

# Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

## REQUEST FOR APPLICATIONS

### CAREER LADDERING FOR EDUCATED AND/OR VOCATIONALLY EXPERIENCED REFUGEES (CLEVER)

The Washington State Department of Social and Health Services’ Office of Refugee and Immigrant Assistance (ORIA) is accepting applications from qualified organizations interested in providing Career Laddering for Educated and/or Vocationally Experienced Refugees (CLEVER) employment services supporting internationally trained or educated refugees. **The application deadline is 5:00 p.m., April 18, 2024.**

This document provides an overview of ORIA’s CLEVER Program and instructions on how to complete the application.

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## SECTION A CONTRACT REQUIREMENTS

### 1. Purpose

The Washington State Department of Social and Health Services' (DSHS) Office of Refugee and Immigrant Assistance (ORIA) is seeking qualified organizations to submit competitive proposals to assist refugees with professional backgrounds to re-enter their former career field in their new communities in Washington State through the Career Ladder for Educated and Vocationally Experienced Refugees or CLEVER.

For the purposes of this proposal, the term refugee encompasses all individuals who meet the eligibility requirements for federal refugee resettlement services, including refugees, asylees, Cuban-Haitian entrants, Special Immigrant Visa holders, and Afghan and Ukrainian humanitarian parolees.<sup>1</sup>

ORIA is seeking qualified applicants that have demonstrated success in the proposed services and the capacity to provide specialized services, including employment case management, educational case management or other barrier reduction services to support the successful re-entry into their former career field, that are culturally responsive and linguistically appropriate. CLEVER is a program which has been offering services in King County since 2017. ORIA's goal with this RFA is to increase capacity and services for internationally trained refugees across the state.

### 2. Background

Washington state boasts a vibrant and sizable immigrant community and has consistently ranked among the top ten states in the U.S. for refugee resettlement.<sup>2</sup> Between 2012 and 2022, Washington resettled more than 27,000 refugees and Special Immigrant Visa holders through the U.S. Refugee Admissions Program. In 2022, Washington welcomed more than 5,600 refugees, largely due to the U.S. Operation Allies Welcome with over 3,200 evacuated Afghans resettling in communities across the state. This is five times as many people that resettled in the state than the prior year with 1,105 refugee arrivals. Between January 2022 and January 2024, 23,596 Ukrainians arrived in Washington seeking refuge and receiving public benefits programs and refugee services administered through DSHS. In addition to Afghans and Ukrainians, Washington state has welcomed significant numbers of eligible populations from the Democratic Republic of the Congo, Syria, Moldova, Burma, and Iran over the past year.

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<sup>1</sup> U.S. Congress determines who is eligible for federal refugee resettlement services. The U.S. Office of Refugee Resettlement outlines the status and documentation requirements for these federal programs. (<https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program>)

<sup>2</sup> Refugee Processing Center: <http://www.wrapsnet.org/admissions-and-arrivals/>

Recognizing the extensive professional backgrounds many refugees have upon entering their new communities in Washington, ORIA intends to expand the services available that target barrier reduction for refugees with professional backgrounds.

According to the Pew Research Center, immigrants arriving to the U.S. in recent years are better educated than earlier immigrants, and more newly arrived immigrants have finished college .<sup>3</sup> Despite this fact, recent arrivals are more likely to have lower family income and more likely to live in poverty.<sup>4</sup>

Over two million highly-skilled immigrants are either underemployed or unemployed in the U.S. based on data from Brigham Young University, and 25% of highly skilled immigrants who are internationally educated are underutilized leading to poor mental health, life satisfaction, and financial instability. Career counseling and accessible and affordable training have been proven the best intervention for barrier reduction to career re-entry.<sup>56</sup>

ORIA is seeking qualified applications that address these challenges through high-quality, culturally relevant services. The primary objectives are to remove barriers to career re-entry to enable refugees to utilize their professional backgrounds, education and vocational skillsets to find meaningful, sustainable employment and to professionally integrate into their new communities.

### **3. Program Design and Project Scope**

ORIA is interested in proposals that include creative and innovative approaches to providing career re-entry services. This can be done in a variety of ways such as but not limited to employment case management, educational case management, mentorship, re-credentialing and more.

Applicants may propose a diverse range of services that fall within the project scope. Direct client services to internationally trained professionals are required. Collaborative efforts and partnerships with employers, educational institutions and trained programs or other mainstream service providers are encouraged, as they can enhance the reach and effectiveness of proposed initiatives.

