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**STATE OF WASHINGTON**

**CRIMINAL JUSTICE TRAINING COMMISSION**

**REQUEST FOR PROPOSALS**

**RFP NO.**

**CORONER AND MEDICAL EXAMINER TRAINING DEVELOPMENT**

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| **Procurement Schedule** | | |
|  | **Date** | **Time** |
| Issue Request for Proposals (WEBS Posting) | **Tuesday, October 25, 2022** |  |
| Bidder questions and comments should be submitted via email to the RFP coordinator for this RFP | **Monday, October 31, 2022** | **By 4:00 PM PST** |
| Issue amendment to RFP (if applicable)  Answers posted on WEBS | **Wednesday, November 9, 2022** |  |
| Complaint (if any) due | **Monday, November 14, 2022** | **4:00 PM, PST** |
| Proposals due  Proposals may be transmitted using electronic media such as e-mail | **Monday, November 21, 2022** | **4:00 PM, PST** |
| Bid Evaluations | **Week of November 21-28, 2022** |  |
| Announce “Apparent Successful Bidder(s) (ASB) award date | **Wednesday, November 30, 2022** |  |
| Protest Period Ends 5 days after last debrief | **Within 3 business days of ASB Announcement** | **4:00 PM, PST** |
| **WSCJTC reserves the right to revise the above schedule** | | |

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| --- | --- | --- |
| **Contract Terms** | | |
| **Maximum Amount** | **$450,000** |
| **Performance Period** | **January 1, 2023 – June 30, 2024** |
| **Optional Extensions** | **Two (2) two-year extensions at the discretion of WSCJTC** |
| **RFP Coordinator** | | |
| Ms. Holly White | Email Address: holly.white@cjtc.wa.gov |

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

**WASHINGTON STATE**

**CRIMINAL JUSTICE TRAINING COMMISSION**

**Agency Contract request for proposal (RFP) No.– Coroner and Medical examiner training**

**Introduction**

The Washington State Criminal Justice Training Commission (Criminal Justice Training Commission) is issuing this Request for Proposal (RFP) pursuant to RCW 39.26. Washington State Criminal Justice Training Commission intends to solicit proposals for Coroner and Medical Examiner Training.

**Summary of Needs:**

The purpose of this solicitation is to secure the expertise of a contractor and enable the Commission in conjunction with the Washington Association of Coroners and Medical Examiners (WACME) to utilize the contractor’s lecture cadre, curriculum, and resources for the conduct of training programs and courses for Medicolegal Forensic Investigation training for coroners, medical examiners, and medicolegal investigative personnel.

Background

Washington State passed legislation requiring all coroners, medical examiners, and medicolegal investigative personnel employed by a county coroner’s or medical examiner’s office to complete medicolegal forensic investigation training. The Commission, in conjunction with WACME, shall develop medicolegal forensic investigation training and adopt standards for medicolegal training. The Commission must certify successful completion of the medicolegal forensic investigation training or exemption from the requirement.

Statement of Work

1. The contractor shall develop a “Basic/Core” medicolegal forensic investigation training curriculum, which shall be approved and utilized by the Commission in conjunction with WACME to meet legislative requirements.
   1. The contractor shall prepare for and teach 32 hours (4 days) of Basic/Core training curriculum.
   2. The remaining 8 hours (1 day) of content will be prepared for and facilitated by the Commission in conjunction with WACME to cover Washington State specific medicolegal forensic investigation content.
   3. The contractor shall develop a test based on the content which shall be administered by the Commission
2. The contractor shall develop “Advanced” medicolegal forensic investigation training curriculum, which shall be approved and utilized by the Commission in conjunction with WACME to meet legislative requirements.
   1. Advanced courses may vary in number and length and shall be scheduled with mutual agreement between the contractor, the Commission, and WACME.
3. The contractor shall prepare for teach the above listed medicolegal forensic investigation courses using their lecture cadre.
4. The contractor shall develop and prepare training materials, as needed, for lecturers.
   1. The Commission shall be responsible for reproduction and distribution of training material that are provided by the contractor.
   2. The contractor shall provide the Commission with electric copies of all training materials including, but not limited to, power points, handouts, and links to videos/resources which is required to be retained by the Commission for Public Records Requests
      1. This content may be different than the content released to attendees, depending on the protocol of the lecturer and their affiliation.
5. The contractor shall be responsible for the development of the course agenda, which shall be mutually agreed upon by the Commission and WACME.
6. The contractor, the Commission, and WACME shall mutually agree on a training schedule which shall include, at minimum, two (2) Basic courses per calendar year and at least one (1) Advanced course per calendar year.
7. The contractor shall budget and expense estimation for each program and/or course which shall be reviewed and approved by the Commission and WACME.

