



## OCLA Competitive Request for Proposal Information and Procedures

### Evaluation of Proposals

This Request for Proposals (RFP) is a competitive process. Responsive proposals will be evaluated based on the requirements stated in this RFP and any revisions issued.

OCLA reserves the right to reject proposals that fail to meet the requirements for this RFP. OCLA will initially screen each proposal to ensure compliance with the eligibility criteria as stated in this RFP. If a proposal does not meet the eligibility requirements for this RFP, OCLA will consider the proposal non-responsive and withdraw it from consideration.

OCLA will designate an evaluation team or teams with expertise in the program area to review, evaluate, and score proposals. This will include individuals with professional experience relevant to the subject of the RFP, as well as individuals with lived experience. Proposals will be evaluated on applicant qualifications and experiences, proposed services, and budget. In formulating a rating, reviewers will consider service delivery objectives and priorities listed in the RFP document.

As part of funding decisions, OCLA will also consider the following additional factors in making award decisions: geography, applicants' history of grants/contracts performance, failure to meet deadlines, spending, and compliance with requirements from previous and current contracts.

OCLA reserves the right to award the contract to the Applicant whose proposal is deemed to be in the best interest of OCLA and the state of Washington.

### Communication and Information Sharing

While the RFP is open for applications, all questions and communications with prospective contractors regarding this RFP must be conducted in writing.

Written responses to all received questions will be posted on the OCLA website within a reasonable timeframe, but no later than five (5) days before the RFP closing date.

A virtual applicant conference will be held 7–14 days before the RFP closing date. Details about the conference can be found on the OCLA website or by contacting the RFP Coordinator via email. All questions and answers discussed during the conference will also be posted on the OCLA website no later than five (5) days before the RFP closing date.

## Complaint Process

Potential Contractors may submit a complaint to OCLA based on any of following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to OCLA no later than 5:00 pm PST five (5) days before the RFP due date. The complaint must meet the following requirements:

- The complaint must be in writing;
- The complaint must be sent to the **RFP Coordinator** in a timely manner;
- The complaint should clearly articulate the basis for the complaint; and
- The complaint should include a proposed remedy.

The **RFP Coordinator** will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on the OCLA website. The Director of OCLA will be notified of all complaints and will be provided a copy of OCLA's response. The complaint may not be raised again during the protest period.

OCLA's action or inaction in response to the complaint will be final. There will be no appeal process.

## Debriefing of Unsuccessful Applicants

Applicants who have submitted timely proposals and received notice that they were not selected for contract award may request a debriefing conference. The request for a debriefing conference must be received by the **RFP Coordinator** within three (3) business days after the Unsuccessful Applicant Notification is e-mailed to the applicant, no later than 5:00 pm PST on the third day.

The debriefing must be held within three (3) business days of the request. Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the applicant's proposal
- Critique of the proposal based on the evaluation
- Review of applicant's final score in comparison with other final scores without identifying the other applicants.
- Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences will be conducted virtually.

## Protest Procedure

Protests may be made only by Applicants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00 PM PST on the fifth business day following the debriefing. Protests must be submitted by email.

In order to submit a protest under this RFP, an applicant must have submitted a proposal and have requested and participated in a debriefing conference (see above). This protest process is the sole administrative remedy available within OCLA. The following is the process for filing a protest:

**Debriefing Conference:** see above

**Grounds for Protest:** A protest may be made based on these grounds only:

- Mathematical errors were made by OCLA in computing the score
- OCLA failed to follow the procedures established in this RFP document, or to following applicable state or federal laws or regulations
- Bias, discrimination, or conflict of interest on the part of an evaluator

**Protest Form and Content:** A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing and signed by a person authorized to bind the applicant in a contractual relationship. The protest must include:

- The name of the RFP, the applicant, mailing address, phone number, email, and name of the individual responsible for submission of the protest
- A detailed and complete statement of the specific action(s) by OCLA under protest
- The grounds of the protest (see above)
- Description of the relief or correction action requested
- Any additional documentation the applicant may have to support their request

**Submitting a Protest:** Protests must be received by the **RFP Coordinator** no later than 5:00 PM PST on the fifth business day following the Debriefing Conference

- Protests must be submitted by e-mail, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent.
- Applicants protesting shall follow the procedures described herein
- Protests that do not follow these procedures shall not be considered
- Protests not based on procedural matters will not be considered; protests will be rejected as without merit if they address issues such as: an evaluator's professional

judgment on the quality of a proposal, or OCLA's assessment of its own and/or other agencies needs or requirements

- Upon receipt of a protest, a protest review will be held by OCLA. The OCLA Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold OCLA's action; or
- Find only technical or harmless errors in OCLA's acquisition process and determine OCLA to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide OCLA options which may include: Correct the errors and re-evaluate all proposals, and/or reissue the RFP document and begin a new process, or make other findings and determine other courses of action as appropriate.

If OCLA determines that the protest is without merit, OCLA will enter into a contract with the Apparent Successful Contractor(s). If the protest is determined to have merit, one of the options above will be taken.