



REQUEST FOR QUALIFICATIONS (RFQ)
RFQ NO. 2024HCA19

NOTE: *If you download this RFQ from any source other than the Washington Electronic Business Solution (WEBS), you are responsible for registering in WEBS for your organization to receive any RFQ 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: Consulting for Transitional Post-IBHTF Discharge Housing

BID DUE DATE: December 2, 2024 at 5:00 p.m. *Pacific Time*, Olympia, Washington, USA.

Only e-mailed bids will be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT: July 1, 2024, to June 30, 2026.

The Health Care Authority reserves the right to extend the Contract for up to two (2) additional years at its sole discretion, dependent on mutual agreement of the Contract terms by the parties.

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.

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1. INTRODUCTION

1.1. DEFINITIONS

Definitions for the purposes of this RFQ include:

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

Bid – A formal offer submitted in response to this solicitation. To be responsive, a Bid must include all items outlined in **Section 3 (BID CONTENTS AND REQUIREMENTS)**. The item may be referred to throughout this document as **Qualifications**, Bidder’s qualifications as described in **Section 3.9 and Exhibit C**.

Bidder – Individual or company interested in the RFQ that submits a Bid to attain a Contract with the Health Care Authority.

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 RFQ.

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) execute a contract for the facility providing transitional post-IBHTF discharge housing, the role will be considered established and the ASB(s) will officially be referred to as the Facility Contractor(s).

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

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.

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

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 a Young Adult is living 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 individuals 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 care of the Facility Contractor(s) care, prior, during and after participation in the volunteer transition program.

Request for Qualifications (RFQ) – Formal solicitation document in which a service or need is identified, and firms are invited to provide their qualifications to provide the services.

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 RFQ under a separate contract with or on behalf of the Bidder. The term “Subcontractor” means Subcontractors in any tier.

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

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 themes as needed to improve operations, and to improve policy impacts.

Unaccompanied – The state of a Young Adult who is experiencing Homelessness or Housing Instability 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 is required to use to post competitive solicitations. Individuals and firms interested in state contracting opportunities with the Department of Enterprise Services or any state agency should [register](#) in WEBS to receive competitive solicitation notices on WEBS. *Note: There is no cost to register on WEBS.*

Young Adult – An individual between the ages of eighteen (18) through twenty-four (24) years old.

1.2. ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES

Issue RFQ	October 18, 2024
Pre-Bid Conference	October 29, 2024, 3:30 – 4:30 PM
Bidder Questions Due	November 6, 2024, 5:00 PM
HCA Answers Posted*	November 13, 2024
Interested Subcontractor Responses Due	November 15, 2024, 5:00 PM
Interested Subcontractor List Posted* (<i>via WEBS</i>)	November 20, 2024
Bidder Complaints Due (<i>if applicable</i>)	November 25, 2024
Bids Due	December 2, 2024, 5:00 PM
Evaluate Bids*	December 3 – 13, 2024
Announce “Apparent Successful Bidder” via WEBS*	December 16, 2024
Debrief Request Deadline	December 19, 2024, 5:00 PM

Bidder Debriefs (virtual meetings)	December 20 – 24, 2024
Negotiate Contract	December 26, 2024 – January 3, 2025
Anticipated Contract Start Date	January 6, 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

The Washington State Health Care Authority, hereafter called “HCA,” is initiating this RFQRFQ to solicit Bids from organizations interested in providing TA for up to two (2) transitional post-IBHTF discharge housing providers, as described in [Second Substitute House Bill \(2SHB\) 1929](#), and referred to in this RFQ as Facility Contractor(s). The Facility Contractor(s) will work to increase connections and partnerships between Young Adult IBHTF Discharge Planners and community housing support resources to increase the number of Young Adults who discharge from behavioral health settings into safe and stable housing.

HCA intends to award one (1) contract to provide the services described in this RFQ.