Curriculum

Basic Curriculum – required, at minimum:

• Medicolegal Systems

• Ethics

• Cause and Manner of Death

• Sharp Force Trauma

• Blunt Force Trauma

• Gunshot Wounds

• Identification

• Drowning/Water Related Deaths

• Fire Deaths

• Decomposition and Postmortem Changes

• Infant Death Investigations

• Next of Kin

• Report Writing

• Photography

This list is non-exhaustive of medicolegal forensic investigation training topics, but the basic/core curriculum must include the above listed topics.

The Commission shall retain administrative responsibility including, but not limited to, management of registration, management of venue, marketing, development and distribution of training materials, distribution and tracking of certifications, and other items as needed.

The Commission shall provide all equipment and material necessary to deliver these programs and courses.

The contractor program and courses that are approved and utilized by the Commission and WACME shall meet legislative requirements for the standards of certification.

Invoicing. WSCJTC shall reimburse the contractor for work performed pursuant to the successful completion of each class. Contractor shall submit an invoice to the WSCJTC Project Manager. The invoice shall include: 1) the title of the class conducted; 2) a copy of the Class Attendance Roster for all days of the class; 3) the total amount due for the class; 4) WSCJTC’s contract number; and 5) Contractor’s Statewide Vendor Number. Upon receipt of the invoice, WSCJTC shall indicate acceptance of the training by initialing the Invoice, shall complete required accounting forms, attaching Invoice and all attachments to the form and submit for approval and payment.

The Contractor shall submit the final invoice no later than sixty (60) calendar days from the Contract End Date.

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

* [Section 1](#_Section_1_–) provides a summary table of relevant deadlines for responding to the Competitive Solicitation and identifies contact information for Criminal Justice Training Commission Procurement Coordinator.
* [Section 2](#Section_2) provides important information about the procurement that is designed to help interested bidders evaluate the potential opportunity, including the purpose of the procurement, the form of the resulting Contract, and potential contract sales.
* [Section 3](#_Section_3_–) identifies how Criminal Justice Training Commission will evaluate the proposals.
* [Section 4](#Section_3) identifies how to prepare and submit a proposal for this Competitive Solicitation, including detailed instructions regarding what to submit and how to submit your proposal.
* [Section 5](#_Section_5_–Complaint,) details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this Competitive Solicitation.
* [Section 6](#_Section_6_–Doing) provides information pertaining to doing business with the State of Washington, including Criminal Justice Training Commission efforts to enable Washington’s small and diverse businesses to compete for and participate in state procurements for goods/services.

In addition, this Competitive Solicitation includes the following Exhibits:

* *Exhibit A – Required Bidder Information*: These exhibits identify information that bidders must provide to Criminal Justice Training Commission to constitute a responsive proposal. *See* Section 4, below.
  + Exhibit A-1 – Bidder’s Certification
  + Exhibit A-2 – Bidder’s Profile
* *Exhibit B – Proposal*: This exhibit provides the information that bidders will submit as part of their proposal, and the evaluation tool that Criminal Justice Training Commission will use to evaluate proposals.
* *Exhibit C – Contract*: This exhibit is a draft of the Contract that any successful bidder will execute with Criminal Justice Training Commission.

# Section 1 – Deadlines, Questions, Procurement Coordinator, and Modification

This section identifies important deadlines for this Competitive Solicitation, where to direct questions regarding the Competitive Solicitation, and the process for potential amendments or modifications to the Competitive Solicitation.

1. **Competitive Solicitation Questions**. Questions or concerns regarding this Competitive Solicitation must be directed to the following Procurement Coordinator:

|  |  |
| --- | --- |
| **Procurement Coordinator** | |
| Name: | Holly White |
| Email: | Holly.white@cjtc.wa.gov |

Questions raised during the Q&A period will be answered and responses posted to Washington’s Electronic Business Solution (WEBS).

