



**STATE OF WASHINGTON**  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**RFQ NO. FY25 - ASTD Firearms Instructors**  
**Applied Skills Training Division**

Estimated Procurement Schedule		
	Date	Time
Issue Request for Qualifications (WEBS Posting)	<b>September 18, 2024</b>	
Qualifications due Qualifications may be transmitted using electronic media such as e-mail	<b>Monday, June 30, 2025</b>	<b>4:00 PM, PST</b>
Qualification Evaluations	<b>As received</b>	
Announce "Apparent Successful Vendor(s) (ASV) award date	<b>Once Evaluations are complete</b>	
<b>WSCJTC reserves the right to revise the above schedule</b>		

Contract Terms	
<b>Maximum Amount</b>	<p><b>Contract maximum amount \$60,000 per year based on the number of hours worked, and per hour/day rates of instruction below. (all activities require WSCJTC Staff pre-approval):</b></p> <p><b>BLEA Rates (Hourly)</b></p> <ul style="list-style-type: none"> <li>• \$65 for Instruction and program support activities.</li> <li>• \$45 for Range Safety Officer (RSO) duty.</li> </ul> <p><b>Advanced Course Rates (Hourly and Daily)</b></p> <ul style="list-style-type: none"> <li>• \$65 an hour for support activities occurring prior to course start date.</li> <li>• \$800 or \$1,000 daily for Advanced Firearms Course Instruction.</li> </ul>
<b>Performance Period</b>	<b>Start date – June 30, 2025</b>
<b>Optional Extensions</b>	One (1) six-month extension of up to \$50,000 (not to exceed \$90,000 total) through December 31, 2025 at the discretion of WSCJTC
RFQ Coordinator	
Ms. Holly White	<b>Email Address:</b> holly.white@cjtc.wa.gov

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



# WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

## AGENCY CONTRACT REQUEST FOR QUALIFICATIONS (RFQ) No. FY25 - FIREARMS INSTRUCTOR

### **Introduction**

The Washington State Criminal Justice Training Commission ("WSCJTC" and/or the "Commission") is issuing this Request for Qualifications (RFQ) pursuant to RCW 39.26 for the purpose of soliciting qualifications from skilled individuals interested in providing full-time temporary services instructing and testing Firearms for the Basic Law Enforcement Officer Academy (BLEA), Firearms Instructor Courses, and Advanced Firearms Courses, hereafter referred to as basic and advanced firearms training.

WSCJTC basic and advanced firearms training is conducted in a progressive and sequential manner. Basic firearms training is conducted at the BLEA Academies in Burien and Regionally over a 19-week period. Academy Students must pass the Firearms and C/DT sections to graduate. Advanced firearms training is conducted in various locations throughout the state, with durations between 1 to 14 days.

Due to the nature of WSCJTC firearms training, contractor will be required to work a non-standard workweek and follow specific lesson plans, training, and testing protocols. Intermittent training is conducted with other qualified instructors, and often at varying times of the day. Contract instructor must be willing and able to adjust work schedules on short notice. Contract instructor must maintain their equipment, skill proficiency, and certification currency at their own expense and on their own time.

This RFQ is for the purpose of direct consultant proposal only and is NOT open for sub-contracting through the successful qualifications. WSCJTC will begin reviewing proposals/qualifications as they are received; therefore, it is in the individual's best interest to submit the required documents as soon as possible.

### **Statement of Work**

This statement of work has two main objectives. The primary work objective is to provide specific firearms training and program support for curriculum and instructor development, approved course implementation for WSCJTC Basic Law Enforcement Academies (BLEA) throughout the State.

