

STATE OF WASHINGTON
Washington Student Achievement Council

REQUEST FOR PROPOSALS (RFP)

RFP NO. 19-RFP164

NOTE: If you download this RFP from an agency website located at:

<https://www.wsac.wa.gov/suicide-prevention-grant>, you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or Bidder questions/agency answers.

TITLE: Suicide Prevention in Higher Education Grant Program

PRE-PROPOSAL ORIENTATION VIDEO: Available at <https://www.wsac.wa.gov/suicide-prevention-grant> by 5:00 p.m. Pacific Daylight Time, September 14, 2018, for viewing prior to the PRE-PROPOSAL Q&A Webinar.

PRE-PROPOSAL WEBINARS:

- **Q&A WEBINAR:** September 21, 2018 – 11:00 a.m.-12:30 p.m. Pacific Daylight Time. Participation is encouraged, but not mandatory. This will be a question and answer session for Prospective Bidders rather than a presentation. It will cover questions raised by the RFP and the PRE-PROPOSAL ORIENTATION VIDEO, which should be viewed in advance of the webinar. For connection information, contact the RFP Coordinator or see <https://www.wsac.wa.gov/suicide-prevention-grant>.
- **RFP FEEDBACK WEBINAR:** September 21, 2018 2:30-4:00 p.m. Pacific Daylight Time. This is an opportunity for Prospective Bidders, prospective partnership members, and members of the Substitute Senate Bill 6514 work group to provide feedback to inform RFP revisions if needed. For connection information, contact the RFP Coordinator or see <https://www.wsac.wa.gov/suicide-prevention-grant>.

NOTICE OF INTENT (NOI) DUE DATE: September 28, 2018 – 5:00 p.m., Pacific Daylight Time. See RFP Section 2.3 for instructions. In order for a Bidder to be eligible to submit a proposal, the Bidder must timely file an NOI.

PROPOSAL DUE DATE: October 23, 2018 – 5:00 p.m. Pacific Daylight Time. Only E-mailed bids (proposals) or bids submitted via Dropbox or a comparable file sharing method will be accepted. Faxed or mailed bids will not be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT: January 11, 2019 – June 30, 2019. The Agency reserves the right to extend the contract for up to one additional one-year period at the sole discretion of the Agency and subject to the availability of funds.

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

RFP COORDINATOR: Mark Bergeson, markb@wsac.wa.gov, 360-753-7881.

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington Student Achievement Council (WSAC), hereafter called "AGENCY," is initiating this Request for Proposals (RFP) for projects that will help resource-challenged postsecondary education institutions create partnerships with health care entities to develop student suicide prevention programs. Projects may employ a variety of suicide prevention strategies, including, but not limited to, strategies for promoting behavioral health (e.g. promoting mental health, preventing and/or treating substance use disorders).

We welcome project proposals from a wide variety of postsecondary education institutions, ranging from small cosmetology schools to large research universities. If they wish, institutions may form a consortium and submit a multi-institution project proposal. Each consortium must choose an institution to serve as the consortium's Lead Partner (see Definitions).

Projects may budget up to \$60,000. At that budget level, we anticipate being able to award grant funding for up to seven projects. Regardless of budget level, we must award the first six grants to Washington's public institutions of higher education.¹ There are 40 such institutions, including 34 community and technical colleges, one state college, and 5 universities.

This RFP helps implement a component of Substitute Senate Bill 6514,² which takes a comprehensive approach to addressing behavioral health and suicide prevention for the state's postsecondary students. Based on recommendations from the November 2016 Report on Mental Health & Suicide Prevention in Higher Education,³ the bill has three main components:

- A publicly available behavioral health and suicide prevention resource for postsecondary education institutions. This resource will include an online component with trainings, crisis protocols, and promotional materials; plus an annual conference (See Exhibit B).
- Centralized data collection. This data will help inform future suicide prevention efforts and will be disaggregated in the reporting process.
- A suicide prevention in higher education grant program. This RFP helps implement the grant program.

The AGENCY may award grant funding through one or more contract(s) to provide the services described in this RFP.

¹ Per Section 3(2)(b) of Substitute Senate Bill 6514. <http://lawfilesexxt.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

² Substitute Senate Bill 6514. <http://lawfilesexxt.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

³ Task Force on Mental Health and Suicide Prevention in Higher Education. (2016). http://www.councilofpresidents.org/docs/r_d_docs/2016_Mental_Health_Suicide_Prevention_Higher_Ed.pdf

1.2 OBJECTIVES AND SCOPE OF WORK

In order to accomplish the grant program's purpose, each Bidder (See Definitions) must assess its suicide prevention needs and design a project with objectives and activities that address those needs. Consortium projects must address the suicide prevention needs of all postsecondary education institutions in the consortium. The project may employ, but is not limited to, any of the following strategies:

- Enhancing treatment services for student veterans.
- Enhancing treatment services for other groups disproportionately affected by suicide, including American Indian/Alaska Native students; Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ) students; low-income students; international students; etc.
- Creating campus-wide crisis services that include students from groups disproportionately affected by suicide.
- Expanding existing crisis plans to integrate suicide prevention, intervention, reentry (See Definitions), and/or postvention (See Definitions) procedures.
- Developing policies including medical leave that supports reentry.
- Postvention, including but not limited to developing a committee to support student death reviews that examine how the institution can improve support and services in the future.
- Creating links and referral systems between campus behavioral health resources and community-based mental health resources.
- Culturally competent outreach to and/or services for communities disproportionately affected by suicide.
- Suicide prevention education, training, and support.
- Enhancing and integrating behavioral health services.
- Campus awareness and/or education campaigns, such as resource awareness and/or de-stigmatization campaigns.

1.3 MINIMUM QUALIFICATIONS

Proposals from Bidders who do not meet the minimum qualifications outlined below will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Minimum qualifications:

- The Bidder must be a postsecondary education institution (See Definitions).
- The Bidder must be the Lead Partner (See Definitions) in an eligible partnership (See Definitions) that includes the required partners outlined below and may include the optional partners outlined below:
 - Required partners
 - A public or private postsecondary education institution that serves as a partnership's Lead Partner (and Bidder).
 - A health care entity (See Definitions) with which a postsecondary education institution creates a student suicide prevention partnership. This partnership must enhance the suicide prevention capacity of one or more postsecondary education

institutions. The Bidder must certify that the project creates a student suicide prevention partnership between one or more postsecondary education institutions and one or more health care entities that will supplement and not supplant any current student suicide prevention and/or behavioral health efforts (See Exhibit A Form 3 item 2).