This particular Request for Applications is focused solely on supporting the needs of internationally trained professionals who wish to re-enter their former career field. This program is not intended for individuals who wish to pursue a new career in the United States.

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<sup>3</sup> Pew Research Center: [Modern Immigration Wave Brings 59 Million to U.S. | Pew Research Center](#)

<sup>4</sup> Pew Research Center: [Modern Immigration Wave Brings 59 Million to U.S. | Pew Research Center](#)

<sup>5</sup> Brigham Young University, [Barriers to Career Advancement Among Skilled Immigrants in the US - Ballard Brief \(byu.edu\)](#)

<sup>6</sup> [‘We know more than that’: The Underemployment Experiences of College-educated Iraqi Refugees Living in the US | Journal of Refugee Studies | Oxford Academic \(oup.com\)](#)

Applicants are highly encouraged to look at the sample contract (Exhibit F) for more information on CLEVER services and Contractor required elements.

**Participant Eligibility:**

Eligibility for the CLEVER Program includes Washington state residents who:

- a) Have legally resided in the U.S. for less than sixty (60) months or meet current ORR eligibility guidelines, and
- b) Have any of the following immigration statuses:
  - a. Refugees
  - b. Asylees (*meaning asylum has been granted and the case is not pending a final determination*)
  - c. Cuban-Haitian Entrants
  - d. Amerasians
  - e. Certified victims of trafficking
  - f. Iraqi and Afghan Special Immigrant Visa (SIV) holders
  - g. Certain Afghan Humanitarian Parolees\* or
  - h. Certain Ukrainian Humanitarian Parolees\*
- c) Have a professional and/or vocational background they wish to re-enter in their new communities.

\*Both Afghan and Ukrainian Humanitarian Parolees must fit the eligibility based on guidance provided by [Policy Letter 22-01](#), [Policy Letter 22-02](#), and [Policy Letter 22-13](#).

**Program Indicators and Outcomes:**

The CLEVER program uses a performance-based contracting model to measure program performance for all Contractors. Organizations should state the indicators/metrics and desired outcomes that will be tracked as part of their proposed program in the application. During contract negotiations, successful applicants and DSHS will establish and agree upon both the goal metrics and the documentation of those metrics.

Program indicators and outcomes will reflect the goals established by the applicant and DSHS during the contracting process.

**Billing and Reporting:**

Successful applicants will be required to complete monthly billing invoices, quarterly narrative reporting, and provide monthly client demographic information (including the participant’s name, immigration status, alien number, date of entry to the U.S., city of residence, etc.) on an Excel template provided by ORIA.

**Staffing:**

Provide information about the specific staff members who will deliver services in the CLEVER program if your program receives funding. Provide a concise description of their skills, qualifications, and relevant experience, as well as their specific role and

responsibilities within the program. If any of the positions are new roles that will be created as a result of this funding, please indicate that on the application.

**Consortium:**

Applicants may either submit an application on their own or within a consortium, but not both in the same county. For example, an applicant cannot submit an application as a primary contractor in King County and be a consortium member for another primary contractor in King County. An applicant may submit an application as a primary contractor in Snohomish County and be a consortium member for another primary contractor in King County. Consortiums will be limited to a budget of \$250,000.

**Additional Information:**

All organizations interested in providing CLEVER services must submit an application under this request. All applicants are strongly encouraged to review the attached sample contract, which includes definitions, services and requirements for the CLEVER program.

**4. Applicant Minimum Qualifications**

All applicants and their subcontractors, if applicable, must meet the following minimum qualifications:

- a) Have a current State of Washington business license;
- b) Be registered as either a nonprofit charitable organization with a 501(c)3 status, have a federal employer identification number, or submit under an appropriate fiscal sponsor that has a federal tax identification number;
- c) Have at least two years of experience within the past five years providing services to immigrants or refugees.
- d) Have at least two years of experience within the past five years providing employment or educational services.
- e) Have the requisite electronic hardware and software to communicate with DSHS and to provide invoices, participant data, supporting documentation and other information through DSHS' secure email system. Minimum hardware requirements include a computer with internet access. Minimum software requirements include Microsoft Windows and Microsoft Office.
- f) Have a service location and space that is accessible to refugees and immigrants with disabilities and conveniently located near public transportation.
- g) Have the capacity to serve eligible participants in culturally appropriate ways.

