



REQUEST FOR PROPOSALS (RFP)  
**RFP NO. 2024HCA18**

**NOTE:** *If you download this RFP from any source other than the Washington Electronic Business Solution (WEBS), you are responsible for registering in WEBS for your organization to receive any RFP amendments, including Bidder questions/agency answers. HCA is not responsible for any failure of your organization to register in WEBS or any other repercussions that may result to your organization because of this failure.*

**PROJECT TITLE:** Transitional Post-Intensive Behavioral Health Treatment Facility (IBHTF)  
Discharge Housing

**PROPOSAL DUE DATE:** December 19, 2025 by 1:00 p.m. *Pacific Time*, Olympia, Washington, USA.

Bids shall be accepted via email or delivered to HCA, in accordance with Section 2.6, Submission of Proposals.

**ESTIMATED TIME PERIOD FOR CONTRACT:** February 1, 2025 to June 30, 2025

The Health Care Authority (HCA) reserves the right to extend the contract for up to three (3) additional one (1) year periods at its sole discretion, dependent on mutual agreement of the contract terms by the parties, and funding approval by the state legislature.

**BIDDER ELIGIBILITY:** This solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

**COMMODITY CODES:** HCA used the following commodity codes in WEBS for this solicitation:

- 952-55, Human Services, Homelessness Prevention Services
- 918-67, Human Services Consulting (includes Mental Health Consulting Services), Consulting Services
- 952-74, Referral Services, Human Services
- 952-21, Counseling, Human Services

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# 1. INTRODUCTION

## 1.1 DEFINITIONS

Definitions for the purposes of this RFP include:

**Apparent Successful Bidder (ASB)** – The Bidder selected as the entity to perform the anticipated services under this RFP, subject to completion of contract negotiations and execution of a written contract.

**Bidder** – Individual or company interested in the RFP that submits a Proposal to attain a contract with the Health Care Authority (HCA).

**Business Day** – Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the state of Washington, unless otherwise specified within the RFP.

**Discharge Planners** – Individuals working with Young Adults who are in inpatient care on their Individual Service Plan, who are planning to rejoin their communities after discharge from inpatient care.

**Facility Contractor(s)** – At the point where HCA and the ASB(s) for this RFP execute a contract for the facility providing transitional post-IBHTF discharge housing, the ASB(s) shall be referred to as the Facility Contractor(s).

**Flexible Funding** – The provision of goods or payments of expenses not included in other allowable expense programs, which directly help Young Adults obtain or maintain permanent housing and/or meet essential household needs. This includes fees (e.g., applications, security deposits, first and last month's rent); employment needs (e.g., clothing, general work supplies); essential household items (e.g., personal health and hygiene items, furniture, cleaning supplies); document fees (e.g., drivers licenses, birth certificate fees, food handlers' cards etc.); transportation passes; automobile repairs; and other personal need items ([WAC 388-400-0065](#)).

**Health Care Authority (HCA)** – An executive agency of the state of Washington that is issuing this RFP.

**Holistic** – An approach to treatment that includes considerations of physical and behavioral health needs in addition to being culturally appropriate, recovery-focused, obtainable, and developmentally appropriate for Young Adults experiencing Unaccompanied Homelessness or Housing Instability.

**Homeless or Homelessness** – When an individual lacks a fixed, regular nighttime residence. This includes living in places not meant for human habitation, exiting an institution where they resided for ninety (90) days or more, or are within fourteen (14) days of losing their housing.

**Housing Instability** – Challenges that affect housing residency, such as: having trouble paying rent; living with friends or sharing a room with a friend (also known as 'doubling-up'); couch surfing; moving frequently; evictions; substance use disorder; domestic violence; family conflicts; unsafe living conditions; discrimination and other circumstances that contribute to a lack of availability of a regular nighttime residence or staying in another place not designed for sleeping.

**Individual Service Plan** – A customized document that outlines a plan to obtain resources, activities, and supports needed to help Young Adults achieve their personal identified goals.

**Inpatient** – A setting where Young Adults reside while receiving behavioral health or substance use treatment. For this work, Inpatient and Residential are interchangeable.

**Intensive Behavioral Health Treatment Facility (IBHTF)** – A facility that supports Program Participants who require long-term placement, such as those transitioning from state hospitals, and need additional recovery-based treatment, independent living skills, and community integration.

**Program Participants** – Individuals who are ages eighteen (18) through twenty-four (24), who have been determined to be eligible to receive services under the Facility Contractor(s)' care prior, during and after participation in the voluntary transition program.

**Proposal** – A formal offer submitted in response to this solicitation. To be responsive, a Proposal must include all items outlined in Section 3 (PROPOSAL CONTENTS AND REQUIREMENTS). Two (2) such items that may be referred to throughout this document are:

- 1) **Written Proposal** – Bidder's written response as described in Section 3.8 and Exhibit C.
- 2) **Cost Proposal** – Bidder's cost as described in Section 3.9 and Exhibit D.

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

**Residential** – A setting where Young Adults reside while receiving behavioral health or substance use treatment. For this work, Residential and Inpatient are interchangeable.

**Revised Code of Washington (RCW)** – The laws of the state of Washington, as enacted by the Legislature. Any references to specific titles, chapters, or sections of the RCW includes any substitute, successor, or replacement title, chapter, or section. Pertinent RCW chapters can be accessed at: <http://apps.leg.wa.gov/rcw/>.

**Subcontractor** – A person, partnership, or entity not in the employment of or owned by the Bidder, who would be performing all or part of the services under this RFP under a separate contract with or on behalf of the Bidder. The term "Subcontractor" means Subcontractors in any tier.

**Targeted Support** – Support that may include return to community plans; creative problem solving to identify safe, stable and supportive housing options; summary reports; disseminating data; and other components, as needed to improve operations and policy impacts.

**Technical Assistance (TA)** – The process of providing Targeted Support to the facilities, Discharge Planners, housing providers, and Unaccompanied Homeless Young Adults discharging from an IBHTF.

**Transition Support Provider** – A community-based organization that: (1) provides information and support services related to safe housing and support services for Young Adults exiting an IBHTF; and (2) organizes a coalition comprised of community housing providers, tribes or tribal organizations, Inpatient behavioral health Discharge Planners, and Young Adults with lived experience of behavioral health conditions or Unaccompanied Homelessness.