The secondary objective is to provide instructor and program support identified by the Firearms Program Manager in advanced firearms trainings to include curriculum advancement, and program implementation in rifle, handgun, shotguns, force on force, and reality-based training scenarios to enhancing and support BLEA's, Patrol Procedure Basic (PPB) and advanced firearms programs. Instruction can include concepts surrounding risk analysis, safety considerations, use of force, decision-making, de-escalation, strategic consideration, and psychomotor skill instruction and integration of firearms in training sceneries and community interactions. Contractor can be required to give specific individual training culminating in both a closed and open skill testing for individual recruit police officers that is followed by a written report outlining the training and performance. Contractor may be required to collaborate with other instructors in support of PPB program and provide recurring formal and informal feedback, evaluations, and remedial training for recruit officers may be required.

The Contractor may also be asked to perform additional duties in support of other WSCJTC programs such as:

- instruction of additional programs such as Patrol Tactics, BLEA Mock Scenes, and other tactics-related topics in advanced Training.
- Maintaining instructor schedules and working with stakeholders and outside agencies to coordinate range usage for the advanced firearms program.

### **Qualifications and Experience:**

#### **MINIMUM:**

This Contractor shall be an individual, or organization that's primary purpose is the provision of public safety. The Contractor shall have current and relevant experience providing these services and establish in the proposal that they are fully qualified to perform the work outlined in this RFQ which includes but is not limited to the following.

- Be licensed to do business in the State of Washington at the time it submits their qualifications and must include its Uniform Business Identifier and Federal Tax ID Number in the proposal.
- WSCJTC certified handgun instructor or equivalent certification upon complete curriculum review.
- Minimum of three years of experience as firearms instructor for a Law Enforcement, Military, or civilian training organization.
- Minimum of two years of experience as a lead firearms instructor for a Law Enforcement, Military, or civilian training organization
- Demonstrate an understanding of the technical instructional methods and philosophical theoretical underpinnings that will enhance teaching effective, efficient, and ethical use of force concepts.
- Experience in the development and successful implementation of firearms curriculum.
- Experience in force on force or reality-based training.

#### **DESIRABLE**

- Strong work ethic, self-directed, and able to work independently and in a team-teaching environment.
- Experience providing remote firearms training in various locations.
- Recent experience providing firearms training for WSCJTC.
- Firearms certification from Washington State or other comparable qualifications.
- Instructor certified for the course-specified firearms platform (i.e., patrol rifle, shotgun, red dot, less-lethal, etc.).
- Tactics instructor training and experience.
- WSCJTC instructor development certification.
- WSCJTC first-level supervision.
- Active Shooter or reality-based training instructor.
- Patrol Tactics instructor course.
- Participated in or provided SWAT training, minimally at the agency level.
- Defensive Tactics instructor experience.
- Completed C2 training.
- Understanding of or experience with WSCJTC protocols and chain of command.
- Understanding of motor learning and performance concepts covered in the ACMLP course.
- Completion of the SIRT instructor or similar.
- Armor certification in one or more of the following platforms: Glock, Sig, Smith and Wesson handguns, AR/M-16 platform, or Police Shotgun armor certification.

- Experience with training in an academy setting.
- Curriculum and instructional design experience.
- Proficiency with MS Word, Excel, PowerPoint

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

- [Section 1](#) provides a summary table of relevant deadlines for responding to the Competitive Solicitation and identifies contact information for the WSCJTC Procurement Coordinator.
- [Section 2](#) provides important information about the procurement that is designed to help interested Vendors evaluate the potential opportunity, including the purpose of the procurement, the form of the resulting Contract, and potential contract sales.
- [Section 3](#) identifies how WSCJTC will evaluate the qualifications.
- [Section 4](#) identifies how to prepare and submit qualifications for this Competitive Solicitation, including detailed instructions regarding what to submit and how to submit your qualifications.
- [Section 5](#) details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this Competitive Solicitation.
- [Section 6](#) provides information pertaining to doing business with the State of Washington, including WSCJTC 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 Vendor Information:** These exhibits identify information that Vendors must provide to WSCJTC to constitute responsive qualifications. See Section 4, below.
  - Exhibit A-1 – Vendor’s Certification
  - Exhibit A-2 – Vendor’s Profile
- **Exhibit B – Qualifications:** This exhibit provides the information that Vendors will submit as part of their qualifications, and the evaluation tool that WSCJTC will use to evaluate qualifications.
- **Exhibit C – Contract:** This exhibit is a draft of the Contract that any successful Vendor will execute with WSCJTC.