1.4. BACKGROUND

- A. Transparency and collaboration are important factors to increase positive outcomes. When families and providers utilize Young Adult driven goal setting this both empowers the Young Adult and ensures that the goals are meaningful and important. Connection is another vital factor. There are many community resources that Young Adults (and families) may be unaware of. When providers (and families, when appropriate) follow up on these vital linkages there is a greater likelihood of successful transition.
- B. After leaving Inpatient settings, three (3) out of four (4) respondents experiencing Homelessness or Housing Instability and twenty-six percent (26%) were connected to stable housing. Across all groups, behavioral health access and housing resource linkage for those leaving Inpatient settings were unanimous. Housing options must respect the desire for Young Adults to live on their own. Transitional housing was a persistent request by providers and families, while outreach support and wrap-around services with individual housing arrangements were requested by Young Adult with lived experience. Across all groups, easy access and “all in one” spaces were popular recommendations. These recommendations include:
 - i. Transitional supportive housing model,
 - ii. Outreach workers who could link Young Adults with:
 - a. Basic needs;
 - b. Social supports; and
 - c. Recovery supports.

- C. During the 2024 Washington State legislative session, [2SHB 1929 Section 2, Subsection 4\(b\)](#) was passed which provided HCA funding for two (2) transitional post-IBHTF discharge housing facilities, and to consult with a community-based consultant to provide TA, as described in this RFQ.

1.5. SCOPE OF WORK

The Contractor for this RFQ shall provide TA to up to two (2) Facility Contractors, who will be established through a separate HCA Request for Proposal (RFP) process (set to release in late 2024 or early 2025). The Facility Contractor(s) will have six (6) to ten (10) bed capacity facilities, potentially located on each side of the state with one (1) on the west side and one (1) on the east side of Washington's Cascades mountains, and will provide 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 post-IBHTF program will have a focus on securing safe and stable housing upon exits from the interim program. The ASB(s) will provide TA to the Facility Contractor(s) to ensure they will be 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 will 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 that includes: community housing providers federally recognized tribes within Washington or tribal organizations that serve American Indians and Alaska Natives in Washington, IBHTF Discharge Planners, and Young Adults with lived experience of behavioral health conditions or Unaccompanied Homelessness or Housing Instability.

To provide the services described in this RFQ, the ASB will be expected to work closely with an established coalition of Young Adults with lived experience, the Facility Contractor(s), and HCA. Further details of this work can be found in Exhibit B, Draft Contract.

1.6. MINIMUM QUALIFICATIONS

The following are the minimum qualifications for Bidders:

- A. 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 Bidder.
- B. Five (5) years' experience supporting and working with Unaccompanied Young Adults transitioning from IBHTFs in need of safe and stable housing supports and services.
- C. Active participation with an established coalition of Young Adults with lived experience, like the [Washington Coalition of Homeless Young Adult Advocacy](#), AND
Any of this coalition's workgroups,

OR

Any work group focused on Young Adult behavioral health.
- D. Demonstrated experience in a leadership capacity working with Young Adults experiencing impacts of the intersectionality of state systems of care (foster care, juvenile justice, and IBHTFs).
- E. Experience providing behavioral health services to Young Adults.

1.7. FUNDING

HCA has budgeted an amount not to exceed two hundred thousand dollars (**\$200,000**) for this project. Bids in excess of two hundred thousand dollars (**\$200,000**) will be considered non-responsive and will not be evaluated.

Any Contract awarded as a result of this solicitation is contingent upon the availability of funding.

1.8. PERIOD OF PERFORMANCE

The period of performance of any Contract resulting from this RFQ is tentatively scheduled to begin on **January 1, 2025**, and to end on **June 30, 2026**. Amendments extending the period of performance, at no more than one hundred and fifty thousand dollars (\$150,000) per year, if any, will be at the sole discretion of HCA.

HCA reserves the right to extend the contract up to two (2) additional years.