**Unaccompanied** – A Young Adult experiencing Homelessness while not in the physical custody of a parent or guardian ([RCW 43.330.702](#)).

**Washington's Electronic Business Solution or WEBS** – An internet-based bid notification system HCA uses to post competitive solicitations. Individuals and firms interested in state contracting opportunities with the Department of Enterprise Services or any state agency should [register](#) for competitive solicitation notices on WEBS. *Note: There is no cost to register on WEBS.*

**Young Adult** – A Program Participant between the ages of eighteen (18) through twenty-four (24) years old.

## 1.2 ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES

Issue Request for Proposals	11/21/2024
Pre-Proposal Conference	11/26/2024 10:00 a.m. Pacific Time
Letter of Intent Due	12/2/2024
Bidder Questions Due	12/4/2024
HCA Answers Posted*	12/9/2024
Interested Subcontractor Responses Due	12/11/2024
Interested Subcontractor List Posted*	12/13/2024
Complaints Due (if applicable)	12/16/2024
Proposals Due	12/19/2024 1:00 p.m. Pacific time
Evaluate Proposals*	12/19/2024 – 1/6/2025
Conduct onsite visits, if applicable	1/8 – 1/13/2025
Announce “Apparent Successful Bidder” via WEBS*	1/16/2025
Debrief Request Deadline	1/20/2025
Negotiate Contract	1/21 – 1/31/2025
Estimated Start of Contract Work	On or around 2/1/2025

\*Dates are anticipated and subject to change without an official amendment.

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

## 1.3 PURPOSE AND OBJECTIVES

- 1.3.1 The Washington State Health Care Authority, hereafter called “HCA,” is initiating this Request for Proposals (RFP) to solicit Proposals from entities interested in becoming a transitional post-IBHTF discharge housing option for Young Adults.
- 1.3.2 This program is designed to increase the number of Young Adults who discharge from behavioral health settings into safe and stable housing. This RFP will award funding to voluntary interim housing facilities, with a six (6) to ten (10) bed capacity, to provide one (1) to ninety (90) days of temporary housing with safe, trauma-informed and recovery-focused support for Unaccompanied Young Adults, who have discharged from an IBHTF with a focus on securing long-term safe and stable housing. The awarded facilities will potentially be located with at least one (1) on the west side and at least one (1) on the east side of the Washington Cascades mountains.

- 1.3.3 The Facility Contractor(s) shall work together with HCA, a coalition comprised of community housing providers, tribes or tribal organizations, Inpatient behavioral health Discharge Planners, and Young Adults with lived experience of behavioral health conditions or Unaccompanied Homelessness., and HCA's Transition Support Provider identified in HCA's current Request for Qualifications (RFQ) (RFQ #2024HCA19 Consulting for Transitional Post-IBHTF Discharge Housing). Consultation shall be provided to the Facility Contractor(s) so that they shall be equipped to open the facilities and be ready and licensed to support immediate needs for Program Participants by the transitional living programs, and/or funding to secure long-term housing and services. The Facility Contractor(s) may also Subcontract with entities that provide behavioral health support to Young Adults in the program.
- 1.3.4 HCA intends to award one (1) or more contracts to provide the services described in this RFP, and has the discretion to award multiple contracts.

## 1.4 BACKGROUND

- 1.4.1 Transparency and collaboration are important factors to increase positive outcomes for Young Adults exiting IBHTFs. Families and providers who utilize Young Adult-driven goal setting empower Young Adults and ensure that the goals are meaningful, important and achievable. Connection is another vital factor. There are many community resources that Young Adults and families may be unaware of. When providers and families follow up on these vital linkages, there is a greater likelihood of successful transitions.
- 1.4.2 After leaving Inpatient settings, about three (3) out of four (4) Young Adults in Washington State typically experience Homelessness or Housing Instability and about one (1) out of four (4) connect to stable housing. Across all groups, the need for behavioral health access and housing resource linkages for those leaving Inpatient settings are high. Housing options must respect the desire for Young Adults to live on their own. Transitional housing has been a persistent request by providers and families, and outreach support and wrap-around services with individual housing arrangements have been commonly requested by Young Adults with lived experience. Across all groups, easy access and "all in one" spaces have been common recommendations. Other core recommendations include, but are not limited to, the following:
- a. A transitional supportive housing model, and
  - b. Outreach workers who can link Young Adults with:
    - i. Basic needs;
    - ii. Social supports; and
    - iii. Recovery supports.
- 1.4.3 During the 2024 Washington State legislative session, [Final Bill Report 2SHB 1929](#) Section 2, Subsection 4(b), HCA was provided funding to contract for post-IBHTF discharge housing facilities, and consulting with a community-based Transition Support Provider, all of which shall work with a coalition, as referenced in Section 1.3, Purpose and Objectives, subsection 1.3.3.

## 1.5 SCOPE OF WORK

- 1.5.1 The Facility Contractor(s) shall provide the transitional post-IBHTF discharge housing for Young Adults, with six (6) to ten (10) bed capacity, providing one (1) to ninety (90) days of temporary housing with safe, trauma-informed and recovery-focused support for Unaccompanied Young Adults whom have discharged from an IBHTF. The programs provided at the post-IBHTF facility shall have a focus on securing safe and stable housing upon exits from the interim program.
- 1.5.2 The Transition Support Provider shall provide TA to the Facility Contractor(s) to ensure they are equipped to open the post-IBHTF facilities, be ready and licensed to support immediate needs for participants served in transitional living programs, and/or funding to secure long-term housing and services. The TA shall also include but is not limited to:
- a. Providing information and support services related to safe housing and support services for Young Adults exiting IBHTFs; and
  - b. Organizing a coalition comprised in accordance with Section 1.3, Purpose and Objectives, subsection 1.3.3.
- 1.5.3 The Facility Contractor(s) shall work closely with the established coalition referenced in Section 1.3, Purpose and Objectives, subsection 1.3.3, the Transition Support Provider, and HCA. Further details of this work can be found in Exhibit B, Draft Contract.
- 1.5.4 The Facility Contractor(s) shall provide services to include, but are not limited to:
- a. Ensure linkages from Discharge Planners to the post-IBHTF program with continued services, programs, and funding options connecting Young Adults with safe and stable housing opportunities for unstably housed/Unaccompanied Young Adult leaving their care.
  - b. Collaborate with the Transition Support Provider for TA, education and awareness training opportunities for behavioral health Discharge Planners, Managed Care Organizations (MCOs) and housing providers that serve Young Adults to support delivery of developmentally appropriate services and supports.
  - c. Conduct pre- and post-participation surveys from Program Participants attending the post-IBHTF program to ensure care is Holistic, developmentally appropriate and Young Adult-centered, and to determine if Program Participants feel their needs have been met and are confident in continuing to obtain and maintain safe and stable housing.
  - d. Collaborate and engage with Discharge Planners and housing support entities who serve Young Adults and participate with the coalition referenced in Section 1.3, Purpose and Objectives, subsection 1.3.3, including activities to connect and learn about shared needs, strengths and opportunities.
  - e. The Facility Contractor(s) shall provide updates to the HCA Contract Manager regarding meeting coordination, trainings and connection work.