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

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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.

- 1.1. **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 pre-bid conference and during the Q&A period will be answered and responses posted to Washington’s Electronic Business Solution (WEBS).

- 1.2. **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.
- 1.3. **COMPETITIVE SOLICITATION – AMENDMENT & MODIFICATION.** WSCJTC reserves the right to amend and modify this Competitive Solicitation. **Only Vendors 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.** Vendors must be registered in WEBS to be awarded a Contract. Visit [WEBS](#) to register.

## Section 2 – Information About the Procurement

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

- 2.1. **PURPOSE OF THE PROCUREMENT – AWARD A CONTRACT.** The purpose of this Competitive Solicitation is to receive qualifications to evaluate and, as appropriate, award a Contract to a trained Vendor for the purpose of providing full-time temporary services instructing and testing Firearms and Patrol Tactics, for the Basic Law Enforcement Officer Academy, and providing instruction in advanced Firearms Training.
- 2.2. 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. Pursuant to [DES Policy 090-060](#) Supplier Diversity, WSCJTC intends to award the contract resulting from this competitive solicitation, estimated at less than \$150,000, to the highest-ranked responsive and responsible Washington Small Business (as defined in RCW 39.26.010(22)) or Certified Washington Veteran-owned Business (as defined in RCW 43.60A.190), unless there is no responsive and responsible bid from a Small or Veteran-owned Business.
- 2.3. **CONTRACT.** The form of the Contract that will be awarded as a result of this Competitive Solicitation is attached as ***Exhibit C – Sample Contract***.
- 2.4. **CONTRACT TERM.** As set forth in the attached Contract for this Competitive Solicitation, the initial contract term is up to 12 months and can be renewed for additional six-month terms at the discretion of WSCJTC. The Contract is subject to earlier termination.
- 2.5. **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
- 2.6. **ESTIMATED CONTRACT VALUE.** The WSCJTC budget for this project is \$40,000 - \$100,000 per contracted instructor for the initial 12-month contract. The maximum contract amount may be increased if the period of performance is extended and/or additional funding becomes available.

2.7. **WASHINGTON STATE PROCUREMENT PRIORITIES & PREFERENCES.** WSCJTC 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 qualifications for this Competitive Solicitation:

- Washington Small Business
- Certified Veteran-Owned Business

**Section 3 – Bid Evaluation**

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This section identifies how WSCJTC will evaluate qualifications for this Competitive Solicitation.

3.1. **OVERVIEW.** WSCJTC will evaluate qualifications for this Competitive Solicitation as described below.

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

STEP	ITEM	POSSIBLE POINTS
1	Responsiveness (requested components included with qualifications)	pass/fail
2	Non-Cost Factors -- Qualifications or Capability	100
3	References	20
Total:		120
4	State Procurement Priorities	
	Washington Small Business (10 points possible)	10
	Certified Veteran-Owned Business (5 points possible)	5
	Minority or Women Owned Business	5
	Executive Order 18-03	5
Total:		25
	Total points for proposal and State Procurement Priorities	