1.9. ADA

HCA complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFQ 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 RFQ COORDINATOR

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

Name	Lisa Chang
E-Mail Address	HCAProcurements@hca.wa.gov

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

2.2 PRE-BID CONFERENCE

A pre-bid conference is scheduled to be held on **Tuesday, October 29, 2024 at 3:30 p.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 will be posted as an amendment to this solicitation.

HCA will be bound only to HCA written answers to questions. Questions arising at the pre-bid conference or in subsequent communication with the RFQ Coordinator will be documented and answered in written form. A copy of the questions and answers will be posted on WEBS as an Amendment to this RFQ.

2.3 INTERESTED SUBCONTRACTOR LIST

HCA supports and encourages contracts and subcontracts with small, diverse, and veteran-owned businesses. To support participation in this process, the RFQ Coordinator will add an Interested Subcontractor List to the RFQ. The RFQ 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 Bidders the capabilities of interested subcontractors who can perform components of this RFQ'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 RFQ'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 RFQ Coordinator will only include the information requested below. Do not submit marketing materials.

- iv. Submissions must be emailed to the RFQ Coordinator, with the subject line “RFQ # Interested Subcontractor List – [Interested Subcontractor Name]” by the date specified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).
- v. All material submitted for the Interested Subcontractor List becomes a public record.

Interested Subcontractor Name	Subcontractor Contract Name	Contact Address: Phone Number: Email Address:	Summary of 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 RFQ amendment on the Interested Subcontractor List Posted date identified in Section 1.2 (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 RFQ. 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.

2.4 BIDDER QUESTIONS PERIOD

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

- A. Questions regarding the RFQ will only be accepted in writing, sent by email to the RFQ Coordinator. The Bidder must use the following email subject line when submitting questions: “RFQ 2024HCA19 Question(s) – [Bidder Name]” to ensure timely receipt.
- B. HCA anticipates it will post answers to the questions in WEBS as an RFQ amendment on the Answers Posted date specified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).
- C. HCA is under no obligation to respond to any questions received after the Questions Due date but may do so at its discretion.

2.5 SUBMISSION OF BIDS

Bids must be received by the RFQ Coordinator no later than the *Bid Due* deadline in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES). Bids must be submitted electronically as an attachment to an e-mail to the RFQ Coordinator at the e-mail address listed in Section 2.1, and meet the following requirements:

- A. Attachments to e-mail must be in Microsoft Word format or PDF.
- B. Zipped files cannot be received by HCA and cannot be used for submission of Bids.
- C. The forms and certifications that require authorized signature (as designated in section 3.1, BID CONTENTS OVERVIEW) must have a signature of the individual within the organization authorized to bind the Bidder to the offer.
- D. HCA does not assume responsibility for problems with Bidder's e-mail. If HCA e-mail is not working, appropriate allowances will be made.

Bidders should allow sufficient time to ensure timely receipt of the bid by the RFQ Coordinator. Late Bids will not be accepted and will 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 Bids and any accompanying documentation become the property of HCA and will not be returned.

2.6 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Bids submitted in response to this RFQ will become the property of HCA. All Bids received will remain confidential until the Apparent Successful Bidder is announced; thereafter, the Bids will be deemed public records as defined in chapter 42.56 of the RCW.

Any information in the Bid 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 Bid exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Bidder has marked as "Proprietary Information," HCA will notify the Bidder of the request and of the date that the records will 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 will 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 will maintain the confidentiality of the Bidder's information per the court order.

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

The submission of any public records request to HCA pertaining in any way to this RFQ will 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.

2.7 REVISIONS TO THE RFQ

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

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

2.8 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 Bids are submitted. The complaint period starts on the date of the RFQ posting and concludes on the *Complaints Due* date identified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES).