- 1.5.5 HCA shall support connection with other state agencies, MCOs, and to other teams and providers as needed.
- 1.5.6 The Facility Contractor(s) shall submit a startup plan, quarterly reports and an annual report to the HCA Contract Manager that shall include demographic client data as well as program narratives and self-reflection. Report components and templates are provided in Exhibit B, Draft Contract.

**1.6 MINIMUM QUALIFICATIONS**

The following are the minimum qualifications for Bidders:

- 1.6.1 Licensed to do business in the state of Washington or provide a commitment that it shall become licensed in Washington within thirty (30) calendar days of being selected as the ASB.
- 1.6.2 Experience providing support and working with Young Adults with behavioral health needs.
- 1.6.3 Active participation in a statewide coalition, as referenced in Section 1.3, Purpose and Objectives, subsection 1.3.3, that advocates for Homeless Young Adults, Young Adult behavioral health workgroups, and/or similar workgroups.
- 1.6.4 Demonstrated experience in a leadership capacity working with Young Adults experiencing impacts of the intersectionality of state systems of care (e.g., foster care, juvenile justice, and Inpatient behavioral health).
- 1.6.5 Experience providing housing supports to Unaccompanied Young Adults in need of safe and stable housing supports and services.

**1.7 FUNDING**

HCA has budgeted a total amount not to exceed one million, one hundred seventy-seven thousand Dollars (\$1,177,000), for the entire initial term of the contract(s). Any Proposal(s) in excess of \$1,177,000 shall be considered non-responsive and shall not be evaluated. HCA intends to award one (1) or more contracts, and has the discretion to award multiple contracts. After all Proposals are evaluated, if multiple ASB(s) are awarded, HCA will have the discretion to adjust award amounts, as necessary, to meet program needs and so that the maximum funding amount is not exceeded, and the most efficient use of funding for the maximum number of facilities is achieved.

An aggregate total of fifty thousand Dollars (\$50,000) of the one million, one hundred seventy-seven thousand Dollars (\$1,177,000) is allocated for the Flexible Funding line item, which is about 4.2% of the total cost. Bidders should consider this percentage of Flexible Funding to their total cost when determining their Cost Proposal.

Any contract(s) awarded because of this solicitation will be contingent upon the availability of funding and approval of the budget from the state legislature.



## **1.8 PERIOD OF PERFORMANCE**

The initial period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about February 1, 2025 and to end on June 30, 2025. HCA intends to amend the Contract for continuation of the Transitional Post-IBHTF Discharge Housing program with the Contractor, based on available funding, and approval of the state budget by the state legislature.

## **1.9 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES**

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 RCW. Bidders should familiarize themselves with the requirements prior to submitting a bid that includes current or former state employees.

## **1.10 ADA**

HCA complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFP Coordinator to receive written information in another format (e.g., large print, audio, accessible electronic formats, and other formats).

## 2. GENERAL INFORMATION FOR BIDDERS

### 2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in HCA for this solicitation. All communication between the Bidder and HCA upon release of this RFP must be with the RFP Coordinator, as follows:

Name	Heidi Jones
E-Mail Address	<a href="mailto:HCAProcurements@hca.wa.gov">HCAProcurements@hca.wa.gov</a>

Any other communication shall be considered unofficial and non-binding on HCA. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Bidder.

### 2.2 PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference is scheduled to be held on **Tuesday, November 26, 2024 at 10:00 a.m.**, Pacific Time via Microsoft Teams, a video-conferencing tool, [using this link](#). All prospective Bidders should attend; however, attendance is not mandatory. An agenda containing meeting details shall be posted as an amendment to this solicitation.

HCA shall be bound only to HCA written answers to questions. Questions arising at the Pre-Proposal Conference or in subsequent communication with the RFP Coordinator shall be documented and answered in written form. A copy of the questions and answers shall be posted on WEBS as an Amendment to this RFP.

### 2.3 LETTER OF INTENT TO PROPOSE

Bidder's who are interested in this RFP may submit a Letter of Intent to Propose to the RFP Coordinator. Letters of Intent are helpful in planning the evaluation schedule and post-procurement activities. The Letter of Intent to Propose must be emailed to the RFP Coordinator, listed in Section 2.1, and should be received no later than the date and time stated in the Solicitation Schedule, Section 1.2. The subject line of the email should include the following: [Solicitation #] – Letter of Intent to Propose – [Your entity's name].

The Letter of Intent to Propose may be attached to the email as a separate document, in Word or PDF, or the information may be contained in the body of the email.

Information in the Letter of Intent to Propose should be placed in the following order:

- 2.3.1 Bidder's Organization Name;
- 2.3.2 Bidder's authorized representative for this RFP (who must be named the authorized representative identified in the Bidder's Proposal);
- 2.3.3 Title of authorized representative;

- 2.3.4 Address, telephone number, and email address;
- 2.3.5 Statement of intent to propose; and
- 2.3.6 A description of how the Bidder meets ALL the minimum requirements specified in Section 1.6 of this RFP.

HCA may use the Letters of Intent to Propose as a pre-screening to determine whether Minimum Qualifications are met.

