only protests alleging an issue of fact concerning the following subjects will be considered:

6.8.2.1. A matter of bias, discrimination, or conflict of interest on the part of an evaluator;

6.8.2.1.1. Errors in computing the score; or

6.8.2.1.2. Non-compliance with procedures described in the RFA, HCA's protest process, or Department of Enterprise Services (DES) policy requirements (POL-DES-170-00).

Protests based on anything other than those items listed above will not be considered. Protests will be rejected as without merit to the extent they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal; or 2) HCA's assessment of its own needs or requirements.

6.8.3. Upon receipt of a protest, HCA will undertake a protest review. The HCA Director, or an HCA employee delegated by the HCA Director who is a neutral party with no involvement in the evaluation and award process (Protest Officer), will review and respond to the protest. If the HCA Director delegates the protest review to an HCA employee, the Director nonetheless reserves the right to make the final agency decision on the protest. The Protest Officer will have the right to seek additional information regarding the procurement from sources they deem appropriate in order to fully consider the protest.

6.8.4. If HCA determines in its sole discretion that a protest from one Applicant may affect the interests of another Applicant, then HCA may invite such Applicant to submit its views and any relevant information on the protest to the Protest Officer. In such a situation, the protest materials submitted by each Applicant will be made available to all other Applicants upon request.

6.8.5. The Protest Officer will issue a written protest response no more than ten (10) Business Days after receipt of the protest, unless additional time is needed, in which case HCA will notify the protesting Applicant in writing. The Protest Officer's decision is final, unless the HCA Director exercises their right to make the final agency decision on the protest. There will be no appeal process.

6.8.6. The final determination of the protest will:

6.8.6.1. Find the protest lacking in merit and uphold HCA's action; or

6.8.6.1.1. Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or

6.8.6.1.2. Find merit in the protest and provide options to the HCA Director, which may include:

1) Correct the errors and re-evaluate all proposals; or

2) Issue a new solicitation document and begin a new process; or

3) Make other findings and determine other courses of action as appropriate.

If the protest is not successful, HCA will enter into a Contract with the ASA(s), assuming the parties reach agreement on the Contract's terms.