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NOTICE OF BID OPPORTUNITY

ISSUE DATE: September 8, 2023

DEADLINE TO SUBMIT QUESTIONS: September 15, 2023

DEADLINE FOR SUBMISSIONS: September 18, 2023, at 5 p.m. PST/PDT

PURPOSE

The Washington Administrative Office of the Courts ("AOC") is initiating this informal Request for Proposal to solicit responses from organizations who provide education on diversity, equity and inclusion as further described in this Informal Solicitation ("Solicitation").

SCOPE OF WORK SUMMARY

Provide a ninety-minute plenary session on October 19th, 2023, at the Washington State Association of Drug Court Professionals (WSADCP) Annual Conference in Tukwila, WA with a focus on diversity, equity and inclusion through a belonging and othering lens specific to the Therapeutic Courts sphere. Additionally, produce and professionally record three two-hour educational modules addressing belonging and othering as it pertains to the courts, with the addition of testimonials from those with lived experience within the behavioral health and criminal legal and child dependency realm. Work should be targeted to Therapeutic Court roles including judges, defense attorneys, prosecutors, probation, case managers, coordinators and other support roles. Recorded modules should include opportunity for reflection and interaction in each module and recordings must remain available to WSADCP and AOC for up to five years.

NOTE: All interested Bidders must have proposal responses signed by an authorized representative of the responding Bidder.

Proposals must be electronically submitted to: Nancy Coverdell at Procurements@courts.wa.gov by the closing date and time with the subject line: "Proposal for Informal Solicitation: Diversity, Equity and Inclusion in Therapeutic Courts"

Should you have any questions about the specifications in this solicitation, please contact Solicitation Coordinator Nancy Coverdell at Procurements@courts.wa.gov

Thank you for your interest in this Solicitation.

DIVERSITY, EQUITY AND INCLUSION IN THERAPEUTIC COURTS INFORMAL SOLICITATION NO.
ACQ-2023-0908-RFP

A. PURPOSE AND INTENT

The AOC is a state agency within Washington's judicial branch providing support to Washington's non-unified courts through a wide range of services. The AOC is committed to ensuring equal access to justice and to increasing informed access to the legal system.

The AOC intends to award as a result of this Solicitation one (1) contract(s) to a qualified Bidder who will provide a 90--minute plenary session on October 19, 2023, at the Washington State Association of Drug Court Professionals (WSADCP) Annual Conference with a focus on diversity, equity and inclusion through a belonging and othering lens specific to the Therapeutic Courts sphere. Additionally, produce and record three (3) two-hour modules addressing belonging and othering as it pertains to the same work with the addition of testimonials from those with lived experience within the behavioral health and criminal legal and/or child dependency realm. Work should be targeted to Therapeutic Court roles including judges, defense attorneys, prosecutors, probation, case managers, coordinators and other support roles. Production should include opportunity for reflection and interaction in each module and recordings must remain available to WSADCP and AOC for up to five years.

B. EXPECTED PERIOD OF PERFORMANCE

Regardless of the date of execution of any resulting contractual agreement flowing from this Solicitation, the period of performance is October 19, 2023, through December 31, 2023

C. COMPENSATION

The AOC anticipates the estimated contract value to be above thirty thousand dollars (\$30,000) but less than one hundred thousand dollars (\$100,000). The total contract value cannot exceed the Informal threshold (below \$100,000).

D. SCOPE OF SERVICES

The Bidder will be expected to provide the following minimum services:

- Ninety-minute in person plenary session on October 19, 2023 in Tukwila at the WSADCP Annual Conference
- 3 two-hour professionally produced modules on the impacts of belonging and othering within the Therapeutic Courts sphere

E. BIDDERS'S PROPOSAL [UPDATE AS NEEDED]

The Bidder's Proposal should be brief, but address and/or provide:

- (1) The Bidder's interest in performing the work;
- (2) The Bidder's experience in delivering similar services;
- (3) The Bidder's proposed schedule to accomplish the deliverables;
- (4) The names and contact details for at least three (3) professional references who can validate the Bidder's experience in offering services of similar scope and nature to the ones included in this Solicitation. The list should include the agency or business name and complete contact information of the client and a point of contact at that agency or business;
- (5) Attachment A—Acknowledgment;
- (6) Attachment ____—Bidder Response
- (7) Attachment ____—General Terms & Conditions
- (8) Attachment ____—Bidder Confidentiality Agreement.