**2.4 INTERESTED SUBCONTRACTOR LIST**

HCA supports and encourages contracts and Subcontracts with small, diverse, and veteran-owned businesses. To support participation in this process, the RFP Coordinator shall add a list of Interested Subcontractors to the RFP. The RFP Coordinator shall 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 Bidders the capabilities of interested Subcontractors who can perform components of this RFP’s Scope of Work.

2.4.1 Interested Subcontractor Instructions

- a. Failure to follow the instructions in this Section may prevent your information from being included in the List.
- b. An interested party must complete the table below to submit their firm name, contact information, and the summary of their capabilities as they relate to this RFP’s Scope of Work. Submissions are limited to what is requested in the table below and capability summaries must be two paragraphs or less.
- c. The RFP Coordinator shall only include the information requested below. Do not submit marketing materials.
- d. Submissions must be emailed to the RFP Coordinator, with the subject line “RFP # Interested Subcontractor List – [Interested Subcontractor Name]” by the date specified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).
- e. 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

#### 2.4.2 Posting Date

Complete and timely submissions shall be compiled and posted in alphabetical order by interested Subcontractor name. HCA anticipates the List shall be posted as an RFP amendment on the *Interested Subcontractor List Posted* date identified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES). Late submissions shall not be posted.

#### 2.4.3 Information Provided As-Is

The Interested Subcontractor List is provided as an opportunity to support participation in this RFP. 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.

### 2.5 BIDDER QUESTIONS PERIOD

Bidders are provided an opportunity to ask questions during the Bidder question period which starts on the date of the RFP posting and concludes on the *Questions Due* date specified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).

- 2.5.1 Questions regarding the RFP shall only be accepted in writing, sent by email to the RFP Coordinator. The Bidder must use the following email subject line when submitting questions: "RFP 2024HCA18# Question(s) – [Bidder Name]" to ensure timely receipt.
- 2.5.2 HCA anticipates it shall post answers to the questions in WEBS as an RFP amendment on the *Answers Posted* date specified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).
- 2.5.3 HCA is under no obligation to respond to any questions received after the *Questions Due* date but may do so at its discretion.

### 2.6 SUBMISSION OF PROPOSALS

Proposals must be received by the RFP Coordinator no later than the *Proposal Due* deadline in Section 1.2, (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES). Proposals must be submitted electronically as an attachment to an e-mail to the RFP Coordinator at the e-mail address listed in Section 2.1, or, if the file is too big to send via email, the Bidder may submit their Proposal on a flash drive, delivered to HCA at 626 8<sup>th</sup> Avenue SE, Olympia, WA 98501, Attn: HCA Procurements, RFP 2024HCA18 by the deadline.

The Proposal must meet the following requirements:

2.6.1 Attachments to e-mail must be in the format specified as follows:

- a. Exhibit A, Bidder Forms and Certifications, in Word or pdf format;
- b. Exhibit B, Draft Contract, in Word or pdf format;
- c. Exhibit C, Written Proposal, in Word or pdf format;
- d. Exhibit D, Cost Proposal, in Excel format;

2.6.2 Zipped files cannot be received by HCA and cannot be used for submission of Proposals.

2.6.3 The forms and certifications that require authorized signature (as designated in section 3.1, PROPOSAL CONTENTS OVERVIEW) must have a signature of the individual within the organization authorized to bind the Bidder to the offer.

2.6.4 HCA does not assume responsibility for problems with Bidder's e-mail. If HCA e-mail is not working, appropriate allowances shall be made.

Bidders should allow sufficient time to ensure timely receipt of the Proposal by the RFP Coordinator. Late Proposals shall not be accepted and shall be automatically disqualified from further consideration, unless HCA e-mail is found to be at fault or HCA deems a grace period is in the best interest of the State. All Proposals and any accompanying documentation become the property of HCA and shall not be returned.

## **2.7 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Proposals submitted in response to this RFP shall become the property of HCA. All Proposals received shall remain confidential until the Apparent Successful Bidder is announced; thereafter, the Proposals shall be deemed public records as defined in chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the Proposal that the Bidder desires to claim as proprietary and exempt from disclosure under chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of a document, must be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified and must reference either: (1) the specific basis claimed under 42.56 RCW, or (2) a statement of why the information is designated propriety. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire Proposal exempt from disclosure or as Proprietary Information shall not be honored.

If a public records request is made for the information that the Bidder has marked as “Proprietary Information,” HCA shall notify the Bidder of the request and of the date that the records shall be released to the requester unless the Bidder obtains a court order enjoining that disclosure. If the Bidder fails to obtain the court order enjoining disclosure, HCA shall release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, HCA shall maintain the confidentiality of the Bidder’s information per the court order.

A charge shall be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but 24 hours’ notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

The submission of any public records request to HCA pertaining in any way to this RFP shall not affect the solicitation schedule, as outlined in Section 1.2, unless HCA, in its sole discretion, determines that altering the schedule would be in HCA’s best interests.

## **2.8 REVISIONS TO THE RFP**

If HCA determines in its sole discretion that it is necessary to revise any part of this RFP, then HCA shall publish addenda on WEBS. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and shall be published on WEBS.

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

## **2.9 COMPLAINT PROCESS**

The complaint process allows potential Bidders to focus on the solicitation requirements and evaluation process and raise issues early enough in the process to allow HCA to correct a problem before Proposals are submitted. The complaint period starts on the date of the RFP posting and concludes on the *Complaints Due* date identified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).

- 2.9.1 Potential Bidders may submit a complaint to HCA based on any of the following:
- a. The RFP unnecessarily restricts competition;
  - b. The RFP evaluation or scoring process is unfair or unclear; or
  - c. The RFP requirements are inadequate or insufficient to prepare a response.

2.9.2 For a complaint to be considered, it must be received by HCA by 5:00 pm PT on the *Complaints Due* date identified in Section 1.2. The complaint must:

- a. Be in writing;
- b. Be sent to the RFP Coordinator, or designee;
- c. Clearly articulate the basis for the complaint; and
- d. Include a proposed remedy.

2.9.3 HCA shall address any complaint as follows:

- a. The RFP Coordinator, or designee shall respond to the complaint in writing.
- b. The response to the complaint and any changes to the RFP shall be posted on WEBS.
- c. The Director of HCA shall be notified of all complaints and shall be provided a copy of HCA's response.