- A. Potential Bidders may submit a complaint to HCA based on any of the following:
 - i. The RFQ unnecessarily restricts competition.
 - i. The RFQ evaluation or scoring process is unfair or unclear; or
 - ii. The RFQ requirements are inadequate or insufficient to prepare a response.
- B. 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:
- C. Be in writing;
 - i. Be sent to the RFQ Coordinator, or designee;
 - ii. Clearly articulate the basis for the complaint; and
 - iii. Include a proposed remedy.
- D. HCA will address any complaint as follows:
- E. The RFQ Coordinator, or designee will respond to the complaint in writing.
 - i. The response to the complaint and any changes to the RFQ will be posted on WEBS.
 - ii. The Director of HCA will be notified of all complaints and will 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 will be final. There is no appeal process.

2.9 RESPONSIVENESS

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

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

2.10 MOST FAVORABLE TERMS

HCA reserves the right to make an award without further discussion of the Bid submitted. Therefore, the Bid 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 bid.

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

2.11 RECEIPT OF INSUFFICIENT NUMBER OF BIDS

If HCA receives only one (1) responsive Bid as a result of this RFQ, 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 RFQ. HCA is under no obligation to tell the Bidder if it is the only Bidder.

2.12 NO OBLIGATION TO CONTRACT

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

2.13 REJECTION OF BIDS

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

2.14 SUBCONTRACTOR PARTICIPATION MONITORING AND REPORTING

Pursuant to Executive Order 22-01, Equity in Public Contracting (dated 01/07/2022), Bidders 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.

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/>.

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 <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

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. BID CONTENTS AND REQUIREMENTS

3.1 BID CONTENTS OVERVIEW

Bids must be submitted per the instructions in Sections 2.6 (SUBMISSION OF BIDS) and 3.2 (BID REQUIREMENTS AND GUIDELINES) in the order noted below.

A. Bidder Forms and Certifications (Exhibit A)

All the following are included in Exhibit A:

- i. Bidder Profile & Submittal Form* (Section 3.3 and Exhibit A, Section A)
- ii. Diverse Business Inclusion Plan (Section 3.4 and Exhibit A, Section B)
- iii. Executive Order 18-03 Worker's Rights* (Section 3.5 and Exhibit A, Section C)
- iv. References (Section 3.6 and Exhibit A, Section D)

B. Draft Contract (Section 3.7 and Exhibit B)

C. Qualifications (Section 3.8 and Exhibit C)

**Authorized signature required*

3.2 BID REQUIREMENTS AND GUIDELINES

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

- A. State the Bidder's full legal name on the first or cover page of the Bid.
- B. Bids must provide information in the same order as presented in this RFQ and with the same headings. Title and number each item in the same way it appears in the RFQ. Each question must be restated prior to the Bidder's response.
- C. All items listed in Section 3.1 (BID CONTENTS OVERVIEW) must be included as part of the Bid for the Bid to be considered responsive; however, only the following items will be scored during the evaluation process: Executive Order 18-03 Worker's Rights, and Qualifications.
- D. Bidders are liable for all errors or omissions contained in their Bids. Bidders will not be allowed to alter Bid documents after the deadline for Bid submission. HCA is not liable for any errors in Bids.

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

3.3 BIDDER PROFILE & SUBMITTAL FORM (MANDATORY)

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)

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 will apply.

3.5 EXECUTIVE ORDER 18-03 (SCORED)

Bidder must review Exhibit A, Bidder Forms and Certifications, Section C, Executive Order 18-03, Worker's Rights, 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 EXHIBIT A - REFERENCES (MANDATORY)

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 Bid 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)

The ASB(s) 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 B, Draft Contract. HCA will 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 Bid may be rejected. If Bidder has exceptions to the terms and conditions, they must include with their Bid a copy of the Draft Contract with redline edits/comments documenting the changes they propose to be made if selected as an ASB. If the Bidder fails to identify an objection to any particular term or condition, the term or condition will be deemed agreed to by the Bidder. HCA will 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(s) 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(s).