The AOC reserves the right to make an award without further discussion of the Proposal submitted. Therefore, a Bidder should submit its Proposal initially on the most favorable terms that the Bidder can offer. The AOC reserves the right to contact a Bidder for clarification of its Proposal during the evaluation process. In addition, if a Proposal is selected, the AOC reserves the right to enter into contract negotiations with the apparent successful Bidder ("ASB"), which may include discussion regarding the ASB's approach to meeting the terms of the Contract. Contract negotiations may result in incorporation of some, or all of the ASB's entire Proposal. The ASB must be prepared to accept this Solicitation for incorporation into a Contract resulting from the Solicitation. The Contract may incorporate some or all of the ASB's entire Proposal. At its discretion, AOC reserves the right to request best and final offers from the Solicitation finalists. It also is understood that the Proposal will become a part of the official procurement file.

F. SUBMISSION REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this Solicitation. Standard brochures are not to be included in the Proposal. Emphasis should be on completeness and clarity of content.

Proposals must be prepared using Arial or Times Roman 12 font, standard letter sized pages (8 ½ x 11-inch), using separators for the major sections of the Proposal. Proposals must be on official Bidder letterhead and must be signed by a person authorized to bind the Bidder to a Contract. Proposals must include the following in the order given:

- (1) Bidder name.
- (2) Name and title of proposing Bidder's authorized representative.
- (3) Address.

- (4) Telephone number.
- (5) Statement that proof of required insurance provisions will be provided if awarded a Contract as a result of this Solicitation.
- (6) Statement indicating, as a condition of Contract award, that Bidder will register as a statewide vendor within ten (10) Business Days of notification of Contract award.

Proposals will be evaluated by the AOC based on the response provided to the information requested above. All requirements listed above must be addressed in the proposal to be considered responsive. The AOC will make the sole determination of clarity and completeness in the responses to any of the provisions in this Solicitation. The AOC reserves the right to require clarification, additional information, and materials in any form relative to any or all of the provisions or conditions of this Solicitation. The evaluation process is designed to award this procurement not necessarily to the Bidder with the lowest cost, but rather to the Bidder whose Proposals best meet the requirements of this Solicitation.

The AOC will not be liable for any errors or omissions in a Bidder's Proposal.

The deadline for submission of responses is 5:00 p.m. Pacific Standard/Daylight Time on September 18, 2023 ("Submission Due Date"). Late bids will not be accepted and will be automatically disqualified from further consideration. Requests to extend the deadline to respond will not be granted to ensure fairness to all parties.

Vendors may withdraw a Proposal that has been submitted at any time up to the Submission Due Date. A written request signed by an authorized representative of the Vendor must be electronically submitted via email to the Solicitation Coordinator identified below. After withdrawing a previously submitted Proposal, the Bidder may submit another Proposal at any time up to the Submission Due Date.

Bidder's will not be allowed to alter Proposal documents after the Solicitation Due date listed below. The AOC reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any Proposal.

Proposals must be submitted electronically to:

Nancy Coverdell, Solicitation Coordinator
Washington State Administrative Office of the Courts
Procurements@courts.wa.gov

Faxed proposals will be not be accepted and will be disqualified.

The AOC assumes no responsibility for delays in the receipt or delivery of any documents required by this Solicitation.

The AOC reserves the right at its sole discretion to reject any or all Proposals and to cancel or to reissue this Solicitation in whole or in part, prior to the execution of a Contract. This Solicitation does not obligate the AOC to contract for the specified services. The final selection will be the four (4) Bidder's who, in the opinion of the AOC, best satisfy the requirements set forth above. The AOC shall not be responsible for any costs associated with a Bidder's preparation of a bid responsive to this Solicitation.