Complaints may not be raised again during a protest and HCA's action or inaction in response to a complaint shall be final. There is no appeal process.

## **2.10 RESPONSIVENESS**

The RFP Coordinator shall review all Proposals to determine compliance with administrative requirements and instructions specified in this RFP. A Bidder's failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

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

## **2.11 MOST FAVORABLE TERMS**

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

The ASB(s) should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. The contract resulting from this RFP shall incorporate some, or all, of the Bidder's Proposal. The Proposal shall become a part of the official solicitation file on this matter without obligation to HCA.

## **2.12 RECEIPT OF INSUFFICIENT NUMBER OF PROPOSALS**

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

### **2.13 NO OBLIGATION TO CONTRACT**

This RFP does not obligate HCA to enter into any contract for services specified herein.

### **2.14 REJECTION OF PROPOSALS**

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



### 3. PROPOSAL CONTENTS AND REQUIREMENTS

#### 3.1 PROPOSAL CONTENTS OVERVIEW

Proposals must be submitted per the instructions in Sections 2.4 (SUBMISSION OF PROPOSALS) and 3.2 (PROPOSAL REQUIREMENTS AND GUIDELINES) in the order noted below.

##### 3.1.1 Bidder Forms and Certifications (Exhibit A)

All the following are included in Exhibit A:

- a. Bidder Profile & Submittal Form\* (Section 3.3 and Exhibit A, Section A)
- b. Diverse Business Inclusion Plan (Section 3.4 and Exhibit A, Section B)
- c. Executive Order 18-03 Worker's Rights\* (Section 3.5 and Exhibit A, Section C)
- d. References (Section 3.6 and Exhibit A, Section D)

##### 3.1.2 Draft Contract (Section 3.7 and Exhibit B)

##### 3.1.3 Written Proposal (Section 3.8 and Exhibit C)

##### 3.1.4 Cost Proposal (Section 3.9 and Exhibit D)

***\*Authorized signature required***

#### 3.2 PROPOSAL REQUIREMENTS AND GUIDELINES

Proposals must comply with the requirements or restrictions listed below. Failure to do so may result in the disqualification of the Bidder's Proposal:

3.2.1 State the Bidder's full legal name on the first or cover page of the Proposal.

3.2.2 Proposals must provide information in the same order as presented in this RFP and with the same headings. Title and number each item in the same way it appears in the RFP. Each question must be restated prior to the Bidder's response.

3.2.3 **All items listed in Section 3.1 (PROPOSAL CONTENTS OVERVIEW) must be included as part of the Proposal for the Proposal to be considered responsive;** however, only the following items shall be scored during the evaluation process: Executive Order 18-03 Worker's Rights, Written Proposal, and Cost Proposal.

3.2.4 Bidders are liable for all errors or omissions contained in their Proposals. Bidders shall not be allowed to alter Proposal documents after the deadline for Proposal submission. HCA is not liable for any errors in Proposals.

HCA is under no obligation to consider any supplemental materials submitted that were not requested.

### **3.3 BIDDER PROFILE & SUBMITTAL FORM (MANDATORY/NOT SCORED)**

Exhibit A, Bidder Forms and Certifications, Section A, Bidder Profile & Submittal Form must be completed in its entirety and signed and dated by a person authorized to legally bind the Bidder 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).

### **3.4 DIVERSE BUSINESS INCLUSION PLAN (MANDATORY/NOT SCORED)**

Exhibit A, Bidder Forms and Certifications, Section B, 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 shall apply.

### **3.5 EXECUTIVE ORDER 18-03 (MANDATORY/SCORED)**

Bidder must review Exhibit A, Bidder Forms and Certifications, Section C and respond as to whether the Bidder requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses and class or collective action waivers.

### **3.6 REFERENCES (MANDATORY/NOT SCORED)**

Provide three (3) business references for the Bidder using the reference form provided in Exhibit A, Bidder Forms and Certifications, Section D, References. References must be independent of the Bidder's and Subcontractor's company corporation (e.g., non-Bidder owned, in whole or in part, or managed, in whole or in part) and be for work similar to the Scope of Work contained herein. Complete all boxes of the reference form for each reference. By submitting a Proposal in response to this solicitation, the Bidder grants permission to HCA to contact these references and others, who from HCA's perspective, may have pertinent information. At HCA's sole discretion, HCA may or may not choose to contact references.

### **3.7 DRAFT CONTRACT (MANDATORY/NOT SCORED)**

The ASB(s) shall 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 B, Draft Contract. HCA shall not accept any draft contracts prepared by any Bidder. The Bidder must be prepared to agree to all terms of the attached Exhibit B, Draft Contract, as presented or the Proposal may be rejected.

- 3.7.1 If the Bidder does not wish to propose changes, the Bidder shall still attach Exhibit B, Draft Contract, but add a statement to the cover page (page 1) that they accept the terms and conditions of the draft contract.
- 3.7.2 If a Bidder does not wish to propose changes and does not attach Exhibit B, the absence of the draft Contract shall represent that the Bidder accepts the terms and conditions of the draft contract.
- 3.7.3 If Bidder has exceptions to the terms and conditions, they must include with their Proposal a copy of the Draft Contract with redline edits/comments documenting the changes they propose to be made if selected as ASB. If the Bidder fails to identify an objection to any particular term or condition, the term or condition shall be deemed agreed to by the Bidder. HCA shall review requested exceptions and accept or reject the same at its sole discretion.

If, after the announcement of the ASB(s), and after a reasonable period of time, the ASB 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 Bidder.

### **3.8 WRITTEN PROPOSAL (MANDATORY/SCORED)**

Exhibit C, Written Proposal must be completed in its entirety in accordance with the page limits identified within the Exhibit (See Section 3.2(E)). Bidder should respond using Exhibit C as its template, to ensure compliance with the formatting requirements outlined in Section 3.2(B).

### **3.9 COST PROPOSAL (MANDATORY/SCORED)**

*(Maximum available points: 1,000)*

The three (3) tabs included in Exhibit D, Cost Proposal must be completed in their entirety, and in accordance with subsection (B) below.