- Optional partners
 - Community-based organizations.
 - Additional postsecondary education institutions (In other words, a group of postsecondary education institutions may form a consortium to apply for a grant.)
 - Additional health care entities.
 - Other partners that will enhance the ability of the partnership to develop and/or implement its project.

The Lead Partner serves as Bidder (See Definitions), Fiscal Agent (See Definitions) for the partnership, and main contact with the AGENCY throughout every phase of the project. The Lead Partner is also responsible for (1) ensuring that all other partners are aware of and follow all relevant general and program-specific legal and administrative requirements, and (2) ensuring that all other partners perform their roles in the project. The Lead Partner employs the project director or, if applicable, at least one of the co-directors.

- Except for public institutions of higher education, every partner receiving funding under the grant program must be licensed to do business in the State of Washington or state (See Exhibit A Form 1 Cover Sheet) that it will become licensed in Washington within thirty (30) calendar days of the Lead Partner being selected as the Apparently Successful Bidder.
- The Bidder may not submit more than one proposal, whether or not that proposal involves a consortium of postsecondary education institutions. However, a postsecondary education institution may be an optional partner in any number of proposals serving consortia of institutions. Non-postsecondary education partners may partner in as many proposals as they wish.

1.4 FUNDING

The AGENCY has budgeted an amount not to exceed Four Hundred Twenty Thousand dollars (\$420,000) to fund all projects under this grant program. Proposals in excess of Sixty Thousand dollars (\$60,000) will be considered non-responsive and will not be evaluated. In the event that additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services.

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

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about January 11, 2019 and to end on June 30, 2019. The AGENCY reserves the right to extend the contract for an additional one-year period. Amendments extending the period of performance, if any, shall be at the sole discretion of the AGENCY.

1.6 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

Agency – The Washington Student Achievement Council is the agency of the state of Washington that is issuing this RFP.

Apparent Successful Bidder – The Bidder selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Behavioral Health – “A state of mental/emotional being and/or choices and actions that affect wellness. Behavioral health problems include substance abuse or misuse, alcohol and drug addiction, serious psychological distress, suicide, and mental and substance use disorders. This includes a range of problems from unhealthy stress to diagnosable and treatable diseases like Serious Mental Illnesses (SMIs) and substance use disorders (SUDs), which are often chronic in nature but that people can and do recover from.”⁴

Bidder – The required postsecondary education institution partner interested in the RFP and that may or does submit a proposal in order to attain a contract with the AGENCY.

Contractor – Bidder whose proposal has been accepted by the AGENCY and is awarded a fully executed, written contract.

Crisis Services – Intervention services for students whose suicide risk is elevated due to personal crisis or other circumstances. These services may include, for example, 24/7 services that will ensure the student’s stabilization and safety while minimizing the chance of further trauma.

Eligible Partnership – A partnership that includes at least one postsecondary education institution and one health care entity. It may also include optional partners such as community-based organizations, additional postsecondary education institutions, additional health care entities, and/or other partners that will enhance the ability of the partnership to develop and/or implement its project.

Fiscal Agent – The required postsecondary education institution partner that negotiates a contract with the AGENCY, invoices the AGENCY for work done by the partnership, and resolves any billing disputes related to the project.

Health Care Entity – A provider of behavioral health care services with expertise in mental health, substance use disorder treatment, suicide prevention, and/or crisis intervention services. Such services include but are not limited to behavioral health counseling, psychiatric care, and crisis clinics.

Lead Partner – The required postsecondary education institution partner that serves as Bidder, Fiscal Agent, and main contact with the AGENCY throughout every phase of the

⁴ Substance Abuse and Mental Health Services Administration. (2018). FFY 2018-2019 Block Grant Application. <https://www.samhsa.gov/sites/default/files/grants/fy18-19-block-grant-application.pdf>.

project. The Lead Partner is also responsible for (1) ensuring that all other partners are aware of and follow all relevant general and program-specific legal and administrative requirements, and (2) ensuring that all other partners fully perform their roles in the project. The Lead Partner employs the project director or, if applicable, at least one of the co-directors.

Mental Health – “A state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.”⁵

Postsecondary Education Institution – One of the following types of education organizations: institutions of higher education as defined in Revised Code of Washington (RCW) 28B.10.016,⁶ degree-granting institutions as defined in RCW 28B.85.010,⁷ private vocational schools as defined under RCW 28C.10.020,⁸ and school as defined in RCW 18.16.020.⁹

Postvention – “Activities which reduce risk and promote healing after a suicide death.”¹⁰

Project – What a Bidder is proposing to do. A project must help one or more resource-challenged postsecondary education institutions develop suicide prevention program(s) serving their Washington students.

Proposal – A formal offer submitted in response to this solicitation.

Reentry – Re-enrolling in a postsecondary education institution.

Request for Proposals (RFP) – Formal solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Bidder community to suggest various approaches to meet the need at a given price.

Substance Abuse – “The harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs.”¹¹

Substance Use Disorder – “Describes a problematic pattern of using alcohol or another substance that results in impairment in daily life or noticeable distress.”¹² “The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, (DSM-5), no longer uses the terms substance abuse and substance dependence, rather it refers to substance use disorders, which are defined as mild, moderate, or severe to indicate the level of severity, which is determined by the number of diagnostic criteria met by an individual. Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home. According to the DSM-5, a diagnosis of

⁵ World Health Organization. (2014). Mental health: a state of well-being.

http://www.who.int/features/factfiles/mental_health/en/

⁶ Revised Code of Washington. <http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10.016>

⁷ Revised Code of Washington. <https://app.leg.wa.gov/rcw/default.aspx?cite=28B.85.010>

⁸ Revised Code of Washington. <https://app.leg.wa.gov/rcw/default.aspx?cite=28C.10.020>

⁹ Revised Code of Washington. <https://app.leg.wa.gov/rcw/default.aspx?cite=18.16.020>

¹⁰ Norton, K., (2015). Postvention as Prevention. <https://www.sprc.org/news/postvention-prevention>.