Applicants failing to demonstrate in their applications that they meet these minimum qualifications will be considered non-responsive and will be disqualified from further consideration.

**5. Period of Contract Performance**

ORIA intends to award multiple contracts for the services described in this Request for

Applications. The period of performance under the contract shall be July 1, 2024 through June 30, 2025. Amendments that extend the period of performance after July 1, 2025 shall likely be made for high-performing organizations and shall be at the sole discretion of ORIA based on available funding. Additional services that are appropriate to the scope of this Request for Applications, as determined by ORIA, may be added to the contract in a mutually agreeable amendment.

## **6. Funding and Funding Restrictions**

ORIA will fund the CLEVER program through federal funds provided by the U.S. Office of Refugee Resettlement (ORR). The total funding anticipated for this statewide program during State Fiscal Year (SFY) 2025 will be limited to a total of \$1,000,000. Award amounts will be limited to \$175,000 per provider. Funding cannot be used for construction or lobbying.

Activities in the CLEVER program may not duplicate services already funded by ORIA or another funder. Billing to other funding sources for services rendered and reported under this Contract is not allowable.

**SECTION B**  
**EXPLANATION OF APPLICATION PROCESS**

**1. Application Schedule**

The application schedule set forth below outlines the tentative schedule for important events relating to this Request for Applications.

| <b>Item</b> | <b>Action</b>   | <b>Date</b>  |
|-------------|---|--|
| 1.          | ORIA posts Request For Applications and Attachments   | 3/7/24   |
| 2.          | Virtual Information Session. For those unable to attend the virtual information session, questions may be sent via email by 5pm on 3/21/24 to <a href="mailto:clever-ORIA@dshs.wa.gov">clever-ORIA@dshs.wa.gov</a>                              | 3/19/24  |
| 3.          | ORIA will post response to questions (Q&A document) on the ORIA Webpage   | 3/26/24  |
| 4.          | Applicants must submit complete Applications by 5:00 p.m. Pacific Time, with the naming convention in the email subject line: (Your Agency Name) Application for CLEVER to <a href="mailto:clever-ORIA@dshs.wa.gov">clever-ORIA@dshs.wa.gov</a> | 4/18/24  |
| 5.          | Evaluation of Applications (three or more Evaluators)   | 4/22/24-5/3/24   |
| 6.          | Review Application Scores, Conduct follow-up if needed  | 5/6/24-5/10/24   |
| 7.          | Announcement of Successful Applicant(s) and beginning of contract negotiations  | Announcement:<br>5/13/24<br>Contract<br>Negotiations:<br>5/14/24-<br>5/31/24 |
| 8.          | ORIA notifies unsuccessful Applicant(s)   | 5/13/24  |
| 9.          | Unsuccessful Applicants may request a debriefing conference until 5:00 p.m. Pacific Time. Unsuccessful Applicants shall submit request to <a href="mailto:clever-ORIA@dshs.wa.gov">clever-ORIA@dshs.wa.gov</a>                                  | 5/16/24  |
| 10.         | ORIA holds debriefing conferences, if requested   | 5/17/24  |
| 11.         | DSHS sends contracts for signatures   | 6/19/24  |
| 12.         | Successful Applicants must return signed contracts by 5:00 p.m. Pacific Time  | 6/27/24  |
| 13.         | Contract Execution/Start Date   | 7/1/24   |

## **2. Posting of Request for Applications Documents**

ORIA will post this Request for Applications, and all documents and announcements relating to this Request for Applications, on the DSHS ORIA webpage at <https://www.dshs.wa.gov/esa/csd-office-refugee-and-immigration-assistance/opportunities-funding>.

## **3. Communications regarding Request for Applications**

Upon the posting of this Request for Applications, all communications concerning this request must be directed to this email address: [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov). Please note in the email subject line that this is regarding the CLEVER application. ORIA may disqualify any organization that communicates with anyone in DSHS in any other way regarding this Request for Applications.

ORIA considers all oral communications unofficial and non-binding on ORIA. Applicants should rely only on written statements issued by ORIA.

## **4. Questions and Answers**

Applicants may send questions concerning this Request for Applications to ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) and should include “CLEVER” in the subject line. ORIA will respond to all questions, but may consolidate the questions as needed.