3.8 QUALIFICATIONS (SCORED)

Exhibit C, Qualifications must be completed in its entirety within the Exhibit, in accordance with Section 3.2, Bid Requirements and Guidelines. Bidder should respond using Exhibit C as its template, to ensure compliance.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

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

- A. All bids received by the stated deadline in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES) will be reviewed by the RFQ Coordinator to ensure that they contain all of the required information requested in the RFQ. Only responsive bids that meet the requirements will be evaluated by the evaluation team. Any Bidder who does not meet the stated qualifications or any bid that does not contain all the required information will be rejected as non-responsive.
- B. HCA may, at its sole discretion, waive minor administrative irregularities.
- C. The RFQ Coordinator may, at their sole discretion, contact the Bidder for clarification of any portion of the Bidder's Bid. Bidders should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.
- D. Responsive Qualifications will be reviewed and scored by an evaluation team using the weighted scoring system described in Section 4.2 (EVALUATION WEIGHTING AND SCORING). Qualifications will be evaluated strictly in accordance with the requirements set forth in this RFQ and any addenda issued.
- E. The evaluation the Executive Order 18-03 will be completed by the RFQ Coordinator.
- F. HCA, at its sole discretion, may elect to select finalists for an oral presentation.
- G. HCA reserves the right to award the contract to the Bidder whose Bid is deemed to be in the best interest of HCA and the state of Washington.

4.2 EVALUATION WEIGHTING AND SCORING

Bidders' final scores will be based on the following scored items: Executive Order 18-03 and Qualifications.

- A. 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 will evaluate Bids for best value and provide a preference in the amount of seventy (70) 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 will not be disqualified from evaluation of this RFQ, however they will receive zero (0) out of seventy (70) points for this section.

B. Scoring of Qualifications

Each question in Exhibit C, Qualifications has been assigned a weight. Points will be assigned to each question based upon the average of all evaluation team members scores for the question (0-10) multiplied by the weight indicated below. Individual question scores will then be combined to result in the Bidder'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			
Section Title	# of Questions	Weight	Maximum Points
Capability	1	30	300
Qualifications	6	10	600
Coalition Building	1	30	300
Risk Assessment	1	10	100
Qualifications Maximum Points			1,300

C. Scoring Rubric Guide for Written Response

Evaluators will score the sections outlined in the Evaluation Table above using the following (0-10) scoring rubric:

Scoring Rubric		
Score	Description	Scoring Criteria
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 will 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.

D. Total Score

Evaluation Table		
Section/Exhibit	Title	Maximum Points
Exhibit A - Section D	Executive Order 18-03	70
Exhibit C - Qualifications	Qualifications	1,300
Total Maximum Points		1,370

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 (2%) or less in total points. If multiple Bids receive a Substantially Equivalent Score, HCA may leave the matter as scored, or select as the ASB(s) as the Bd(s) 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 RFQ.

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 Bidders with Substantially Equivalent Scores.

4.5 NOTIFICATION TO BIDDERS

HCA will announce the ASB(s) to all Bidders via the WEBS notification system.

4.6 DEBRIEFING OF UNSUCCESSFUL BIDDERS

Any Bidder who has submitted a Bid 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 RFQ 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 will be held within three (3) Business Days of the request, or as schedules allow.

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

- A. Evaluation and scoring of the Bidder's Bid;
- B. Critique of the Bid based on the evaluation; and
- C. 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 2.9) cannot be discussed as part of the debriefing conference, even if the Bidder did not submit a complaint.

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

4.7 PROTEST PROCEDURE

A protest may be made only by Bidders who submitted a Bid in response to this RFQ 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, Bid submissions and Bid evaluations will 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 will not conclude before the requestor has been provided with the applicable Bid submissions and Bid evaluations and provided five (5) Business Days to review the same. Bidder is responsible for notifying the RFQ Coordinator of any such public disclosure requests so the timeline can be adjusted accordingly.