- 3.2. **BID RESPONSIVENESS (STEP 1).** WSCJTC will review qualifications – on a pass/fail basis – to determine whether the vendor is ‘responsive’ to this Competitive Solicitation. This means that WSCJTC will review each submission to determine whether the qualification is complete – i.e., does the submission include each of the required qualifications, are the submittals complete, signed, legible. WSCJTC reserves the right – in its sole discretion – to determine whether any of the qualifications are responsive – i.e., to determine a vendor’s compliance with the requirements specified in this Competitive Solicitation and to waive informalities in a submission. 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 Vendors. Responsive qualifications will be evaluated as set forth herein.
- 3.3. **QUALIFICATION EVALUATION (STEP 2).** WSCJTC will evaluate each submission to ensure that each vendor’s product(s) or service(s) meet the specifications and/or performance requirements to complete the project. WSCJTC reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Vendor. A vendor’s failure to provide requested information to WSCJTC within ten (10) business days may result in disqualification.
- 3.4. **WASHINGTON STATE PROCUREMENT PRIORITIES & PREFERENCES (STEP 3).** WSCJTC 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
- 3.5. **VENDOR RESPONSIBILITY ANALYSIS (STEP 4).** For responsive qualifications, WSCJTC must determine whether the vendor is a ‘responsible vendor.’ Accordingly, WSCJTC will make reasonable inquiry to determine vendor responsibility on a pass/fail basis. In determining vendor responsibility, WSCJTC will consider the following statutory elements:
- The vendor’s ability, capacity, and skill to perform the contract or provide the service required.
  - The vendor’s character, integrity, reputation, judgment, experience, and efficiency.
  - Whether the vendor can perform the contract within the time specified.
  - The vendor’s performance quality pertaining to previous contracts or services.
  - The vendor’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 vendor 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, WSCJTC may consider the following:

- Financial Information: WSCJTC may request financial statements, credit ratings, references, records of past performance, clarification of vendor's offer, on-site inspection of vendor's or subcontractor's facilities, or other information as necessary to determine vendor's capacity to perform and the enforceability of vendor's contractual commitments. Failure to respond to these requests may result in a bid being rejected as non-responsive.
  - References: WSCJTC 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 vendor as non-responsible.
- 3.6. **PRESENTATION EVALUATION (STEP 5).** WSCJTC may invite the vendor(s) with the top-scored qualifications to demonstrate/interview with the evaluation committee. All key personnel will be required to participate in the demonstration/interview process. WSCJTC will contact the vendor(s) to schedule a date and time for demonstration/interview. Vendor is encouraged to secure the date(s) indicated in Competitive Solicitation Section 1.1. WSCJTC will provide further instruction at the time of scheduling demonstrations/interviews. Prior points are not accumulative and will be reset to zero. There will be a maximum of 25 points awarded based on the vendor's demonstration/interview.
- 3.7. **CONTRACT NEGOTIATIONS (STEP 5).** WSCJTC may negotiate with the highest scored responsive, responsible vendor to finalize the Contract and to determine if the qualifications may be improved. If, after a reasonable period of time, WSCJTC, in its sole judgment, cannot reach an agreement on acceptable Contract terms with such vendor, WSCJTC may suspend negotiations and undertake negotiations with the next highest scored responsive, responsible vendor as determined by the evaluations.
- 3.8. **ANNOUNCEMENT OF APPARENT SUCCESSFUL VENDOR.** WSCJTC will determine the Apparent Successful Vendor ("ASV"). The ASV will be the responsive and responsible vendor(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 – Qualifications**, and other factors as set forth in this Competitive Solicitation including any applicable state procurement priority or preference.
- Designation as an ASV does not imply that WSCJTC will issue an award for a Contract to your firm. Rather, this designation allows WSCJTC to perform further analysis and ask for additional documentation. The vendor must not construe this as an award, impending award, attempt to negotiate, etc. If a vendor acts or fails to act as a result of this notification, it does so at its own risk and expense.
  - Upon announcement of the ASV, Vendors may request a debrief conference as specified in Section 5.
- 3.9. **AWARD OF CONTRACT.** Subject to protests, if any, WSCJTC and the ASV will enter into a Contract as set forth in **Exhibit C – Contract**. A contract award is made, and a contract is formed by the signature of WSCJTC and awarded vendor on the Contract. WSCJTC reserves the right to award on an all-or-nothing consolidated basis. Following the award of the Contract, all Vendors registered in WEBS will receive a Notice of Award delivered to the vendor's email address provided in the vendor's profile in WEBS.
- 3.10. **BID INFORMATION AVAILABILITY.** Upon WSCJTC announcement of ASV, 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 WSCJTC announcement of ASV, WSCJTC will post all proposal



evaluations on the WSCJTC website. In addition, WSCJTC intends to post all winning qualified submissions to its contract portal webpage after the Contract is awarded.