Questions received by 5:00 p.m., March 19, 2024 will be included in a question and answer document posted on the DSHS ORIA webpage at <https://www.dshs.wa.gov/esa/office-refugee-and-immigrant-assistance> on March 26, 2024.

## **5. Minority & Women’s Business Enterprises (MWBE) and Veteran-Owned Business Enterprises**

In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, 39.26.240 and 39.26.245, the state of Washington encourages participation by veteran-owned business enterprises and Minority-Owned and Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority and Women’s Business Enterprises (OMWBE). While the state does not give preferential treatment, it does seek equitable representation from veterans, minority and women’s business communities.

Participation by veteran-owned and MWBE contractors may be either on a direct basis in response to this Request for Applications or as a subcontractor to a primary contractor. However, no preference will be given in the evaluation of Applications, no minimum level of MWBE or veteran-owned business participation shall be required, and Applications will



not be evaluated, rejected, or considered non-responsive on the basis of veteran-owned and MWBE contractor participation.

Applicants may contact the Office of Minority and Women's Business Enterprises (OMWBE) at <http://omwbe.wa.gov/> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/veteran-owned-business-certification> to obtain information on certified firms for potential subcontracting arrangements or for information on how to become certified. Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.

## **6. Auxiliary Aids and Limited English Proficient (LEP) Services**

ORIA will provide access to this Request for Applications document to individuals with disabilities and Limited English Proficient individuals. Please contact ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) to request more information and assistance.

If an individual believes that the Department has discriminated against them on the basis of a protected status, please contact the DSHS Investigations Unit for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <https://www.dshs.wa.gov/sites/default/files/publications/documents/Non-discrim%2022-171.pdf>

## **7. Cost to Prepare Application**

ORIA will not be liable for any costs incurred by organizations in preparing, conducting a site assessment or submitting a response to this Request for Applications.

## **8. Joint Proposals**

Organizations submitting a joint application must designate a lead organization or primary applicant. The primary applicant will be the sole point of contact through the Request for Application process. If selected as the successful applicant, the primary applicant shall sign the contract and any amendments, and will be liable and responsible to ORIA for all performance under the contract.

## **9. Withdrawal of Applications**

After an application has been submitted, applicants may withdraw their application by notifying ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov).

## **10. Ownership of Applications**

All materials submitted in response to this Request for Applications become the property of ORIA, unless received after the deadline in which case the application shall be returned to the sender. ORIA shall have the right to use any of the ideas presented as part of the process in any manner as it deems appropriate or beneficial, regardless of whether it is contained in an application that results in selection for a contract.

## **11. Announcement of Successful Applicant(s)**

ORIA shall notify the successful applicant(s) on or near May 13, 2024. All announcements of successful applicants are subject to satisfactory negotiation with ORIA.

Applicants may request a debriefing conference to [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) to discuss information regarding the review and/or evaluation of their application.

## **12. Ethics, Policies and Law**

This Request for Applications, the evaluation of applications, and any resulting contract will be made in conformance with applicable Washington state laws and policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Applicants should familiarize themselves with the requirements prior to submitting an application. Applicants must include, in their application, information regarding any current or former state employees who are employed by, or subcontracted with, the applicant.

**SECTION C**  
**INSTRUCTIONS REGARDING CONTENT, FORMAT AND SUBMISSION OF APPLICATIONS**

Applicants shall submit their application documents to ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) by **5:00 p.m., April 18, 2024**.

Each attachment represents a separate section of the application and should be submitted as a separate document when submitting the complete application. Failure to complete and submit all required documents, and to sign them if applicable, may result in the disqualification of an application. Applications should be typed in 12-point font and should be submitted in the following order with each section of the application clearly labeled.

**1. Attachment A: Cover Sheet**

All applicants must submit a completed Cover Sheet with the minimum contents, which include all of the required acknowledgments and information. The Cover Sheet must be signed by a legally-authorized individual to bind the applicant contractually.

**2. Attachment B: Applicant Narrative Form**

Applicants must provide answers to all questions on the Applicant Narrative Form to demonstrate: satisfaction of administrative requirements qualifications; approach; and proposed budget to provide the services as outlined in this Request for Applications. The number of points allocated to each answer is indicated next to the question.

The Applicant Narrative Form is posted separately from this document in Microsoft Word format. **The total page limit for the Applicant Narrative Form is 20 pages.** Applicants should not submit brochures, white papers, testimonials or other pre-prepared materials in response to any of the questions unless specifically requested.