¹¹ World Health Organization. Substance Abuse. http://www.who.int/topics/substance_abuse/en/

¹² Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) as quoted in Medina, J. (2018). Symptoms of Substance Use Disorder. Psych Central.

<https://psychcentral.com/disorders/addictions/substance-use-disorder-symptoms/>

substance use disorder is based on evidence of impaired control, social impairment, risky use, and pharmacological criteria.”¹³

Treatment Services for student veterans – Services provided by licensed behavioral health providers, who preferably have undergone training in Service Member Veteran and Family (SMVF) trauma-informed care. Such services include, but are not limited to, assessment; management of care (including continuity of care planning); therapy (individual and/or group) or referral to such therapy; and prescription and management of psychotropic medications. Providers must be SMVF culturally competent, with a thorough understanding of trauma and empirically-based treatments of trauma, and have expertise about SMVF-related resources.

Veteran – Those who are serving or have served in the Armed Forces, Guard and Reserves; and their dependents. Dependents include spouse and immediate family members.

1.8 AMERICANS WITH DISABILITIES ACT (ADA)

The AGENCY complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFP Coordinator to receive this Request for Proposals in braille or on audio tape or other audio media.

2. GENERAL INFORMATION FOR BIDDERS

2.1 RFP COORDINATOR

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

Name	Mark Bergeson
E-Mail Address	markb@wsac.wa.gov
Mailing Address	Washington Student Achievement Council 917 Lakeridge Way SW P.O. Box 43430 Olympia, WA 98504-3430
Physical Address for Delivery	917 Lakeridge Way SW Olympia, WA 98502
Phone Number	(360) 753-7881

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

¹³ Substance Abuse and Mental Health Services Administration. (2015). Substance Use Disorders. <https://www.samhsa.gov/disorders/substance-use>

2.2 ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES

Issue RFP	9/10/18
Pre-proposal orientation video available	9/14/18
Pre-proposal webinars	9/21/18
Notice of Intent (NOI) due	9/28/18
Question & answer period	9/10/18-10/12/18
Issue last addendum or revision to RFP	10/12/18
Bidder complaint period ends (see section 4.5)	10/16/18
Proposals due	10/23/18
Score proposals	10/26/18-12/7/18
Rank proposals and conduct oral interviews with finalists, if required	12/10/18-12/17/18
Announce "Apparent Successful Bidders" and send notification via fax or e-mail to unsuccessful Bidders	12/18/18
Hold debriefing conferences (if requested)	12/24/18-12/27/18
Negotiate contracts	Beginning 12/19/18
Begin contract work	1/11/19 or earlier, depending on contract negotiations

The AGENCY reserves the right to revise the above schedule.

2.3 PRE-PROPOSAL

A. Orientation Video and Q&A Webinar

A pre-proposal orientation **video** is scheduled to be available for online viewing via a link on the Suicide Prevention Grant webpage at: <https://www.wsac.wa.gov/suicide-prevention-grant> **by 5:00 p.m. Pacific Standard Time on September 14, 2018.** Bidders are encouraged to view the video before the **Q&A webinar**, which is scheduled to be held on **September 21, 2018 from 11:00 a.m. – 12:30 p.m., Pacific Standard Time.** The Q&A session will not include a formal presentation. Rather, it will provide an opportunity for Bidders who have read the RFP and/or viewed the orientation video to ask questions. All Prospective Bidders should view the video and attend the webinar; however, neither viewing nor attendance is mandatory. For connection information, contact the RFP Coordinator or see <https://www.wsac.wa.gov/suicide-prevention-grant>.

AGENCY will be bound only to AGENCY'S written answers to questions. A written compilation of questions and answers will be made available on the Suicide Grant Program webpage at: <https://www.wsac.wa.gov/suicide-prevention-grant>. Related questions from different people may be combined into a single question. Questions may be paraphrased, re-worded for clarity, and/or de-personalized to remove information that would identify a particular person or organization.

B. RFP Feedback Webinar

This opportunity for the public to provide feedback to inform RFP revisions if needed is scheduled to be held on **September 21, 2018** from **2:30 p.m. – 4:00 p.m., Pacific Standard Time**. For connection information, contact the RFP Coordinator or see <https://www.wsac.wa.gov/suicide-prevention-grant>.

C. Required Notice of Intent (NOI)

Notice of Intent Submission Deadline - **In order to be eligible to submit a proposal, the Bidder must first submit a Notice of Intent (NOI) by 5:00 p.m. Pacific Daylight Time on Friday, September 28, 2018.** Only Bidders that submit their NOI(s) by this deadline and receive written acknowledgement from the AGENCY will have their proposals considered. The AGENCY will email an acknowledgement within one business day of receiving the NOI. The NOI must be submitted electronically as a single Microsoft Word or PDF file e-mailed to the RFP Coordinator (markb@wsac.wa.gov). Please allow time for transmission over the internet to be complete by 5:00 p.m.

The NOI is required but not scored. The purpose of the NOI is to help the AGENCY plan for proposal review and also to enable early identification of potential challenges with regard to Bidder and/or partnership eligibility. The AGENCY understands that information supplied in the NOI may change by the time the proposal is submitted.

NOI Format and Length - NOIs must be submitted in 12 point Calibri font, with margins not less than 1 inch. All pages must be numbered. Recommended (but not required) length: 2 pages or less.

NOI Components - Provide the following information, in the following order:

1. Project director (and co-directors, if applicable) name, title, email, phone number, and employer.
2. Partnership Information:
 - a. Lead partner (required postsecondary education institution) name.
 - b. Required health care entity partner name
 - c. List names of all other partners.
3. Provide a rough estimate of project budget.

2.4 SUBMISSION OF PROPOSALS

The proposal must be received by the RFP Coordinator no later than 5:00 p.m. Pacific Daylight Time in Olympia, Washington on Tuesday, October 23, 2018. The proposal shall be a single file in Microsoft Word or PDF format. Zipped files cannot be received by the AGENCY and cannot be used for submission of proposals. The Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Bidder to the offer. The AGENCY does not assume responsibility for problems with Bidder's e-mail. If the AGENCY'S email is not working, appropriate allowances will be made.