1. **Complaints, Debriefs, & Protests**. The Competitive Solicitation (and award of any Contract) is subject to complaints, debriefs, and protests as explained in Section 5, which may impact the dates set forth above.
2. **Competitive Solicitation – Amendment & Modification**. Criminal Justice Training Commission reserves the right to amend and modify this Competitive Solicitation. **Only bidders who have properly registered and downloaded the original Competitive Solicitation directly via the Washington Electronic Business Solution WEBS will receive notifications of amendments and other correspondence pertinent to this Competitive Solicitation.** Bidders must be registered in WEBS to be awarded a Contract. Visit [WEBS](https://fortress.wa.gov/ga/webs) to register.

# Section 2 – Information About the Procurement

This section describes the purpose of the Competitive Solicitation and provides information about this procurement, including the potential scope of the opportunity.

**Purpose of the Procurement – Award a Contract**. The purpose of this solicitation is to secure the expertise of a contractor and enable the Commission in conjunction with the Washington Association of Coroners and Medical Examiners (WACME) to utilize the contractor’s lecture cadre, curriculum, and resources for the conduct of training programs and courses for Medicolegal Forensic Investigation training for coroners, medical examiners, and medicolegal investigative personnel.

1. Pursuant to Washington’s Procurement Code for Goods and Services, RCW chap. 39.26, state agency purchases of goods and services must be based on a competitive solicitation process in which the Contract is awarded to the responsive, responsible bidder.
2. **Contract**. The form of the Contract that will be awarded as a result of this Competitive Solicitation is attached as ***Exhibit C – Contract***.
3. **Contract Term**. As set forth in the attached Contract for this Competitive Solicitation, the initial contract term is eighteen months (January 1, 2023- June 30,2024). Bidders are to specify prices for the contract term. The Contract is subject to earlier termination.
4. **Contract Execution and Amendments.** This Contract shall be binding on WSCJTC only upon signature by the Executive Director of WSCJTC or designee. WSCJTC and the Contractor may mutually amend this Contract. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind WSCJTC and the Contractor
5. **Estimated Contract Value**. The Criminal Justice Training Commission budget for this project is $450,000.00. The maximum contract amount may be increased if the period of performance is extended and/or additional funding becomes available.
6. **Washington State Procurement Priorities & Preferences**. Criminal Justice Training Commission will apply the following Washington State procurement priorities and preferences to this Competitive Solicitation which, as set forth in Section 3.5, will impact the evaluation of proposals for this Competitive Solicitation:

* Washington Small Business
* Certified Veteran-Owned Business

# Section 3 – Bid Evaluation

This section identifies how Criminal Justice Training Commission will evaluate proposals for this Competitive Solicitation.

1. **Overview**. Criminal Justice Training Commission will evaluate proposals for this Competitive Solicitation as described below.

* Bidder responsiveness will be evaluated based on the process described herein.
* Any bidder whose proposal is determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
* Criminal Justice Training Commission reserves the right to: (1) Request clarification regarding any proposal; (2) Waive any informality; (3) Reject any or all proposals, or portions thereof; (4) Accept any portion of the proposal unless the bidder stipulates all or nothing in their bid; (5) Cancel the Competitive Solicitation and, if desired, re-solicit proposals and/or (6) Negotiate with the lowest responsive and responsible bidder(s) to determine if such proposal can be improved.
* Criminal Justice Training Commission will use the following process and evaluation criteria for an award of the Contract:

| Step | Item | Possible Points |
| --- | --- | --- |
| 1 | Proposal Responsiveness | 35 |
| 2 | Qualifications | 50 |
| 3 | Performance Requirements: Capacity, experience, efficiency, services, methods, skills to perform services | 50 |
| 4 | Cost Proposals | 15 |
| Total: | | 150 |
| 3B | State Procurement Priorities | |
| Washington Small Business (7 points possible) |  |
| Certified Veteran-Owned Business (4 points possible) |  |
|  |  |
| Total: | |  |
|  | Total points for proposal and State Procurement Priorities |  |