Applicants must submit complete, well-organized answers that address all of the questions asked in the Applicant Narrative Form. Applicants should not assume that evaluators will be familiar with their businesses before conducting the evaluation.

Use of Attachment B, Applicant Narrative Form, assures that the applicant responds to specific questions in the proper order. In awarding points, evaluators will not be obligated to search through the applicant's answers to questions other than the one being reviewed in order to locate text that is responsive to the question being reviewed.

**3. Attachment C: CLEVER Program Annual Budget Spreadsheet**

Applicant must describe the annual costs for providing proposed services for one year using Attachment C.

#### 4. Attachment D: Certifications and Assurances

All applicants must submit the Applicant Certifications and Assurances form included as Attachment D, signed by an individual legally authorized to bind the organization contractually. Applicants may not alter the Applicant Certifications and Assurances form in their application. Submitting altered terms or requirements in the application may result in disqualification.

#### 5. Attachment E: Contractor Intake Form

All applicants must complete and sign the New Contractor Intake Form (Form 27-043) attached to this Request for Applications as Attachment E. This form can also be downloaded in Microsoft Word format for ease of completion at <https://www.dshs.wa.gov/office-of-the-secretary/forms>.

#### 6. Submission of Applications

Applications must be saved in an acceptable electronic format and emailed directly to ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov). **Applications must be received by ORIA in their entirety by 5:00 p.m. PST on April 18<sup>th</sup> 2024.** The applicant's completed version of each of the Attachments A, B, C, D and E should be included as separate attachments.

Applicants assume all risks for the timely submission of the application. Applicants are responsible to ensure timely electronic receipt of their application by ORIA. ORIA does not assume responsibility for problems with the applicant's email or network. However, if DSHS email is not working properly, appropriate allowances will be made.

ORIA will not accept late applications, nor grant time extensions for individual applicants. ORIA will disqualify any applications and withdraw it from consideration if it is received after the application submission due date and time.

#### 7. Acceptable Electronic Formats for Submission of Applications

Attachments A, D, E (Cover Sheet, Certification & Assurances, Applicant Narrative and Contractor Intake form) may be submitted in Microsoft Word or Adobe PDF format. Attachment B, Applicant Narrative Form, must be submitted as a Microsoft Word document. Attachment C, CLEVER Budget, must be submitted in Microsoft Excel as an unprotected file.

**NOTE: DSHS cannot receive emails that are larger than 30MB. To keep file sizes to a minimum, applicants are cautioned not to use unnecessary graphics in their applications.**

#### 8. Alternative Submission Methods

Applicants wishing to request an alternative method for submitting their Application must contact ORIA at [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) at least ten (10) calendar days before the application submission date. No alternative submission method will be accepted unless agreed to by ORIA in writing prior to the application deadline.

**SECTION D**  
**EVALUATION OF APPLICATIONS**

**1. Application Responsiveness; Administrative Review**

All applications will be reviewed by ORIA to determine compliance with administrative and minimum qualification requirements and instructions specified in this Request for Applications. ORIA may reject an application as nonresponsive at any time for any of the following reasons:

- Incomplete application
- Submission of an application that proposes services that deviate from the scope and technical requirements set forth in this document and Attachment F, Sample Contract
- Failure to meet the minimum applicant qualifications or to comply with any requirement set forth in this Request for Applications document, including attachments
- Submission of incorrect, misleading, or false information

ORIA may contact any applicant for clarification of the application. If an application is deemed non-responsive, it shall be removed from further consideration. ORIA shall notify non-responsive applicant(s) of this determination and the supporting reasons. Applications found to be non-responsive will be disqualified from further evaluation and applicants shall be notified electronically in writing.

If an applicant meets all administrative and applicant qualification requirements and submittal instructions, ORIA shall continue with the evaluation.

**2. Errors in Application**

Applicants are responsible for all errors or omissions contained in their applications. Applicants will not be allowed to alter application documents after the deadline for application submissions.

ORIA reserves the right to contact any applicant for clarification of application contents.

ORIA reserves the right to waive minor administrative irregularities contained in any application.

**3. Evaluation Criteria and Scoring of Applications**

Following the administrative review, applications shall be evaluated and points shall be awarded for the management and budget components of the application as applicable,

based upon applicant's responses to the questions set forth in Attachment B, Applicant Narrative Form and Attachment C, CLEVER Annual Budget Spreadsheet.