Proposals must be submitted electronically to Mark Bergeson, the RFP Coordinator, at the e-mail address listed in Section 2.1. Each proposal must be submitted as a single file attached to an e-mail or via a link to Dropbox or comparable file sharing method. The AGENCY's uncompressed size limit for an email, including attachments, is 30MB. Current versions of Microsoft Word files (docx) are compressed file types, so you may encounter a size limit error even if the Word attachment appears to be less than 30MB.

Bidders should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the AGENCY'S e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

Proposals may not be transmitted by fax or mail.

2.5 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive solicitation shall become the property of the AGENCY.

All proposals received shall remain confidential until the contracts, if any, resulting from this RFP are signed by the Director of the AGENCY and the apparent successful Bidders; thereafter, the proposals shall be deemed public records as defined in RCW 42.56.

Bidder must clearly designate any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 or other state or federal law that provides for the nondisclosure of your document. The page must be identified, as well as the particular exception from disclosure upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The AGENCY will consider a Bidder's request for exemption from disclosure; however, the AGENCY will make a decision predicated upon RCW 42.56. Designating the entire proposal exempt from disclosure will not be honored. The Bidder must be reasonable in designating information as confidential. If any information is designated as proprietary in the proposal, such information will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

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

2.6 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda (or revisions to the RFP) will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda and revisions will also be published on <https://www.wsac.wa.gov/suicide-prevention-grant>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website. Related questions from different

people may be combined into a single question. Questions may be paraphrased, re-worded for clarity, and/or de-personalized to remove information that would identify a particular person or organization.

If you downloaded this RFP from the Agency website located at: <https://www.wsac.wa.gov/suicide-prevention-grant>, you are responsible for sending your name, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda and revisions.

Suggestions for RFP revision may be submitted to the RFP Coordinator by 9/21/18. A webinar to discuss potential revisions is scheduled for September 21, 2018 2:30-4:00 p.m. Pacific Daylight Time. This is an opportunity for Prospective Bidders, prospective partnership members, and members of the Substitute Senate Bill 6514 work group to provide feedback to inform RFP revisions if needed. Webinar materials will include revision suggestions. For connection information, contact the RFP Coordinator or see <https://www.wsac.wa.gov/suicide-prevention-grant>.

The AGENCY also reserves the right to cancel or to reissue the RFP, in whole or in part, prior to execution of a contract.

2.7 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by AGENCY from the due date for receipt of proposals.

2.8 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Bidder is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The AGENCY also reserves the right at its sole discretion to waive minor administrative irregularities. The AGENCY may request corrections prior to forwarding the proposal to evaluators. Such corrections must be made within 24 hours of the AGENCY's request.

2.9 MOST FAVORABLE TERMS

The AGENCY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. The AGENCY does reserve the right to contact a Bidder for clarification of its proposal.

Each Apparent Successful Bidder- should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Bidder's proposal. It is understood that the proposal will become a part of the official solicitation file on this matter without obligation to the AGENCY.

2.10 CONTRACT AND GENERAL TERMS & CONDITIONS

The Apparent Successful Bidder will be expected to enter into a contract that is substantially the same as the sample contract and its general terms and conditions attached as Exhibit D (for Bidders that are private postsecondary education institutions) or Exhibit E (for Bidders that are public postsecondary education institutions). In no event is a Bidder to submit its own standard contract terms and conditions in response to this solicitation. The Bidder may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A Form 3, to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to Exhibit A Form 3, Certifications and Assurances form. The AGENCY will review requested exceptions and accept or reject the same at its sole discretion.

2.11 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.12 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or the AGENCY to contract for services specified herein.

2.13 REJECTION OF PROPOSALS

The AGENCY reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.14 COMMITMENT OF FUNDS

The Director of the AGENCY or the Director's delegate is the only individual who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful Bidder will be provided a form to complete with the contract to authorize such payment method.

2.16 INSURANCE COVERAGE

All required and optional partners must meet the same insurance coverage requirements as the Contractor. Unless the Contractor is a Washington public institution of higher education as defined in RCW 28B.10.016,¹⁴ the Contractor is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

¹⁴ Revised Code of Washington. <http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10.016>

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the AGENCY within fifteen (15) days of the contract effective date.

Liability Insurance

- 1) Commercial General Liability Insurance: Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Employers Liability (“Stop Gap”) Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Additional Insured.** The state of Washington, the AGENCY, its elected and appointed officials, agents, and employees shall be named as an additional insured on all general liability, excess, umbrella, and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the state.
2. **Cancellation.** The AGENCY shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the state 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the state shall be given ten (10) days advance notice of cancellation. Insurers subject to 48.15 RCW: The state shall be given twenty (20) days advance notice of cancellation. If cancellation is due to non-payment of premium, the state shall be given ten (10) days advance notice of cancellation.

3. **Identification.** Policy must reference the state's contract number and the AGENCY name.
4. **Insurance Carrier Rating.** All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by the AGENCY's Risk Manager, or the Risk Manager for the state of Washington, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.
5. **Excess Coverage.** By requiring insurance herein, the state does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the state in this contract.

Workers' Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The state will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

- (1) Cover Sheet (does not count towards page limits).
- (2) Technical Proposal (number pages sequentially, beginning at page 1 for the first page of the Technical Proposal).
- (3) Management Proposal (continue page numbering from the Technical Proposal).
- (4) Cost Proposal (does not count towards page limits). Start the Cost Proposal with Exhibit A Form 2 Project Budget Form, and follow the Project Budget Form with a supporting budget narrative.
- (5) Attachments.
 - (a) One- or two-page logic model using the format in Exhibit C. The logic model does not count towards page limits.
 - (b) A letter of commitment from each partner (one page maximum per partner). Letters of commitment do not count towards page limits.
 - (c) Key personnel Vitas/Resumes for each partners' key staff (not to exceed two pages per staff person). Key personnel Vitas/Resumes do not count towards page limits.
 - (d) Signed Certifications and Assurances (Exhibit A Form 3 of this RFP). The Certifications and Assurances and related attachments do not count towards page limits.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Bidder in preparing a thorough response.