HCA has budgeted a total amount not to exceed one million, one hundred seventy-seven thousand Dollars (\$1,177,000), which may be divided between multiple contracts. Bidders shall take this into consideration when submitting their final Cost Proposals, including the percentage allocated to Flexible Funding, as described in Section 1.7. Once ASB(s) are announced, HCA will negotiate the final amounts with the awarded ASB(s).

The evaluation process is designed to award this solicitation not necessarily to the Bidder of least cost, but rather to the Bidder whose Proposal best meets the requirements of this RFP. However, Bidders are encouraged to submit Proposals which are consistent with state government efforts to conserve state resources.

### 3.9.1 Identification of Costs

- a. 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 Bidder is to submit a fully detailed budget including staff costs, estimates for any applicable sales and use taxes (see 3.A(ii) below), and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.
- b. ASB(s) shall be required to collect Washington state sales and use taxes from HCA, as applicable, and for remittance of payment to the Washington State Department of Revenue (DOR). Bidders must identify any expenses to which Washington State sales and use taxes apply in the Cost Proposal and include an estimated amount for such taxes (based on the current tax rate(s)). HCA understands these amounts may fluctuate as tax rates fluctuate. If a tax isn't specifically identified, HCA shall assume it is included in the costs identified.

### 3.9.2 Cost Proposal

Fill out the three (3) sections of Exhibit D, Cost Proposal, spreadsheet attached as a separate document. Tabs are presented as follows:

- a. Tab 1: Budget Spreadsheet – Enter proposed budget amounts for each line item. Bidder may add rows, if appropriate.
- b. Tab 2: Definitions – Definitions for each line item are provided. If Bidder adds rows to Tab 1, Bidder shall add rows to include new corresponding definitions. If Bidder is not adding rows to Tab 1, then Tab 2 may be left unchanged.
- c. Tab 3: Narrative – Provide written responses to the questions in the space provided.

## 4. EVALUATION AND CONTRACT AWARD

### 4.1 EVALUATION PROCEDURE

Responsive Proposals shall be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of Proposals shall be accomplished by an evaluation team, to be designated by HCA, which shall determine the ranking of the Proposals. Evaluation teams could be comprised of internal (HCA) and external individuals. Evaluations shall only be based upon information provided in the Bidder's Proposal.

- 4.1.1 All proposals received by the stated deadline in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES) shall be reviewed by the RFP Coordinator to ensure that they contain all of the required information requested in the RFP. Only responsive Proposals that meet the requirements shall be evaluated by the evaluation team. Any Bidder who does not meet the stated qualifications or any Proposal that does not contain all the required information shall be rejected as non-responsive.
- 4.1.2 HCA may, at its sole discretion, waive minor administrative irregularities.
- 4.1.3 The RFP Coordinator may, at their sole discretion, contact the Bidder for clarification of any portion of the Bidder's Proposal. Bidders should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.
- 4.1.4 Responsive Written Proposals shall be reviewed and scored by an evaluation team using the weighted scoring system described in Section 4.2 (EVALUATION WEIGHTING AND SCORING). Written Proposals shall be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda issued.
- 4.1.5 The evaluation of the Executive Order 18-03 shall be completed by the RFP Coordinator.
- 4.1.6 Responsive Cost Proposals shall be reviewed and ranked by an evaluation team, in consultation with HCA's budget staff, as described below.
- 4.1.7 HCA, at its sole discretion, may elect to select finalists for a site evaluation..
- 4.1.8 HCA reserves the right to award the contract to the Bidder(s) whose Proposal(s) is/are deemed to be in the best interest of HCA and the state of Washington.

## 4.2 EVALUATION WEIGHTING AND SCORING

HCA reserves the right to award the contract(s) to the Bidder(s) whose Proposal(s) is/are deemed to be in the best interest of HCA and the state of Washington

Bidders' final scores shall be based on the following scored items: Executive Order 18-03, Written Proposal, Cost Proposal, and possibly site evaluations.

### 4.2.1 Executive Order 18-03

Pursuant to RCW 39.26.160(3) and consistent with Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations (dated June 12, 2018), HCA shall evaluate Proposals for best value and provide a preference in the amount of 200 points to any Bidder who certifies, pursuant to the certification included in Exhibit A, Bidder Forms and Certifications, Section C, that their firm 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. Bidders 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 shall not be disqualified from evaluation of this RFP, however they shall receive zero (0) out of two hundred (200) points for this section.

### 4.2.2 Scoring of the Written Proposal

- a. Questions in Sections 2 through 6 in Exhibit C, Written Proposal have been assigned a weight. Points shall be assigned to each question based upon the average of all evaluation team members scores for each question, scored zero (0) through ten (10), and then multiplied by the weight indicated below. Individual question scores shall then be combined to result in the Bidder's total weighted score. Any point calculations that result in decimal points shall 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				
#	Section Title	# of Questions	Weight	Maximum Possible Points
1	Facility type	1	N/A	100
2	Geographic reach	1	10	100
3	Experience summary	1		100
4	Key experience components	10		1000
5	Capability summary	6		600
6	Facility information	4		400
7	Local support	1		100
8	Stakeholders/marketing	1		100
9	Project approach/methodology	1		100
10	Work plan	1		100
11	Project management	2		200
12	Risk assessment	6		600
	<b>Totals</b>	<b>35</b>		

b. Scoring Rubric for the Written Proposal

- i. For Question 1 in the Written Proposal:
  - A. Response 1.1 will receive 100 points.
  - B. Response 1.2 will receive 70 points.
  - C. Response 1.3 will received 30 points.
- ii. For all other questions in the Written Proposal (Sections 2 through 8), evaluators shall score each question in each section, outlined in the Evaluation Table above, using the following zero (0) to ten (10) scoring rubric:

<b>Scoring Rubric</b>		
<b>Score</b>	<b>Description</b>	<b>Scoring Criteria</b>
10	Far Exceeds Requirements	The Bidder 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.
7	Exceeds Requirements	The Bidder has demonstrated an above-average capability, approach, or solution and has provided a complete description of the capability, approach, or solution.
5	Meets Requirements	The Bidder 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".
3	Below Requirements	The Bidder has established some capability to perform the requirement but descriptions regarding their approach are not sufficient to demonstrate the Bidder shall be fully able to meet the requirements.
1	Substantially Below Requirements	The Bidder has not established the capability to perform the requirement, has marginally described its approach, or has simply restated the requirement.
0	No Value	The Bidder does not address any component of the requirement, or no information was provided.