The maximum number of points available for each applicant is 155. The maximum number of points that may be assigned with respect to specific questions is set forth on Attachment B, Applicant Narrative form.

#### **4. Application Evaluation Process**

ORIA shall designate an evaluation team of at least three evaluators to review, evaluate and score the written question responses. These evaluators will be selected based on their qualifications, experience, capability and background.

Evaluators shall assign scores up to the maximum points available. Individual evaluator points will be totaled and the average points for each applicant will be calculated. The applicant's average points earned for each question will be added together to determine the applicant's total written evaluation points.

#### **5. Evaluation Points to Small and Veteran-Owned Businesses**

In accordance with [DES Policy 090-060](#) Supplier Diversity, ORIA shall consider awarding evaluation points to Veteran-Owned and/or Washington Small Businesses.

ORIA will evaluate applications for best value and provide an application preference point in the amount set forth in Attachment B, Applicant Narrative Form, to any applicant who certifies that they are Small Business (as defined in [RCW 39.26.010\(22\)](#)) or Veteran-Owned Business.

#### **6. Applicant's References**

Once the evaluations are completed, ORIA may request references from applicants in order to review past performance and validate information submitted in the application.

#### **7. Selection of Successful Applicant**

Applicants that receive the highest total number of points from evaluators will be presented to ORIA for consideration for a contract. ORIA will consider total funding available, and the funds requested by successful applicants in order to determine the total number of final contracts awarded.

The selection process will determine which applicants provide the best value in providing high quality career re-entry services to internationally trained refugees in Washington State. Selection of the successful applicants depends upon ORIA's assessment of multiple factors, including the applicant's qualifications, proven experience, reliability, quality of proposed services and deliverables, timeliness, cost and potential impact.

ORIA may consider the following criteria in making final determinations:

- Ensuring services in diverse and/or underserved geographic areas in Washington state.
- Ability to serve diverse language and cultural groups.
- Realistic cost estimates that demonstrate efficiencies.

ORIA may also consider the past performance on prior contracts and may reject an application from any organization that has failed to perform satisfactorily under any previous contract with the state or another party. ORIA reserves the right to select an applicant whose application is deemed to offer the best overall value, and that is in the best interests of serving the immigrant and refugee community in Washington state.

ORIA will make the final determination as to which applicant(s), will be designated as apparently successful applicants on May 13, 2024. ORIA will notify successful applicants and unsuccessful applicants of its determination via email on May 13, 2024.

ORIA's decision will be subject to the execution of a contract satisfactory to ORIA within a reasonable period of time following the announcement of the successful applicant. In the event the parties are unable to reach agreement on the final details of a contract, consistent with Attachment F- Sample Contract, ORIA shall have the option of negotiating with the next highest-ranked applicant.



**SECTION E  
APPLICANT DEBRIEFING  
PROCEDURE**

**1. Debriefing Conferences**

No later than 5:00 p.m. on the third business day following the announcement of successful applicants, applicants may send an email to [clever-ORIA@dshs.wa.gov](mailto:clever-ORIA@dshs.wa.gov) requesting a debriefing conference. Unless a different date is agreed upon by ORIA, the debriefing conference will be held on May 17, 2024. Discussion at the debriefing conference will be limited to the following:

- If the applicant's proposal was rejected, the reason for its rejection.
- Evaluation and scoring of the application.
- Critique of the application based on the evaluation.
- Review of applicant's final score in comparison with the other final scores.

No comparisons between applications will be allowed during the debriefing conference, which shall be conducted by telephone and shall last for a maximum period of 30 minutes.

**SECTION F**  
**CONTRACTING PROCEDURES**

**1. Contract Execution**

The successful applicant is expected to sign a contract with ORIA that is similar to Attachment F- Sample Contract, and to enter into any subsequent contract amendments that may be required to address specific work or services.

ORIA reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this Request for Applications and the terms of the application submitted by the successful applicant. If changes are requested as part of the application, ORIA may consider, but shall be under no obligation to agree to, modifications to the General Terms and Conditions of Attachment F-Sample Contract.

**2. Electronic Payment**

The State utilizes an electronic payment in its transactions. The successful applicant will be required to register in the [Statewide Vendor Payment system](#), prior to submitting a request for payment under their contract. No payment shall be made until the registration is completed.