Items marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

Fonts in forms and attachments may be any legible font not smaller than 10 point. However, the font used for the proposal narrative must be 12 point or larger Calibri, except for figures, diagrams, and tables which may be 10 point or larger Calibri. All pages in the Technical Proposal and Management Proposal must be sequentially numbered, with the first page of the Technical Proposal as page 1, and the first page of the Management Proposal numbered one higher than the last page of the Technical Proposal. The page limit for the Technical and Management proposals combined, including all supporting diagrams, figures, and tables, is 10 pages, single spaced, with margins not less than 1 inch all around. Except for required forms and attachments; all figures, diagrams, tables, etc. that support the proposal narrative must be included in the body of the text and follow the font size and margin limitations. All such figures, diagrams, tables, etc. will count against the page limit and may not be put in attachments or appendices.

Only required components will be forwarded to reviewers. Moreover, only the first 10 pages of the Technical and Management Proposals combined will be forwarded to reviewers.

3.1 COVER SHEET

The cover sheet includes contact and partnership information, as well as a project summary. Though not scored separately, Cover Sheet elements applicable to all partnerships may inform scoring of other proposal components.

3.2 TECHNICAL PROPOSAL (SCORED)

The Technical Proposal must contain a comprehensive description of services including the following elements:

A. Project Approach/Methodology – Include a complete description of the need for the project and the Bidder’s proposed project design to address that need. This section should convey Bidder’s understanding of the proposed project. It must include the following elements:

1. Needs Assessment

- a. Describe the student suicide prevention needs at your postsecondary education institution or consortium of postsecondary education institutions. Include the needs of on-campus and online students (for each postsecondary institution that serves some or all of its students online). Include quantitative and/or qualitative data on the extent of the problem; the current student population; and needs of the student population, including veterans and other student groups disproportionately affected by suicide, such as Native Americans, LGBTQ communities, low-income students, and international students. Examples of data include the following:

- Number of students (headcount) the project will serve.
 - Student demographic statistics illustrating the extent to which the student population includes veterans and other groups disproportionately affected by suicide.
 - Student survey statistics related to suicide prevention, measuring things such as;
 - Student, staff, and/or faculty awareness of suicide prevention resources (including behavioral health resources, if any).
 - The number of students identifying emotional stress as a reason for withdrawal.
 - Counselor-to-student ratio (and an explanation of how it was calculated)
 - Number of student suicide deaths
 - Number of student suicide attempts that result in hospitalization.
 - Number of students referred to off-campus behavioral health providers.
 - Narrative description of any of the above or other indicators.
- b. Describe institutional resources currently available to address these needs. Include information about behavioral health services and supports available to veterans and other groups disproportionately affected by suicide. Include outreach, awareness, education, and other resources. Include a description current and/or past institutional, local, state, and/or federal funding to address suicide. Include a description of current and past suicide prevention-related partnerships with health care entities.
- c. Identify gaps between services and information students need and what is currently available. Highlight gaps that creating a new partnership (rather than enhancing an existing partnership) would help close.

2. Project Design

Describe how your project's design will address the needs described above and meet the overarching goal of postsecondary student suicide prevention. For purposes of this RFP, project design includes objectives, inputs, activities, participants, and outcomes.¹⁵

- Objectives are the specific changes that will result from students, faculty, staff, and others participating in your project.
- Inputs are goods, services, and/or information necessary for the project to carry out activities. Inputs may be purchased or developed by the project.
- Activities are actions, tasks, trainings, meetings, workshops, etc. that implement project strategies, such as those outlined in Section 1.2, in order to achieve project objectives.

¹⁵ Substance Abuse and Mental Health Services Administration. (2015). Developing a Logic Model to Guide Evaluation. <https://www.samhsa.gov/capt/sites/default/files/resources/developing-logic-model-guide.pdf>.

- Participants are people who the project is trying to reach; whose knowledge, skills, attitudes, and behavior the project is trying to change. They are the people the project is trying to influence, engage, and/or have an impact on.

Include all of the following elements in your project design description:

- a. Describe the project's objectives and align them with the needs assessment outlined in Section 3.2.A.1, including (if applicable) the needs of online students.

An objective is "A precise, measurable statement of what your project intends to accomplish during a specified time period [that] can be process- or outcome-based."¹⁶ Process objectives should describe the activities, services, and/or information that will be delivered during project implementation. Outcome objectives should describe the intended effect of the project on students, faculty, and/or staff at postsecondary education institutions.

Objectives should be SMART (specific, measurable, achievable, realistic, and time-bound):¹⁷

- Specific (describe what will change for whom)
 - Measurable (describe how much change in what direction)
 - Achievable (be realistic)
 - Relevant (directly related to the goal of student suicide prevention)
 - Time-bound (describe when the objective will be achieved).
- b. Describe the approach you will employ to achieve these objectives and to evaluate the extent to which the project achieves them. Include a description of the inputs, activities, and participants. Evaluation may use student, staff, and/or faculty process and/or outcome objectives, such as number and percentage of faculty trained (process), percentage increase in referrals (outcome), etc.
 - c. Specifically describe outcomes for:
 - Student veterans.
 - Other Students.
 - Faculty and/or staff serving student veterans.
 - Other Faculty and/or staff.

Outcomes are the project's effects on participants and others. Short-term outcomes are measured immediately or soon after delivering an activity and include changes in knowledge, attitudes, beliefs, and/or behaviors; as well as reports of behaviors that participants intend to change or are motivated to

¹⁶ Research Associates. (2007). Introduction to Evaluation

¹⁷ Centers for Disease Control and Prevention. Developing Program Goals and Measurable Objectives, accessed at: <https://www.cdc.gov/std/program/pupestd/developing%20program%20goals%20and%20objectives.pdf>.

change. Intermediate outcomes are usually measured within several months after delivering an activity and include actions by students, faculty, or staff in response to the project's work.¹⁸

- d. Include a clear and convincing description of how the project design will:
 - Address gaps in services or the unmet needs outlined in Section 3.2.A.1, including but not limited to the needs of student veterans. Include a description of how your design incorporates cultural competence.
 - Enhance treatment services for student veterans. Serving student veterans is a priority.¹⁹
- e. Include a brief description of your postsecondary education institution's or consortium's capacity to sustain the proposed partnership and approach.
- f. After the Cost Proposal, attach a one to two-page logic model for the proposed project using the format in Exhibit C. A logic model depicts your project's needs, objectives, inputs, activities, participants, and outcomes in a concise visual format. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), "A logic model is a visual tool intended to communicate the logic, or rationale, behind building an effective program. Think of it as a description of what a program is expected to achieve AND how it is expected to work. A kind of roadmap, describing where you are, where you are going, and how you will get there."²⁰ A logic model connects the needs that motivated a project to the elements of the project design and ultimately to the project's outcomes. Like other project design components, the attached logic model will be considered in proposal scoring.

