



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Monica Alexander, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.wa.gov

April 17, 2025

ELECTRONICALLY DELIVERED

REQUEST FOR PROPOSALS

The Washington State Criminal Justice Training Commission (WSCJTC) invites written proposals to perform the work summarized below. In addition, this Request for Proposal (RFP) describes in detail the process of submitting responsive proposals.

Officer Wellness Grant

Intent: The WSCJTC is to provide grants to local law enforcement officers and corrections officers for the purpose of establishing officer wellness programs. Proposals are to include but are not limited to, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health services and mental health support/services. Additional programs are also encouraged to focus on officer wellbeing.

- Date RFP Posted: April 17, 2025
- Funding Available \$1,500,000.
- Term of Contract: From July 1, 2025 to June 30, 2026.

- Proposals Due: by 3 p.m., May 15, 2025. Return completed proposals to: susan.rogel@cjtc.wa.gov
- Proposal Review: May 19-30, 2025
- Proposal Decisions by: June 6, 2025
- Contracts start date: July 1, 2025

Point of Contact for this RFP:

Name: Susan Rogel, Grant Manager
Address: WSCJTC, 19010 1st Ave. South, Burien, WA 98148, MS: TB-35
Phone: (206) 939-8437
Email: susan.rogel@cjtc.wa.gov

Proposal Submission

Each agency must submit to the RFP Point of Contact named above a single proposal by email attachment. WSCJTC will consider that email an electronic signature intended to bind the Agency. The WSCJTC will consider proposals to include an acceptance period at least until the scheduled date of announcing the successful applicant. WSCJTC will not consider late submissions to be responsive proposals.

All proposals become the property of the WSCJTC, subject to the Public Records Act, RCW 42.56, and will not be returned. If an Agency wants to designate one or more parts of its proposal exempt from public disclosure, the Agency must clearly designate those parts. Marking the entire proposal exempt from disclosure will not be honored. The Agency must either limit the claimed exemption or withdraw the proposal. WSCJTC reserves the right to cancel or to suspend the RFP in whole or in part before naming the recipient.

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WSCJTC reserves the right to select the agency without further discussion or negotiation of the proposals received, so proposals should be the most favorable terms the agency can offer. WSCJTC reserves the right to contact an Agency for clarification of its proposal.

Nothing compels WSCJTC to select the agency based solely on the lowest proposed cost. WSCJTC reserves the right to weigh a variety of relevant factors in selecting the agency.

Conditions of the Contract Award:

- If WSCJTC names an agency, WSCJTC will immediately begin drafting a contract with the agency.
- WSCJTC will pay for the progress and completion of work described in the statement of work, but not in advance.
- No work can be performed, nor any expenses incurred before the contract is signed.
- WSCJTC will not pay for an Agency's cost in preparing its proposal.
- Contracts WSCJTC award are contingent upon funding.
- This RFP does not obligate WSCJTC to enter into a contract.

DEBRIEFING OF UNSUCCESSFUL BIDDERS

On request, WSCJTC will schedule a telephonic debriefing conference of one hour or less with an unsuccessful bidder, if requested before the deadline specified in the RFP schedule above. Debriefing is limited to a critique of the Agency's proposal. Comparison with other proposals is not allowed.

PROTESTS

Agencies who have participated in a debriefing conference may, within three days following the conference, file with the RFP manager a written or emailed protest of the acquisition, limited to:

- Allegations of bias, discrimination, or conflict of interest on the part of the WSCJTC employees who decided upon the Agency.
- Allegations of WSCJTC's non-compliance with this RFP, as revised by WSCJTC, except where the RFP specifies WSCJTC discretion and "reserved rights."

The protest must state the grounds for the protest, including specific facts, must specify the actions being protested, and must describe the corrective action being requested.

Upon receipt of a protest, WSCJTC's Executive Director will appoint an employee who was not involved in the procurement to review the record, consider all relevant facts, and issue a decision within five 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 WSCJTC's action; or
- Find only technical or harmless errors in the WSCJTC's actions and find WSCJTC to be in substantial compliance and uphold WSCJTC's actions; or
- Find the protest essentially valid and recommend to the Executive Director steps to:
 - correct the errors and fairly re-evaluate all responsive proposals received, or
 - reject all proposals and start the RFP process over again, or
 - make the protestor whole for any lost opportunity.

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COVER PAGE

Agency Name	Date of Application	
Contact Name (Name of one individual responsible for communication concerning the contract and reporting requirements from July 1, 2025- June 30,2026).	Contact Phone Number	Contact Email Address
Agency Address	Amount of Funds Requested	
Sheriff/Chief Signature	Name	Email Address
Agency Contract Signer (contracts are sent via Docusign)	Name and Title	Email Address

Officer Wellness Grant Application - 2025-2026

APPLICATION

1. Describe your agencies Current Officer Wellness Program.
2. Describe the specific project you are requesting funding for within your Officer Wellness Program.
3. Describe what you hope to accomplish if funded for this project. * Identify the specific outcome(s) needed to show success of your proposed project,” what will you know or accomplish if your project is successful”. *Identify specific personnel responsible for collecting and reporting data.

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<p>4. Describe previous funding received from WSCJTC for Officer Wellness Programs/projects. Include the dollar amounts allotted, dollar amounts spent and/or unspent and the specific fiscal year of the funding.</p>		
<p>5. Program Budget. * Describe all aspects of your budget below or request an excel document to be sent to you by Susan Rogel. Susan.rogel@cjtc.wa.gov</p>		
BUDGET	Grant funds Requesting	Narrative Detail
Supplies <i>(Itemize all)</i>		
Professional Services <i>(Itemize all names and agencies and the services to be provided.)</i>		
Training and Travel <i>(Itemize all costs)</i>		
Fixed Assets/Equipment <i>(Itemize all)</i>		
Other <i>(Itemize all)</i>		
Total Request		