- 3.11. **ADDITIONAL AWARDS.** WSCJTC reserves the right, during the resulting Contract term, to make additional Contract awards to responsive, responsible Vendors 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 your qualifications for this Competitive Solicitation

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

- 4.1. **VENDOR COMMUNICATIONS REGARDING THIS COMPETITIVE SOLICITATION.** During the Competitive Solicitation process, all vendor 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. Vendors 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.
- Vendors are encouraged to make any inquiry regarding the Competitive Solicitation as early in the process as possible to allow WSCJTC to consider and, if warranted, respond to the inquiry. If a vendor does not notify WSCJTC of an issue, exception, addition, or omission, WSCJTC may consider the matter waived by the vendor for protest purposes.
  - If vendor inquiries result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.
  - Unauthorized vendor contact regarding this Competitive Solicitation with other state employees involved with the Competitive Solicitation may result in vendor disqualification.
- 4.2. **SUBMITTAL COMPONENTS.** Qualifications must include all components needed for the goods and/or services as described in this Competitive Solicitation. See **Exhibit B –Qualifications**. A vendor’s failure to identify all components in a manner consistent with the instructions in this Competitive Solicitation is sufficient grounds for disqualification.
- Inclusive Qualifications: Vendors must identify and include all elements in their proposal. Except as provided in the Contract, there shall be no additional costs of any kind.
- 4.3. **QUALIFICATIONS SUBMITTAL CHECKLIST – REQUIRED QUALIFICATION SUBMITTALS.** This section identifies the qualifications that must be provided to WSCJTC to constitute a responsive submittal. The submittals must be delivered as set forth below. Qualifications that do not include the submittals identified below may be rejected as nonresponsive. In addition, a vendor’s failure to complete any submittal as instructed may result in the submittal being rejected. Vendors may not provide

unsolicited materials. For any supplemental materials expressly required by WSCJTC in writing, Vendors must identify such supplemental materials with the vendor's name.

**EXHIBIT A-1 – VENDOR'S CERTIFICATION**

This document is the Vendor's Certification.

Complete the certification, attach it to the proposal along with any exceptions or required explanations, and submit it to WSCJTC.

Note: The Certification must be complete. Where there are choices, vendor **must** check a box. The certification must be signed and submitted by a duly authorized representative for the vendor.

**EXHIBIT A-2 – VENDOR'S PROFILE**

This document requires vendor information for WSCJTC contract administration purposes.

Complete as instructed and submit with the proposal to WSCJTC.

**EXHIBIT B – QUALIFICATIONS**

Vendor will need to complete the worksheet templates as instructed in **Exhibit B – Qualifications**.

- 4.4. **QUALIFICATIONS FORMAT.** Qualifications must be complete, legible, signed, and follow all instructions stated in the Competitive Solicitation (including the exhibits). Unless otherwise specified in writing by WSCJTC, documents included with an electronic submission must be prepared in MS Word, MS Excel, or Adobe PDF. Where required to do so, Vendors may sign using either a physical or electronic signature.
- 4.5. **SUBMITTING QUALIFICATIONS.** Your qualifications must be emailed to the Procurement Coordinator at [holly.white@cjtc.wa.gov](mailto:holly.white@cjtc.wa.gov). WSCJTC email boxes only can accept emails that total less than 30MB in size. Vendors are cautioned to keep email sizes to less than 25MB to ease delivery. Zipped files cannot be accepted.

## Section 5 – Complaint, Debrief, & Protest Requirements

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

- 5.1. **COMPLAINTS.** This Competitive Solicitation offers a complaint period for Vendors 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 vendor to raise a complaint at this stage may waive its right for later consideration. WSCJTC will consider all complaints but is not required to modify or cancel the Competitive Solicitation. If vendor complaints result in changes to the Competitive Solicitation, written amendments to the Competitive Solicitation will be issued and posted on WEBS.
- a. **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.
  - b. **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.