The Exhibit C logic model format is based on the logic model outlined in SAMHSA's Developing a Logic Model to Guide Evaluation.²¹ This easy-to-read PowerPoint presentation includes notes and a sample suicide prevention program logic model. For additional information on the purpose and nature of logic models in general, see the W.K. Kellogg Foundation's Logic Model Development Guide.²²

B. Project Schedule – Include a project schedule indicating the project's major work elements, and when each will be started and completed.

¹⁸ Adapted from Extension. (2013). What is the difference between short-term, intermediate, and long-term outcomes? <https://articles.extension.org/pages/44517/what-is-the-difference-between-short-term-intermediate-and-long-term-outcomes>

¹⁹ See Substitute Senate Bill Section 1(3) and 3(2)(b). <http://lawfilesextra.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

²⁰ Substance Abuse and Mental Health Services Administration. (2015). Developing a Logic Model to Guide Evaluation. <https://www.samhsa.gov/capt/sites/default/files/resources/developing-logic-model-guide.pdf>.

²¹ Ibid.

²² W. K. Kellogg Foundation. (2004). Logic Model Development Guide. <https://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide>.

3.3 MANAGEMENT PROPOSAL

A. Project Management (SCORED)

1. **Partnership Quality** – Provide a description of the proposed project partnership structure, including any subcontractors. Describe each partner’s role in the project and how each non-postsecondary education partner enhances postsecondary education partners’ suicide prevention capacity (a priority).²³ Explain what aspects of the partnership are new (a priority)²⁴ versus refinements to an existing partnership. Describe how campus and community stakeholders have been involved in the development of the proposal.
 - a. After the Logic Model, attach a letter of commitment from each partner. Each partner’s letter of commitment must demonstrate the partner’s commitment to doing the work rather than solely expressing support for it. Moreover, the letter of commitment from each postsecondary education partner must demonstrate its leadership’s willingness to utilize the Statewide Resource for Behavioral Health and Suicide Prevention (See Exhibit B). Every partner’s letter of commitment should include a description of financial or in-kind support (if any) the partner will provide, such as staff time, facility space, supplies, equipment, etc.; as well as other forms of commitment.
2. **Staff Qualifications/Experience** – Identify Bidder, partner, and subcontractor staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel (including their experience in suicide prevention and/or behavioral health), and include the amount of time each will be assigned to the project. The Bidder commits that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the AGENCY. Reviewers will be instructed not to downgrade postsecondary institution personnel for limited suicide prevention and/or behavioral health experience.
 - a. After the letters of commitment, attach vitas/resumes (not to exceed two pages per person) for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information.

3.4 COST PROPOSAL

The maximum proposal budget must be Sixty-Thousand Dollars (\$60,000) or less in order to be considered responsive to this RFP.

²³ Consistent with Substitute Senate Bill 6514 Section 3(2)(b), one dimension of Partnership quality is the extent to which the partnership enhances postsecondary education institution suicide prevention capacity. <http://lawfilesexternal.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

²⁴ Substitute Senate Bill 6514 Section 3(1) uses the word “create” in stating the purpose of the grant program, implying a priority for something new versus refinements to an existing partnership. <http://lawfilesexternal.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

The evaluation process is designed to award this solicitation not necessarily to the Bidder of least cost, but rather to the Bidder whose proposal best meets the requirements of this RFP. However, Bidders are encouraged to submit proposals which are consistent with state government efforts to conserve state resources.

A. Identification of Costs (SCORED)

The Bidder is to submit a fully detailed budget, including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Bidders are required to collect and pay Washington state sales and use taxes, as applicable.

This is a cost reimbursement grant program, so Bidders must be financially capable of incurring all project costs until reimbursed by the AGENCY. Complete the Project Budget Form, and follow the form with a supporting Budget Narrative that explains how the costs listed in the Project Budget Form were calculated.

The following types of costs are generally allowable, as long as they are reasonable and necessary for project implementation:

Line 1: Salaries and wages.

Line 2: Fringe benefits associated with the salaries and wages recorded on line 1, such as health insurance, employer retirement contributions, and employer share of payroll taxes.

Line 3: Contractor and subcontractor fees.

Line 4: Materials and supplies.

Line 5: Travel costs (must follow state travel guidelines).

Line 6: Other reasonable and necessary costs not included in Lines 1-5. Describe these costs in detail in the budget narrative.

Line 8: Indirect costs, up to 20 percent of the direct costs listed on lines 1-6 above. Indirect charges must be supported by a federally allowed unrestricted indirect rate or similar determination.

If a cost does not fall into one of the categories above, ask the RFP coordinator for assistance in determining whether the cost is allowable, and if so, how to categorize it on the Project Budget Form .

B. Cost Proposal Scoring

The score for the cost proposal will be based on the extent to which: (1) the budget and budget narrative contain sufficient detail for the reviewer to understand how budget amounts were calculated and (2) the costs included in the budget are reasonable and necessary, given the scope and nature of the project. In determining reasonableness, reviewers may take relevant non-budgetary information into account.

3.5 ATTACHMENTS

- A. **One- or two-page logic model** using the format in Exhibit C. The logic model is considered to be part of the Technical Proposal for scoring but does not count towards Technical Proposal page limits.
- B. **A letter of commitment from each partner** (one page maximum per partner). Letters of commitment are considered to be part of the Management Proposal for scoring but do not count towards Management Proposal page limits.
- C. **Key personnel Vitas/Resumes** for each partners' key staff (not to exceed two pages per staff person). Key personnel Vitas/Resumes are considered to be part of the Management Proposal for scoring but do not count towards Management Proposal page limits.
- D. **(MANDATORY) Signed Certifications and Assurances** (Exhibit A Form 3 of this RFP). The Certifications and Assurances are not scored and do not count towards page limits. This form must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g. the President or Executive Director of a corporation, the managing partner of a partnership, the proprietor of a sole proprietorship; or an executive officer of a public institution of higher education. Include any attachments to the Certifications and Assurances.