1. **Bid Responsiveness (Step 1)**. Criminal Justice Training Commission will review proposals – on a pass/fail basis – to determine whether the proposal is ‘responsive’ to this Competitive Solicitation. This means that Criminal Justice Training Commission will review each proposal to determine whether the proposal is complete – i.e., does the proposal include each of the required proposal submittals, are the submittals complete, signed, legible. Criminal Justice Training Commission reserves the right – in its sole discretion – to determine whether a proposal is responsive – i.e., to determine a bidder’s compliance with the requirements specified in this Competitive Solicitation and to waive informalities in a proposal. An informality is an immaterial variation from the exact requirements of the Competitive Solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders. Responsive proposals will be evaluated as set forth herein.
2. **Proposal Evaluation (Step 2)**. Criminal Justice Training Commission will evaluate each bid to ensure that each bidder’s product(s) or service(s) meet the specifications and/or performance requirements to complete the project. Criminal Justice Training Commission reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Bidder. A bidder’s failure to provide requested information to Criminal Justice Training Commission within ten (10) business days may result in disqualification.
3. **Washington State Procurement Priorities & Preferences (Step 3B)**. Criminal Justice Training Commission will apply the following Washington State procurement priorities and preferences, as set forth below, to this Competitive Solicitation

* Washington Small Business
* Certified Veteran-Owned Business

1. **Bidder Responsibility Analysis (Step 4)**. For responsive proposals, Criminal Justice Training Commission must determine whether the bidder is a ‘responsible bidder.’ Accordingly, Criminal Justice Training Commission will make reasonable inquiry to determine bidder responsibility on a pass/fail basis. In determining bidder responsibility, Criminal Justice Training Commission will consider the following statutory elements:
   * The bidder’s ability, capacity, and skill to perform the contract or provide the service required.
   * The bidder’s character, integrity, reputation, judgment, experience, and efficiency.
   * Whether the bidder can perform the contract within the time specified.
   * The bidder’s performance quality pertaining to previous contracts or services.
   * The bidder’s compliance with laws relating to the contract or services.
   * Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
   * Such other information as may be secured having a bearing on the decision to award the Contract.

*See* RCW 39.26.160(2)(a)-(g). In addition, Criminal Justice Training Commission may consider the following:

* Financial Information: Criminal Justice Training Commission may request financial statements, credit ratings, references, record of past performance, clarification of bidder’s offer, on-site inspection of bidder's or subcontractor's facilities, or other information as necessary to determine bidder’s capacity to perform and the enforceability of bidder’s contractual commitments. Failure to respond to these requests may result in a bid being rejected as non-responsive.
* References: Criminal Justice Training Commission reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

1. **Contract Negotiations (Step 5)**. Criminal Justice Training Commission may negotiate with the highest scored responsive, responsible bidder to finalize the Contract and to determine if the proposal may be improved. If, after a reasonable period of time, Criminal Justice Training Commission, in its sole judgement, cannot reach agreement on acceptable Contract terms with such bidder, Criminal Justice Training Commission may suspend negotiations and undertake negotiations with the next highest scored responsive, responsible bidder as determined by the evaluations.
2. **Announcement of Apparent Successful Bidder**. Criminal Justice Training Commission will determine the Apparent Successful Bidder (“ASB”). The ASB will be the responsive and responsible bidder(s) that best meet(s) the Competitive Solicitation requirements and presents the best total value, as calculated consistent with the instructions set forth in ***Exhibit B – Proposal***, and other factors as set forth in this Competitive Solicitation including any applicable state procurement priority or preference.

* Designation as an ASB does not imply that Criminal Justice Training Commission will issue an award for a Contract to your firm. Rather, this designation allows Criminal Justice Training Commission to perform further analysis and ask for additional documentation. The bidder must not construe this as an award, impending award, attempt to negotiate, etc. If a bidder acts or fails to act as a result of this notification, it does so at its own risk and expense.
* Upon announcement of the ASB, bidders may request a debrief conference as specified in Section 5.

1. **Award of Contract**. Subject to protests, if any, Criminal Justice Training Commission and the ASB will enter into a Contract as set forth in ***Exhibit C – Contract***. A contract award is made and a contract formed by signature of Criminal Justice Training Commission and awarded bidder on the Contract. Criminal Justice Training Commission reserves the right to award on an all-or-nothing consolidated basis. Following the award of the Contract, all bidders registered in WEBS will receive a Notice of Award delivered to the bidder’s email address provided in the bidder’s profile in WEBS.
2. **Bid Information Availability**. Upon Criminal Justice Training Commission announcement of ASB, all Proposal submissions and all proposal evaluations are subject to public disclosure pursuant to Washington’s Public Records Act. *See* RCW 39.26.030(2). Upon Criminal Justice Training Commission announcement of ASB, Criminal Justice Training Commission will post all proposal evaluations to Criminal Justice Training Commission website. In addition, Criminal Justice Training Commission intends to post all winning proposal submissions to its contract portal webpage after the Contract is awarded.
3. **Additional Awards**. Criminal Justice Training Commission reserves the right, during the resulting Contract term, to make additional Contract awards to responsive, responsible bidders who provided a proposal but who were not awarded a Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business) or be in the best interest of the State of Washington.