- c. 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 qualification submittals, unless more time is needed. WSCJTC is required to promptly post the response to a complaint on WEBS.
- d. 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 qualification submittal may be deemed waived for protest purposes.

5.2. **DEBRIEF CONFERENCES.** A Debrief Conference is an opportunity for a vendor and WSCJTC, through its Procurement Coordinator, to meet and discuss the vendor's proposal (and, as further explained below, is a necessary prerequisite to filing a protest). Following the evaluation of the qualifications, WSCJTC will issue an announcement of the ASV. That announcement may be made by any means, but WSCJTC likely will use email to the vendor's email address provided in the Vendor's Profile. Vendors will have three (3) business days to request a Debrief Conference. Once a Debrief Conference is requested, WSCJTC will offer the requesting vendor one meeting opportunity and notify the vendor of the Debrief Conference place, date, and time. Please note, because the debrief process must occur before making an award, WSCJTC likely will schedule the Debrief Conference shortly after the announcement of the ASV and the vendor's request for a Debrief Conference. WSCJTC will not allow the debrief process to delay the award. Therefore, Vendors should plan for contingencies and alternate representatives. **Vendors who wish to protest must first participate in a debrief conference. Vendors who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest. A debrief is a required prerequisite for a vendor wishing to file a protest.**

- a. TIMING. A Debrief Conference may be requested by a vendor following announcement of the Apparent Successful Vendor (ASV).
- b. PURPOSE OF DEBRIEF CONFERENCE. Any vendor who has submitted a timely qualification response may request a Debrief Conference (see Form and Substance, and Other below). A Debrief Conference provides an opportunity for the vendor to meet with WSCJTC to discuss vendor's proposal and evaluation. It does not provide an opportunity to discuss other qualifications and evaluations.
- c. 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 Vendor. Debrief conferences may be conducted either in person at the WSCJTC offices in Burien, Washington, or virtually (e.g., by telephone or web-based virtual meeting such as Zoom, Skype, MS Teams), as determined by WSCJTC, and may be limited by WSCJTC to a specified period of time. The failure of a vendor 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.

5.3. **PROTESTS.** Following a Debrief Conference, a vendor may protest the award of a Contract.

- a. 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.

- b. INITIATING A PROTEST. Any vendor may protest an award to the ASV. A protest must: (a) Be submitted to and received by the Protest Officer specified below, within five (5) business days after the protesting vendor'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.
- c. PROTEST RESPONSE. After reviewing the protest and available facts, WSCJTC will issue a written response within ten (10) business days from receipt of the protest, unless additional time is needed.
- d. DECISION IS FINAL. The protest decision is final and not subject to administrative appeal. If the protesting vendor does not accept WSCJTC protest response, the vendor may seek relief in King County Superior Court.

5.4. **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.

- a. FORM, SUBSTANCE, & OTHER. All complaints, requests for debrief, and protests must:
  - i. Be in writing;
  - ii. Be signed by the complaining or protesting vendor or an authorized agent, unless sent by email;
  - iii. Be delivered within the time frame(s) outlined herein;
  - iv. Identify the Competitive solicitation number;
  - v. Conspicuously state "Complaint," "Debrief," or "Protest" in any subject line of any correspondence or email; and
  - vi. Be sent to the address identified below.
- b. COMPLAINTS & PROTESTS. All complaints and protests must (a) State all facts and arguments on which the complaining or protesting vendor is relying as the basis for its action; and (b) Include any relevant documentation or other supporting evidence.