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda and revisions issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the AGENCY, which will determine the ranking of the proposals. The team determining the first six awards, which must be awarded to public institutions of higher education,²⁵ will include representatives designated by the Council of Presidents and the State Board for Community and Technical Colleges.

²⁵ Per Section 3(2)(b) of Substitute Senate Bill 6514 <http://lawfilesex.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

In addition to each proposal's total score, evaluation team(s) will consider all of the following in evaluating proposals:²⁶

- Needs assessment score.
- Partnership quality score.
- Evidence (e.g. from letters of commitment) of postsecondary education institution leadership willingness to utilize the statewide resources outlined in Exhibit B.
- Score for enhanced treatment services for student veterans.

AGENCY, at its sole discretion, may elect to select the top-scoring Bidders as Apparently Successful Bidders or as finalists for an in-person or online oral presentation.

In ranking proposals or determining whether to fund a project fully, partially, or at all; evaluation team(s) may consider multiple factors, such as: reviewer scores, comments, and/or recommendations; presentations; proposal components (e.g. budgets and other components); and questions raised about the project during team discussion.

The RFP Coordinator may contact the Bidder for clarification of any portion of the Bidder's proposal.

²⁶ Per Section 3(2)(b) of Substitute Senate Bill 6514, WSAC "must identify which public institutions of higher education have the greatest need, have a clear and strong demonstration of willingness from leadership to utilize the statewide resources created under section 2 of this act [outlined in RFP Exhibit B], and can develop partnerships to enhance capacity. From those identified public institutions of higher education, proposals that enhance treatment services for student veterans must be given priority." The work group that informed development of this RFP recommended applying these criteria to all applicants (i.e. Bidders and, if applicable, their optional postsecondary education institution partners), whether public or private. <http://lawfilesexternal.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

4.2. EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal – 65%		65 points
Project Approach/Methodology		
Needs Assessment	25 points (maximum)	
Project Design (including up to 10 points for enhanced treatment services for student veterans)	35 points (maximum)	
Project Schedule	5 points (maximum)	
Management Proposal – 25%		25 points
Project Management		
Partnership Quality	20 points (maximum)	
Staff Qualifications/Experience	5 points (maximum)	
Cost Proposal – 10%		10 points
Identification of Costs	10 points (maximum)	
TOTAL		100 POINTS

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

4.3. ORAL PRESENTATIONS MAY BE REQUIRED

The AGENCY may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. Should oral presentations become necessary, the AGENCY will contact the top-scoring Bidders from the written evaluation to schedule a date, time, and location. Commitments made by the Bidder at the oral interview, if any, will be considered binding. The scores from the written evaluation and the oral presentation combined together will determine the apparent successful Bidder.

4.4. NOTIFICATION TO BIDDERS

The AGENCY will notify each Apparently Successful Bidder of their selection in writing upon completion of the evaluation process. Bidders whose proposals were not selected for further negotiation or award will be notified separately by e-mail. The AGENCY's selection decision is final and is not appealable.

In order to maximize the impact of limited funds, Apparently Successful Bidders may be asked to revise the project budget and/or scope of work. Successful negotiations will result in a contract between the AGENCY and the Apparently Successful Bidder(s). Work will begin in accordance with the contract.

If no proposals are selected for funding, AGENCY may either request proposal modifications or end the competition without making an award.

4.5. COMPLAINT PROCEDURE

Complaints may be made by any Prospective Bidder. The complaint process occurs early in the solicitation to catch mistakes and errors before Prospective Bidders must submit a bid. A Prospective Bidder may file a complaint based on one or more of the following reasons:

- The solicitation unnecessarily restricts competition.
- The evaluation/scoring process is unfair or flawed.
- The requirements are inadequate or insufficient so that a response is difficult to prepare.

Complaints must be in writing, describe the reason(s) for the complaint, and provide sufficient basis for the complaint. The complaint must state the RFP number, the reason(s) for the complaint with specific facts and complete statements of the basis for the complaint. A description of the corrective action or remedy being requested must also be included. Complaints must be signed by the Prospective Bidder or an authorized Agent.

Complaints may be submitted by mail, e-mail, or hand delivered and must be addressed to the RFP coordinator.

Complaints must be received by the RFP coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth (5th) business days prior to when the proposals are due. Complaints received less than five (5) business days prior to when the proposals are due will be reviewed and considered only as time permits.

The RFP coordinator will respond in writing to all complaints within three (3) business days of receipt of the complaint. The response will include the decision, how the review was conducted, and the basis upon which a decision was made. The AGENCY decision regarding the complaint is not appealable or repeatable.

4.6. DEBRIEFING OF UNSUCCESSFUL BIDDERS

Any Bidder who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Bidder Notification is e-mailed to the Bidder. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the third business day following the transmittal of the Unsuccessful Bidder notification. The debriefing must be held within three (3) business days of the request.

Requests for a debriefing conference must be in writing and describe the reason(s) the debriefing conference is being requested, and provide sufficient basis for the request. The

request for a debriefing conference must state the RFP number, the reason(s) for the request with specific facts and complete statements of the basis for the request. Requests for a debriefing conference must be signed by the Bidder.

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

- The AGENCY'S failure to follow the process articulated in the RFP.
- Evaluation and scoring of the Bidder's proposal.
- Critique of the Bidder's proposal based on the evaluation.
- Review of Bidder's final score in comparison with other final scores without identifying the other Bidders.

The RFP coordinator will schedule the debriefing conference for a maximum of one hour which must be held within three (3) business days of the request, and will promptly notify the Bidder of the debriefing conference date and time. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

5. RFP EXHIBITS

Exhibit A Forms

Form 1 - Cover Sheet

Form 2 - Project Budget Form

Form 3 - Certifications and Assurances

Download a word version of Form 1, an Excel version of Form 2, and a Word version of Form 3 at <https://www.wsac.wa.gov/suicide-prevention-grant> so you can complete the forms, copy them, and paste them into your proposal.

Exhibit B Statewide Resource for Behavioral Health and Suicide Prevention

Exhibit C Logic Model (Download a Word version at <https://www.wsac.wa.gov/suicide-prevention-grant> so you can complete it, copy it, and paste it into your proposal).

Exhibit D Grant Agreement Template including General Terms and Conditions (GT&Cs). We plan to use this format to authorize awards to private postsecondary education institutions. The template is available for downloading at: <https://www.wsac.wa.gov/suicide-prevention-grant>. For private postsecondary education institutions, it is the sample contract that the Certifications and Assurances refer to.