4.2.3 Scoring of the Cost Proposal

- a. Exhibit D, Cost Proposal shall be evaluated in aggregate as one (1) overall score, using a ranking system, with the higher rankings receiving more points, as follows:

Ranking	Score
1 <sup>st</sup> (Highest)	1,000
2 <sup>nd</sup>	900
3 <sup>rd</sup>	800
4 <sup>th</sup>	700
5 <sup>th</sup>	600
6 <sup>th</sup>	500
7 <sup>th</sup>	400
8 <sup>th</sup>	0
9 <sup>th</sup>	0

- b. Criteria for ranking are as follows:
- i. Alignment with project requirements;
  - ii. Cost breakdown;
  - iii. Clear summary and evidence of how numbers were derived;
  - iv. Potential cost savings;
  - v. Risk philanthropy mitigation strategies;
  - vi. Clear and thoughtful answers within the Narrative; and
  - vii. Identification and use of Flexible Funding included within the Proposal.

4.2.4 Site evaluations may be required for the top Bidders but shall not be scored. Notification of a site visit will be given by HCA upon the evaluation team identifying the top candidates and will be completed by the HCA contract manager. The site evaluation shall include, but is not limited to, the following:

- a. Facility tour;
- b. Learning about the current policies and procedures;
- c. Meeting employees and observe work progress;
- d. Asking questions;
- e. Ensuring bed capacity availability; and
- f. Other components, as applicable.



#### 4.2.5 Total Score

<b>Evaluation Table – All Scored Items</b>		
<b>Reference</b>	<b>Title</b>	<b>Maximum Points</b>
Exhibit A	Executive Order 18-03	200
Exhibit C	Written Proposal	3,500
Exhibit D	Cost Proposal	1,000
<b>Total Maximum Points without Oral Presentation and Site Evaluation</b>		<b>4,700</b>
Section 4.24	Site Evaluation ( <i>if applicable</i> )	N/A
<b>Total Maximum Points</b>		<b>4,700</b>

### **4.3 BEST AND FINAL OFFER (BAFO)**

HCA reserves the right to use a Best and Final Offer (BAFO) before awarding any contract to further assist in determining the ASB(s).

### **4.4 SUBSTANTIALLY EQUIVALENT SCORES**

Substantially Equivalent Scores are scores separated by two percent or less in total points. If multiple Proposals receive Substantially Equivalent Scores, HCA may leave the matter as scored, or select as the ASB Proposal(s) that is/are 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 1.3 of this RFP.

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

### **4.5 NOTIFICATION TO BIDDERS**

HCA shall announce the ASB to all Bidders via the WEBS notification system.

### **4.6 DEBRIEFING OF UNSUCCESSFUL BIDDERS**

Any Bidder who has submitted a Proposal and been notified it was not selected for contract award may request a debriefing conference. The request for a debriefing conference must be received by the RFP Coordinator no later than 5:00 p.m., Pacific Time, within three (3) Business Days after the Unsuccessful Bidder Notification is e-mailed to the Bidder. The debriefing shall be held within three (3) Business Days of the request, or as schedules allow.

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

- 4.6.1 Evaluation and scoring of the Bidder's Proposal;
- 4.6.2 Critique of the Proposal based on the evaluation; and
- 4.6.3 Review of the Bidder's final score in comparison with other final scores without identifying the other Bidders.

Topics a Bidder could have raised as part of the COMPLAINT PROCESS (Section 2.7) cannot be discussed as part of the debriefing conference, even if the Bidder did not submit a complaint.

Comparisons between Proposals, or evaluations of the other Proposals shall not be allowed. Debriefing conferences may be conducted in person or on the telephone and shall be scheduled for a maximum of thirty (30) minutes.

#### **4.7 PROTEST PROCEDURE**

A protest may be made only by Bidders who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five (5) Business Days to file a protest. Protests must be received by the Contracts Administrator no later than 4:30 p.m., Pacific Time, on the fifth Business Day following the Bidder's debriefing. Protests must be submitted by e-mail to ensure timely receipt.

Consistent with RCW 39.26.030, Proposal submissions and Proposal evaluations shall be available for public inspection following the announcement of ASB(s). If requested by a Bidder who received a debriefing pursuant to Section 4.6, the protest period shall 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. Bidder is responsible for notifying the RFP Coordinator of any such public disclosure requests so the timeline can be adjusted accordingly.

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

- 4.7.1 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 RFP 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 [contracts@hca.wa.gov](mailto:contracts@hca.wa.gov) with the following subject line: "RFP #2024HCA18 Protest – [Bidder Name]"
- 4.7.2 Only protests alleging an issue of fact concerning the following subjects shall be considered:
- a. A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
  - b. Errors in computing the score; or
  - c. Non-compliance with procedures described in the RFP, 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 shall not be considered. Protests shall 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.

- 4.7.3 Upon receipt of a protest, HCA shall 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), shall 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 shall have the right to seek additional information regarding the solicitation from sources they deem appropriate in order to fully consider the protest.
- 4.7.4 If HCA determines in its sole discretion that a protest from one Bidder may affect the interests of another Bidder, then HCA may invite such Bidder 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 Bidder shall be made available to all other Bidders upon request.
- 4.7.5 The Protest Officer shall 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 shall notify the protesting Bidder 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 shall be no appeal process.
- 4.7.6 The final determination of the protest shall:
- a. Find the protest lacking in merit and uphold HCA's action; or
  - b. Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or
  - c. Find merit in the protest and provide options to the HCA Director, which may include:
    - i. Correct the errors and re-evaluate all Proposals; or
    - ii. Issue a new solicitation document and begin a new process; or
    - iii. Make other findings and determine other courses of action as appropriate.
- 4.7.7 If the protest is not successful, HCA shall enter into a contract with the ASB(s), assuming the parties reach agreement on the contract's terms.