5.5. **HOW TO CONTACT Criminal Justice Training Commission.**

- a. 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 1<sup>st</sup> Ave South  
Burien, WA 98148

- b. 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.
- c. 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 1<sup>st</sup> Ave South  
Burien, WA 98148

## Section 6 – Doing Business with the State of Washington

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

### 6.1. WASHINGTON’S PUBLIC RECORDS ACT – PUBLIC RECORDS DISCLOSURE REQUESTS.

- All documents (written and electronic) submitted to WSCJTC 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](#), Public Records Act. WSCJTC strongly discourages Vendors from unnecessarily submitting sensitive information (e.g., information that bidder might categorize as ‘confidential,’ ‘proprietary,’ ‘sensitive,’ ‘trade secret,’ etc.).
  - If, in vendor’s judgment, Washington’s Public Records Act provides an applicable statutory exemption from disclosure for certain portions of vendor’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 vendor’s judgment, certain portions of vendor’s proposal are not statutorily exempt from disclosure but are sensitive because these particular portions of vendor’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 vendor’s proposal that include such sensitive information.
- In the event that WSCJTC receives a public records disclosure request pertaining to information that vendor has submitted and marked either as (a) statutorily exempt from disclosure; or (b) sensitive, WSCJTC, prior to disclosure, will do the following:
  - WSCJTC 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, WSCJTC will redact or withhold the document(s) as appropriate.
  - For documents marked ‘sensitive’ or for documents where WSCJTC either determines that no statutory exemption to disclosure applies or is unable to determine whether the stated statutory exemption to disclosure properly applies, WSCJTC will notify vendor, at the address provided in the proposal submittal, of the public records disclosure request and identify the date that WSCJTC intends to release the document(s) (including documents marked ‘sensitive’ or exempt from disclosure) to the requester unless the vendor, at vendor’s sole expense, timely obtains a court order enjoining WSCJTC from such disclosure. In the event bidder fails to timely file a motion for a court order

enjoining such disclosure, WSCJTC will release the requested document(s) on the date specified. Vendor'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 vendor of any claim that such materials are exempt or protected from disclosure.

6.2. **SMALL & DIVERSE BUSINESSES.** WSCJTC, 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 Vendors. See, e.g., [RCW 39.19](#) (OMWBE certified businesses); [RCW 43.60A.200](#) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](#) (Washington small businesses).

- **OMWBE CERTIFICATION.** Vendors may contact the Washington State [Office of Minority and Women's Business Enterprises](#) (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](#). OMWBE-Certified firms may provide their certification information on ***Exhibit A-2 – Vendor's Profile***.
- **WDVA CERTIFICATION.** Vendors may contact the [Washington State Department of Veterans' Affairs](#) (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](#). The qualification requirements to be a Certified Veteran-Owned Business are set forth in ***Exhibit A-1 – Vendor'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 – Vendor's Certification***.

6.3. **WEBS REGISTRATION.** Individuals and firms interested in state contracting opportunities with WSCJTC or any state agency must register for competitive solicitation notices at the Washington Electronic Business Solution (WEBS) [WEBS Registration](#). Note: There is no cost to register on WEBS.

6.4. **NONDISCRIMINATION.**

- a. **Nondiscrimination Requirement.** During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. **Obligation to Cooperate.** Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. **Default.** Notwithstanding any provision to the contrary, WSCJTC may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until WSCJTC receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination

identified at RCW 49.60.530(3), WSCJTC may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. WSCJTC shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe WSCJTC for default under this provision.

## INCLUDED EXHIBITS

### Exhibit A-1 – Vendor’s Certification:



Exhibit A-1 -  
Vendor's Certification

Note: As set forth above, Vendor must complete, sign, and return the *Exhibit A-1 – Vendor’s Certification* to WSCJTC.

### EXHIBIT A-2 – VENDOR’S PROFILE:



Exhibit A-2 -  
Vendor's Profile.docx

Note: As set forth above, Vendor must complete and return the *Exhibit A-2 – Vendor’s Profile* to WSCJTC.

### EXHIBIT B - QUALIFICATIONS:



Exhibit B -  
Qualifications.docx

Note: As set forth above, Bidder must complete and return *Exhibit B – Qualifications* to Washington State WSCJTC.

### EXHIBIT C – SAMPLE CONTRACT



Exhibit C - Contract  
Sample.doc

See attached *Exhibit C –Sample Contract* for this RFQ