Exhibit E Interagency Agreement Template. We plan to use this format to authorize awards to public institutions of higher education. The template is available for downloading at: <https://www.wsac.wa.gov/suicide-prevention-grant>. For public institutions of higher education, it is the sample contract that the Certifications and Assurances refer to.

EXHIBIT A

FORM 1
COVER SHEET

- 1. Project name:
- 2. Project director contact information (if there are co-directors, list information for all)
 - a. Name and title:
 - b. Address:
 - c. Phone:
 - d. Email:
 - e. Name of employer:
- 3. Postsecondary education institution lead partner (the Bidder submitting this proposal)
 - a. Name, address, principal place of business, telephone number, and e-mail address:
 - b. Describe the Bidder's role in the project in 1-3 sentences:
- 4. Other postsecondary education partners
 - a. Name, address, principal place of business, telephone number, and e-mail address of each partner:
 - b. Describe the partner's role in the project in 1-3 sentences:
- 5. Required health care entity
 - a. Name, address, principal place of business, telephone number, and e-mail address:
 - b. Describe the required health care entity's role in the project in 1-3 sentences:
- 6. Other partners
 - a. Name, address, principal place of business, telephone number, and e-mail address of each partner:
 - b. Describe the partner's role in the project in 1-3 sentences:
- 7. Project postsecondary education participant estimates (headcount):

Postsecondary Education Institution Name	Students	Faculty	Other Personnel
a.			
b.			
c. (add rows as necessary)			

- 8. Project end date (cannot be beyond 6/30/19): _____
- 9. Budget request (must be consistent with Project Budget Form): \$ _____
- 10. Project summary (500 words or less summarizing the project):

11. Supplemental information for Bidders other than public institutions of higher education:

- a. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- b. Legal status of the Bidder (sole proprietorship, partnership, corporation, etc.).
- c. Location of the facility from which the Bidder would operate if selected as the Apparent Successful Bidder.
- d. Identify Bidder's personnel working on the proposed project who are state employees or former (within the last 24 months) state employees. List each individual's name, name of the state agency they work for or worked for, job title or position held, and separation date. If, following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.
- e. If the Bidder has had a contract with the state of Washington (including any state agencies) terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder, or (b) litigated, and such litigation determined that the Bidder was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Bidder's position on the matter. The AGENCY will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

EXHIBIT A

**FORM 2
PROJECT BUDGET FORM**

		CATEGORY 1 Postsecondary Education Institution Lead Partner (enter name in parenthesis here)	CATEGORY 2 Other Postsecondary Education Institution Partner(s) (enter name(s) in parenthesis here)	CATEGORY 3 Required Health Care Entity Partner (enter name in parentheses here)	CATEGORY 4 Other Partners (do not enter names here, but name and break out costs associated with each in budget narrative)	TOTALS (Sum across columns)
	LINE ITEMS					
1.	Salaries & wages					
2.	Fringe benefits					
3.	Contractor and subcontractor fees					
4.	Materials and supplies					
5.	Travel costs					
6.	Other costs (specify, and include no indirect costs)					
7.	<i>TOTAL DIRECT COSTS</i>					
8.	Indirect costs (subject to limits outlined in RFP)					
9.	<i>TOTAL GRANT FUNDS REQUESTED (line 8 + line 9)</i>					

EXHIBIT A

FORM 3 CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we declare that this project creates a student suicide prevention partnership between one or more postsecondary education institutions and one or more health care entities that will supplement and not supplant any current student suicide prevention and/or behavioral health efforts.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
6. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Bidder or to any competitor.
8. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
9. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
10. I/we grant the AGENCY the right to contact references and others who may have pertinent information regarding the ability of the Bidder and the lead staff person to perform the services contemplated by this RFP.

11. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name is noted on a separate attached page.

We (circle one) **are / are not** submitting proposed Contract exceptions. (See Section 2.11, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Bidder submitting this proposal, my name below attests to the accuracy of the above statement. We are submitting a scanned signature of this form with our proposal.

Signature of Bidder

Title

Date

EXHIBIT B

STATEWIDE RESOURCE FOR BEHAVIORAL HEALTH AND SUICIDE PREVENTION

Section 2 of Substitute Senate Bill 6514²⁷ calls for creation of a statewide resource for behavioral health and suicide prevention to be publicly available for use by postsecondary education institutions by June 30, 2020. This resource will be hosted by Forefront Suicide Prevention.²⁸ At a minimum, the statewide resource must:

- (a) Be made publicly available through a web-based portal or a support line;
- (b) Provide a free curriculum to train faculty, staff, and students in suicide recognition and referral skills and in the specific needs of student veterans;
- (c) Provide a resource to build capacity within the institutions to train individuals to deliver training in person;
- (d) Contain model crisis protocols, per sector, that include behavioral health and suicide identification, intervention, reentry, and postvention;
- (e) Contain model marketing materials and messages that promote student behavioral health on college campuses;
- (f) Develop capacity for an annual conference for postsecondary education institutions seeking to address students' behavioral health and suicide prevention needs. The entity must be responsible for hosting the first conference for postsecondary education institutions; and
- (g) Include resources that will serve diverse communities and underrepresented populations, including resources that are culturally relevant.

²⁷ <http://lawfilesext.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6514-S.SL.pdf#page=1>

²⁸ <http://www.intheforefront.org/sb6514/>

EXHIBIT C

LOGIC MODEL

SUICIDE PREVENTION NEEDS	OBJECTIVES	INPUTS	ACTIVITIES	PARTICIPANTS	OUTCOMES
Outline specific needs rather than the general need for postsecondary student suicide prevention.	Outline specific objectives the project will accomplish in order to attain the overall goal of postsecondary student suicide prevention.	Outline goods and/or services that must be purchased and/or developed in order to carry out activities.	Outline things the project will do (actions, tasks, trainings, meetings, workshops, etc.) that implement strategies in order to achieve objectives.	Outline the people who the project is trying to reach; whose knowledge, skills, attitudes, and behavior the project is trying to change. Estimate numbers of people participating in activities.	Outline short-term (e.g. knowledge, attitudes, and/or beliefs) and intermediate outcomes (e.g. behaviors and actions).
Add rows as necessary.					