## 5. RFP EXHIBITS

Exhibit A	Bidder Forms and Certifications (included as a separate attachment)
Exhibit B	Draft Contract (included as a separate attachment)
Exhibit C	Written Proposal
Exhibit D	Cost Proposal

**EXHIBIT A – BIDDER FORMS AND CERTIFICATIONS**

Exhibit A is included as a separate document.

**EXHIBIT B – DRAFT CONTRACT**

Exhibit B is included as a separate document.

## **EXHIBIT C – WRITTEN PROPOSAL**

*Maximum Points for Written Proposal: 3,500*

1. Select which of the following descriptions identifies your facility. *(Maximum available points: 100)*

- 1.1 The Bidder currently operates a facility in Washington State with a six (6) to ten (10) bed capacity and plans to use 100% of the bed capacity for this Contract.  
*(100 points)*

- 1.2 The Bidder currently operates a facility in Washington State with greater than ten (10) bed capacity, and plans to use from six (6) to ten (10) of available beds for this Contract.  
*(70 points)*

- 1.3 The Bidder does not currently operate a facility in Washington State.  
*(30 points)*

2. Geographic Reach. *(Maximum available points: 100)*

Provide the city where the Bidder's facility is, or shall be, located, and the geographic regions served or to be served.

3. Experience Summary. *(Maximum available points, one overall score for all Section 3 responses: 100)*

Provide a summary narrative of how the Bidder is the best fit for the Contract resulting from this RFP  
The response shall include:

- 3.1 Strategies for connecting with Discharge Planners for Young Adults existing Inpatient behavioral health programs;

- 3.2 Designing Holistic approaches to providing services;

- 3.3 Providing safe and stable housing supports and services across the state; and

- 3.4 How those connections shall begin groundwork for partnerships that support Young Adults exiting Inpatient behavioral health programs and assist them on their continued journey of wellness.

4. Key Experience Components. Describe the Bidder's experience in the last five (5) years, and qualifications providing the following services and supports: *(10 questions, 100 points maximum each: Maximum available points: 1000)*

- 4.1 Working with Young Adults experiencing Homelessness and/or Housing Instability.

- 4.2 Working with Young Adults exiting Inpatient behavioral health programs in need of stable and safe housing.

- 4.3 Working directly with Discharge Planners of Young Adults exiting IBHTF or other Residential behavioral health programs.

- 4.4 Providing Holistic supports to Program Participants.

- 4.5 Leadership with Young Adults experiencing impacts of the intersectionality of state systems of care (e.g., foster care, juvenile justice, and IBHTFs).
  - 4.6 Describe how your experience working with Young Adults in accessing behavioral health services adds value to HCA's new post-IBHTF transitional living housing.
  - 4.7 Designing processes for managing conflict, both internally and externally (i.e. with other stakeholders or populations served)? Please include any relevant procedures or foundational principles.
  - 4.8 Implementing Young Adult and lived experience of Housing Instability and behavioral health experience into your work.
  - 4.9 Utilizing Flexible Funding to obtain or maintain housing stability for Young Adults.
  - 4.10 Serving black, indigenous, and people of color, particularly those who identify as lesbian, gay, bisexual, transgender, and queer. Describe why and how you shall prioritize these Young Adults.
5. Facility Capability Summary. *(6 questions, 100 maximum points each, Maximum available points: 600)*
- 5.1 Provide the number of total beds in the proposed facility.
  - 5.2 Provide the total number of beds in the proposed facility that shall be used for this Contract.
  - 5.3 Provide a list of total bedrooms within the proposed facility and how many beds are in each room.
  - 5.4 Provide a list of total beds in the proposed facility that are currently occupied for individuals being served by other programs.
  - 5.5 Describe current services being provided by the Bidder within the proposed facility.
  - 5.6 Describe the populations that are currently being served within the proposed facility.
6. Facility information. *(4 questions, 100 maximum points each, Maximum available points: 400)*
- 6.1 Provide a copy of the lease agreement.
  - 6.2 Provide photos of the exterior and interior of the building. This should include where Young Adults would reside and common areas.
  - 6.3 Provide blueprints of the proposed facility.
  - 6.4 Describe any retrofitting or construction that would be needed to make the Bidder's facility ready to provide services as described in this RFP and Exhibit B, Draft Contract.
7. Provide documentation of proof of local support (e.g., city council, parent organization that would be involved in referrals) *(Maximum available points: 100)*
8. Describe strategies for coordination with local stakeholders and marketing. *(Maximum available points: 100)*



9. Project Approach/Methodology (*Maximum available points: 100*)

Describe the Bidder's proposed approach and methodology for the project. This section should convey Bidder's understanding of the proposed project and demonstrate ability and capacity to perform the work.

10. Work Plan (*Maximum available points: 100*)

Describe all startup and implementation plan requirements, timelines required before services can begin and proposed work to be done once services begin. This section must contain sufficient detail to convey to members of the evaluation team the Bidder's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of HCA staff. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

11. Project Management (*2 questions, 100 points each, Maximum available points: 200*)

11.1 Provide a list of staff and Subcontractor who shall be assigned duties under this Contract. For each proposed staff, the list shall include:

- A. Resumes which lists qualifications and experience,
- B. the amount of time each shall be assigned to the project,
- C. whether any are/ shall be resident managers.
- D. resumes for the named staff, which include information on the staff's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information.
- E. A commitment that staff identified in the Bidder's Proposal shall actually perform the assigned work. Any staff substitution must have the prior approval of HCA.

11.2 Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any Subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm shall have prime responsibility and final authority for the work.

12. Risk Assessment (*6 questions, 100 points each, Maximum available points: 600*)

Provide a detailed description of potential risks that are considered significant to the success of the project, and how the Bidder would propose to effectively monitor and manage risks, including:

- 12.1 Current assessment of staff policies and staff codes of conduct.
- 12.2 Obtaining and maintaining licensure.
- 12.3 Accurately and ethically determining eligibility and serving clients in accordance with statutes, best practices, professional standards, and HCA guidance.
- 12.4 Ongoing reporting of risks to the HCA contract manager.
- 12.5 Plan to segregate or share space, while providing individualized service.
- 12.6 Facilitating waiting lists to ensure a high degree of availability.

## **EXHIBIT D – COST PROPOSAL**

Exhibit D is included as a separate EXCEL document.