# Section 4 – How to Prepare and Submit a proposal for this Competitive Solicitation

This section identifies how to prepare and submit your proposal to Criminal Justice Training Commission for this Competitive Solicitation. In addition, bidders will need to review and follow the Competitive Solicitation requirements including those set forth in the exhibits, which identifies the information that bidders must provide to Criminal Justice Training Commission to constitute a responsive proposal. By responding to this Competitive Solicitation and submitting a proposal, bidders acknowledge having read and understood the entire Competitive Solicitation and accept all information contained within this Competitive Solicitation.

1. **Bidder Communications Regarding this Competitive Solicitation**. During the Competitive Solicitation process, all bidder communications regarding this Competitive Solicitation must be directed by email to the Procurement Coordinator for this Competitive Solicitation. *See* Section 1.2 of this Competitive Solicitation. Bidders should rely only on this Competitive Solicitation and written amendments to the Competitive Solicitation issued by the Procurement Coordinator. In no event will oral communications regarding the Competitive Solicitation be binding.

* Bidders are encouraged to make any inquiry regarding the Competitive Solicitation as early in the process as possible to allow Criminal Justice Training Commission to consider and, if warranted, respond to the inquiry. If a bidder does not notify Criminal Justice Training Commission of an issue, exception, addition, or omission, Criminal Justice Training Commission may consider the matter waived by the bidder for protest purposes.
* If bidder inquiries result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.
* Unauthorized bidder contact regarding this Competitive Solicitation with other state employees involved with the Competitive Solicitation may result in bidder disqualification.

1. **Proposal Components**. Proposals must include all components needed for the goods and/or services as described in this Competitive Solicitation. *See* ***Exhibit B – Proposal***. A bidder’s failure to identify all components in a manner consistent with the instructions in this Competitive Solicitation is sufficient grounds for disqualification.

* Inclusive Proposals: Bidders must identify and include all elements in their proposal. Except as provided in the Contract, there shall be no additional costs of any kind.

1. **Proposal Submittal Checklist – Required proposal Submittals**. This section identifies the proposal submittals that must be provided to Criminal Justice Training Commission to constitute a responsive proposal. The submittals must be delivered as set forth below. Proposals that do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder’s failure to complete any submittal as instructed may result in the proposal being rejected. Bidders may not provide unsolicited materials. For any supplemental materials expressly required by Criminal Justice Training Commission in writing, bidders must identify such supplemental materials with the bidder’s name.

* Exhibit A-1 – Bidder’s Certification  
  This document is the Bidder’s Certification.  
  Complete the certification, attach it to the proposal along with any exceptions or required explanations, and submit it to Criminal Justice Training Commission.  
  Note: the Certification must be complete. Where there are choices, bidder must check a box. The certification must be signed and submitted by a duly authorized representative for the bidder.
* Exhibit A-2 – Bidder’s Profile  
  This document is required bidder information for Criminal Justice Training Commission contract administration purposes.  
  Complete as instructed and submit with the proposal to Criminal Justice Training Commission.
* **Exhibit B – proposal**Bidder will need to complete the proposal worksheet templates as instructed and submit with proposal.

1. **PROPOSAL Format**. Proposals must be complete, legible, signed, and follow all instructions stated in the Competitive Solicitation (including the exhibits). Unless otherwise specified in writing by Criminal Justice Training Commission, documents included with an electronic bid must be prepared in MS Word, MS Excel, or Adobe PDF. Where required to do so, bidders may sign using either a physical or electronic signature.
2. **Submitting proposals**. Your proposals must be emailed to the Procurement Coordinator at holly.white@cjtc.wa.gov. Criminal Justice Training Commission email boxes only can accept emails that total less than 30MB in size. Bidders are cautioned to keep email sizes to less than 25MB to ease delivery. Zipped files cannot be accepted.

# Section 5 – Complaint, Debrief, & Protest Requirements

This section details the applicable requirements for complaints, debriefs, and protests.