If AOC receives only one (1) responsive Proposal as a result of this Solicitation, then the AOC reserves the right to select and award the Contract to the responding Bidder.

G. SOLICITATION COORDINATOR

Any requests for information about this Solicitation should be directed to the following Solicitation Coordinator ("Coordinator"):

Nancy Coverdell at Procurements@courts.wa.gov

The solicitation coordinator is the sole point of contact at the AOC for this Solicitation. All communication between the Bidders and the AOC upon receipt of this Solicitation shall be with the Coordinator as follows:

Unauthorized contact regarding this Solicitation with other state employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the AOC. Bidder shall reply only to written statements issued by the Coordinator.

Specific questions concerning this Solicitation may be submitted in writing to the Coordinator at the email address specified above. The Coordinator must receive questions no later than September 15, 2023. The AOC will not respond to Bidder questions received after said deadline.

All Bidder questions will be compiled by the Coordinator for review by the AOC. Responses from the AOC will be presented in written form and provided electronically.

Bidder's/Vendors shall disregard any oral representations they may have received. Proposal evaluation will be based on the material contained in the RFQQ and any amendments to the RFQQ that have been issued

H. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this Solicitation become the property of the AOC.

All Proposals received shall remain confidential until the AOC announces the Apparent Successful Bidder ("ASB") or a decision is made not to award this procurement. Thereafter, the Proposals shall be publicly accessible.

Bidders must clearly designate any information contained in a Proposal that is considered

proprietary. Each page must be identified, as well as the specific legal reason (e.g., statute, court rule, case law, etc.) upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary" printed in the lower margins of each page, as appropriate. Marking of the entire Proposal or a substantial portion of the Proposal as proprietary will be determined as non-responsive.

If a request is made to view or obtain a copy of a Bidder's Proposal, the AOC will comply with applicable public disclosure requirements. If any information in the Proposal is marked as proprietary, such information will not be made available until the Bidder has been given an opportunity to seek an injunction or restraining order against the requested disclosure. Cost Proposals are not proprietary.

ATTACHMENT A - ACKNOWLEDGMENT

ACKNOWLEDGMENT

The Bidder must include a signed acknowledgment that all the provisions, terms and conditions of this Solicitation are agreeable to the Bidder and may, at the AOC's option, be made applicable in any Contract issued as a result of this Solicitation. Proposals that do not include such an acknowledgment may be rejected.

Executing and returning (with the Proposal) the acknowledgment shown below will satisfy this requirement.

The undersigned agrees that all the provisions, terms and conditions of this Solicitation may, at the AOC's option, be made applicable in any Contract issued as a result of this solicitation.

Signature

Date

Printed Legal Name

Title

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct and full legal business name of the Bidder must be used in Proposals received and on Contracts issued as a result of this Solicitation. A trade name (*i.e.*, a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with Washington law, which requires a suffix indicating the corporate status of the business (*e.g.*, Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. The Bidder's signature on the Proposal, Contract, amendment(s) or related correspondence, must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of this Proposal or a Contract is a representation by the person signing that the person signing is authorized to do so on behalf of the Bidder.

ATTACHMENT B - FEE SCHEDULE

The Bidder must provide fully burdened hourly rate, which must include all cost for overhead, cost of benefits, profits, etc. for the following services outlined below. The following job titles are illustrative of the expected roles performed by the Bidder, but the Bidder can submit alternative job titles as long as the alternative job titles can provide the services described in the Scope of Services.

LABOR CATEGORY	FULLY BURDENED HOURLY RATE
Project Lead/Manager	

Other Key Staff (Please list*)

LABOR CATEGORY	FULLY BURDENED HOURLY RATE
Project Lead/Manager	

*List labor category, job description, and fully burdened rate. (e.g., "Paralegal, 7+ years' experience in domestic matters, \$X/hour.").