Bidders protesting this RFQ 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 Bidders under this RFQ.

- A. 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 RFQ 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 with the following subject line: "RFQ 2024HCA19 Protest – [Bidder Name]"
- B. Only protests alleging an issue of fact concerning the following subjects will be considered:
 - i. A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
 - ii. Errors in computing the score; or
 - iii. Non-compliance with procedures described in the RFQ, 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 Bid; or 2) HCA's assessment of its own needs or requirements.

- C. 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 solicitation from sources they deem appropriate in order to fully consider the protest.
- D. 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 will be made available to all other Bidders upon request.
- E. 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 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 will be no appeal process.

F. The final determination of the protest will:

- i. Find the protest lacking in merit and uphold HCA's action; or
- ii. Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or
- iii. Find merit in the protest and provide options to the HCA Director, which may include:
 - a. Correct the errors and re-evaluate all Bids; or
 - b. Issue a new solicitation document and begin a new process; or
 - c. 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 ASB(s), assuming the parties reach agreement on the contract's terms.

5. RFQ EXHIBITS

- Exhibit A Bidder Forms and Certifications (included as a separate attachment):
- Exhibit B Draft Contract (included as a separate attachment)
- Exhibit C Qualifications (attached herein)

EXHIBIT A – BIDDER FORMS AND CERTIFICATIONS

Exhibit A forms are included as a separate document.

EXHIBIT B – DRAFT CONTRACT

Exhibit B is included as a separate document.

EXHIBIT C – QUALIFICATIONS

Maximum Points for Qualifications - Up to 1,300 Points

1. Capability Summary (*up to a maximum of 300 points*)

Provide a detailed summary of how the Bidder is the best fit for the Contract resulting from this RFQ. The summary shall include, but is not limited to:

- a. A strategy for connecting with Discharge Planners for Young Adults exiting IBHTFs;
- b. How the Bidder will design Holistic approaches to providing services;
- c. How the Bidder will provide safe and stable housing supports and coordination across the state;
- d. How those connections will begin groundwork for partnerships that support Young Adults exiting IBHTFs and assist them on their continued journey of wellness; and
- e. How the Bidder will incorporate input from Young Adults with lived experience into their TA.

2. Experience (*up to a maximum of 600 points, 100 points for each response*)

Describe in detail any recent experience, in the last five (5) years, the Bidder has providing TA and other services and supports for the following:

- 2.1 Working with Young Adults experiencing Homelessness and/or Housing Instability.
- 2.2 Working with Young Adults exiting IBHTFs in need of stable and safe housing.
- 2.3 Working directly with service providers and Discharge Planners in IBHTFs that serve Young Adults.
- 2.4 Leadership with Young Adults experiencing impacts of the intersectionality of state systems of care (i.e., foster care, juvenile justice, and/or IBHTFs). Describe the importance of imbedding and elevating Young Adult voices into the spaces and policies related to this work.
- 2.5 How the Bidder's experience navigating behavioral health services for Young Adults will add value to the Facility Contractor(s).
- 2.6 Describe the Bidder's process for designing managing and addressing internal conflict and external system barriers encountered (i.e., with other stakeholders, system partners, or populations served), including any relevant procedures or foundational principles.

3. Coalition Building (up to a maximum of 300 points)

Describe how the Bidder will design, implement and facilitate a coalition that includes: community housing providers, federally recognized tribes within Washington or tribal organizations that serve American Indians and Alaska Natives in Washington, IBHTF Discharge Planners, and Young Adults with lived experience of behavioral health conditions or Unaccompanied Homelessness or Housing Instability, and/or similar workgroups.

4. Risk Assessment (up to a maximum of 100 points)

Identify any risks or impacts to the Bidder's ability to fully complete the work involved in the Contract resulting from this RFQ. Describe how the Bidder plans to mitigate these risks or escalate as appropriate.