1. **Complaints**. This Competitive Solicitation offers a complaint period for bidders wishing to voice objections to this solicitation. The complaint period ends five (5) business days before the proposal due date. The complaint period is an opportunity to voice objections, raise concerns, or suggest changes that were not addressed during the Question & Answer Period or, if applicable, at the Pre-Bid Conference. Failure by the bidder to raise a complaint at this stage may waive its right for later consideration. Criminal Justice Training Commission will consider all complaints but is not required to modify or cancel the Competitive Solicitation. If bidder complaints result in changes to the Competitive Solicitation, written amendments to the Competitive Solicitation will be issued and posted on WEBS.
   1. Criteria for Complaint. A formal complaint may be based only on one or more of the following grounds: (a) The solicitation unnecessarily restricts competition; (b) The solicitation evaluation or scoring process is unfair or flawed; or (c) The solicitation requirements are inadequate or insufficient to prepare a response.
   2. Initiating A Complaint. A complaint must: (a) Be submitted to and received by the Procurement Coordinator no less than five (5) business days prior to the deadline for bid submittal; and (b) Be in writing (see Form and Substance, and Other below). A complaint should clearly articulate the basis of the complaint and include a proposed remedy.
   3. Response. When a complaint is received, the Procurement Coordinator (or designee) will consider all the facts available and respond in writing prior to the deadline for proposal submittals, unless more time is needed. Criminal Justice Training Commission is required to promptly post the response to a complaint on WEBS.
   4. Response is Final. The Procurement Coordinator’s response to the complaint is final and not subject to administrative appeal. Issues raised in a complaint may not be raised again during the protest period. Furthermore, any issue, exception, addition, or omission not brought to the attention of the Procurement Coordinator prior to proposal submittal may be deemed waived for protest purposes.
2. **Debrief Conferences**. A Debrief Conference is an opportunity for a bidder and Criminal Justice Training Commission, through its Procurement Coordinator, to meet and discuss the bidder’s proposal (and, as further explained below, is a necessary prerequisite to filing a protest). Following the evaluation of the proposal, Criminal Justice Training Commission will issue an announcement of the ASB. That announcement may be made by any means, but Criminal Justice Training Commission likely will use email to the bidder’s email address provided in the Bidder’s Profile. Bidders will have three (3) business days to request a Debrief Conference. Once a Debrief Conference is requested, Criminal Justice Training Commission will offer the requesting bidder one meeting opportunity and notify the bidder of the Debrief Conference place, date, and time. Please note, because the debrief process must occur before making an award, Criminal Justice Training Commission likely will schedule the Debrief Conference shortly after the announcement of the ASB and the bidder’s request for a Debrief Conference. Criminal Justice Training Commission will not allow the debrief process to delay the award. Therefore, bidders should plan for contingencies and alternate representatives. **Bidders who wish to protest must first participate in a debrief conference. Bidders who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest. A debrief is a required prerequisite for a bidder wishing to file a protest**.
   1. Timing. A Debrief Conference may be requested by a bidder following announcement of the Apparent Successful Bidder (ASB).
   2. Purpose of Debrief Conference. Any bidder who has submitted a timely proposal response may request a Debrief Conference (see Form and Substance, and Other below). A Debrief Conference provides an opportunity for the bidder to meet with Criminal Justice Training Commission to discuss bidder’s proposal and evaluation. It does not provide an opportunity to discuss other proposals and evaluations.
   3. Requesting a Debrief Conference. The request for a Debrief Conference must be made in writing via email to the Procurement Coordinator and received within three (3) business days after the announcement of the Apparent Successful Bidder. Debrief conferences may be conducted either in person at the Criminal Justice Training Commission offices in Burien, Washington, or virtually (e.g., by telephone or web-based virtual meeting such as Zoom, Skype, MS Teams), as determined by Criminal Justice Training Commission, and may be limited by Criminal Justice Training Commission to a specified period of time. The failure of a bidder to request a debrief within the specified time and attend a debrief conference constitutes a waiver of the right to submit a protest. Any issue, exception, addition, or omission not brought to the attention of the procurement coordinator before or during the debrief conference may be deemed waived for protest purposes.
3. **Protests**. Following a Debrief Conference, a bidder may protest the award of a Contract.
   1. Criteria for a Protest. A protest may be based only on one or more of the following: (a) Bias, discrimination, or conflict of interest on the part of an evaluator; (b) Error in computing evaluation scores; or (c) Non-compliance with any procedures described in the Competitive Solicitation.
   2. Initiating a Protest. Any bidder may protest an award to the ASB. A protest must: (a) Be submitted to and received by the Protest Officer specified below, within five (5) business days after the protesting bidder’s Debriefing Conference (see Form and Substance, and Other below); (b) Be in writing; (c) Include a specific and complete statement of facts forming the basis of the protest; and (d) Include a description of the relief or corrective action requested.
   3. Protest Response. After reviewing the protest and available facts, Criminal Justice Training Commission will issue a written response within ten (10) business days from receipt of the protest, unless additional time is needed.
   4. Decision is Final. The protest decision is final and not subject to administrative appeal. If the protesting bidder does not accept Criminal Justice Training Commission protest response, the bidder may seek relief in King County Superior Court.
4. **Communication During Complaints, Debriefs, and Protests**. With the exception of protests, all communications about this Competitive Solicitation, including complaints and debriefs, must be addressed to the Procurement Coordinator unless otherwise directed. Protests must be addressed to the Protest Officer.
   1. Form, Substance, & Other. All complaints, requests for debrief, and protests must:
      1. Be in writing;
      2. Be signed by the complaining or protesting bidder or an authorized agent, unless sent by email;
      3. Be delivered within the time frame(s) outlined herein;
      4. Identify the Competitive solicitation number;
      5. Conspicuously state “Complaint,” “Debrief,” or “Protest” in any subject line of any correspondence or email; and
      6. Be sent to the address identified below.
   2. Complaints & Protests. All complaints and protests must (a) State all facts and arguments on which the complaining or protesting bidder is relying as the basis for its action; and (b) Include any relevant documentation or other supporting evidence.
5. **How to Contact Criminal Justice Training Commission**.
   1. To Submit a Complaint. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Complaint” in the subject line of the email message. Alternatively, mail the complaint to the Procurement Coordinator listed in this Competitive Solicitation at the following address:

Attn: Procurement Coordinator – Complaint  
Washington State Criminal Justice Training Commission  
19010 1st Ave South  
Burien, WA 98148

* 1. To Request a Debrief Conference. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Debrief” in the subject line of the email message.
  2. To Submit A Protest. Send an email message to the Protest Officer at the following email address: [holly.white@cjtc.wa.gov](mailto:holly.white@cjtc.wa.gov). The email message must include “Protest” in the subject line of the email message. Alternatively, mail the protest to the Protest Officer at the following address:

Attn: Procurement Coordinator-Protest   
Washington State Criminal Justice Training Commission  
19010 1st Ave South  
Burien, WA 98148

# Section 6 – Doing Business with the State of Washington

This section provides additional information regarding Washington’s Public Records Act and doing business with the State of Washington, including Criminal Justice Training Commission efforts to enable Washington’s small, diverse, and veteran-owned businesses to compete for and participate in state procurements for goods/services.

1. **Washington’s Public Records Act – Public Records Disclosure Requests**.
   * All documents (written and electronic) submitted to Criminal Justice Training Commission as part of this procurement are public records. Unless statutorily exempt from disclosure, such records are subject to disclosure ***if*** requested. *See* [RCW 42.56](https://app.leg.wa.gov/RCW/default.aspx?cite=42.56), Public Records Act. Criminal Justice Training Commission strongly discourages bidders from unnecessarily submitting sensitive information (e.g., information that bidder might categorize as ‘confidential,’ ‘proprietary,’ ‘sensitive,’ ‘trade secret,’ etc.).
     + If, in bidder’s judgment, Washington’s Public Records Act provides an applicable statutory exemption from disclosure for certain portions of bidder’s proposal, please mark the precise portion(s) of the relevant page(s) of the bid that bidder believes are statutorily exempt from disclosure and identify the precise statutory basis for exemption from disclosure.
     + In addition, if, in bidder’s judgment, certain portions of bidder’s proposal are not statutorily exempt from disclosure but are sensitive because these particular portions of bidder’s proposal (NOT including pricing) include highly confidential, proprietary, or trade secret information (or the equivalent) that bidder protects through the regular use of confidentiality or similar agreements and routine enforcements through court enforcement actions, please mark the precise portion(s) of the relevant page(s) of bidder’s proposal that include such sensitive information.
   * In the event that Criminal Justice Training Commission receives a public records disclosure request pertaining to information that bidder has submitted and marked either as (a) statutorily exempt from disclosure; or (b) sensitive, Criminal Justice Training Commission, prior to disclosure, will do the following:
     + Criminal Justice Training Commission Public Records Officer will review any records marked by bidder as statutorily exempt from disclosure. In those situations, where the designation comports with the stated statutory exemption from disclosure, Criminal Justice Training Commission will redact or withhold the document(s) as appropriate.
     + For documents marked ‘sensitive’ or for documents where Criminal Justice Training Commission either determines that no statutory exemption to disclosure applies or is unable to determine whether the stated statutory exemption to disclosure properly applies, Criminal Justice Training Commission will notify bidder, at the address provided in the proposal submittal, of the public records disclosure request and identify the date that Criminal Justice Training Commission intends to release the document(s) (including documents marked ‘sensitive’ or exempt from disclosure) to the requester unless the bidder, at bidder’s sole expense, timely obtains a court order enjoining Criminal Justice Training Commission from such disclosure. In the event bidder fails to timely file a motion for a court order enjoining such disclosure, Criminal Justice Training Commission will release the requested document(s) on the date specified. Bidder’s failure properly to identify exempted or sensitive information and timely respond after notice of request for public disclosure has been given shall be deemed a waiver by bidder of any claim that such materials are exempt or protected from disclosure.
2. **Small & Diverse Businesses**. Criminal Justice Training Commission, in accordance with Washington law, encourages small and diverse businesses to compete for and participate in state procurements as contractors and as subcontractors to awarded bidders. *See, e.g.*, [RCW 39.19](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19) (OMWBE certified businesses); [RCW 43.60A.200](https://app.leg.wa.gov/RCW/default.aspx?cite=43.60A.200) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.005) (Washington small businesses).
   * OMWBE Certification. Bidders may contact the Washington State [Office of Minority and Women’s Business Enterprises](http://www.omwbe.wa.gov/) (OMWBE) regarding information on Minority-Owned and Women-Owned certified firms, state and federal certification programs,or to become certified. OMWBE can be reached by telephone, 866-208-1064, or through their website at [OMWBE](http://www.omwbe.wa.gov/). OMWBE-Certified firms may provide their certification information on ***Exhibit A-2 – Bidder’s Profile***.
   * WDVA Certification. Bidders may contact the [Washington State Department of Veterans’ Affairs](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search) (WDVA) for information regarding Certified Veteran-Owned businesses or to become a Certified Veteran-Owned Business. The WDVA can be reached by telephone, (360) 725-2169, or through their website at [WDVA](http://www.dva.wa.gov/). The qualification requirements to be a Certified Veteran-Owned Business are set forth in ***Exhibit A-1 – Bidder’s Certification***.
   * Washington Small Businesses. If you qualify as a Washington Small Business, identify yourself as such in WEBS. Call WEBS Customer Service at 360-902-7400. The qualification requirements to self-certify as a Washington Small Business are set forth in ***Exhibit A-1 – Bidder’s Certification***.
3. **WEBS Registration**. Individuals and firms interested in state contracting opportunities with Criminal Justice Training Commission or any state agency should register for competitive solicitation notices at the Washington Electronic Business Solution (WEBS) [WEBS Registration](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx). *Note*: There is no cost to register on WEBS.
4. **Polychlorinated Biphenyls (PCBs) Notice**. Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington, through its procurements of goods, is trying to minimize the purchase of products with PCBS and to incentivize its contractual vendors to sell products and products-in-packaging without PCBs.

**Exhibit A-1 – Bidder’s Certification**

*See incorporated*  *Exhibit A-1 – Bidder’s Certification here*:



Note: As set forth above, Bidder must complete, sign, and return the *Exhibit A-1 – Bidder’s Certification* to Criminal Justice Training Commission.

**Exhibit A-2 – Bidder’s Profile**

*See* *Exhibit A-2 – Bidder’s Profile*:



Note: As set forth above, Bidder must complete and return the *Exhibit A-2 – Bidder’s Profile* to Criminal Justice Training Commission.

**Exhibit B – Proposal**

*See* *Exhibit B – Proposal*:



Note: As set forth above, Bidder must complete and return *Exhibit B – Proposal* to Washington State Criminal Justice Training Commission.

**Exhibit C – Contract**

*See* incorporated *Exhibit C –Example Contract* for Coroner and Medical Examiner Training Development below

