

# Office of Refugee and Immigrant Assistance

## Economic Services Administration | Community Services Division

**THIS DOCUMENT WAS UPDATED ON 7.13.2023 TO REVISE ATTACHMENT SUBMISSION FORMAT REQUIREMENTS AND TO REPLACE ENGLISH LANGUAGE TRAINING WITH THE TERM IMMIGRATION-RELATED LEGAL SERVICES IN SECTION C #7**

### REQUEST FOR APPLICATIONS

### IMMIGRATION-RELATED LEGAL SERVICES

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 immigration-related legal services to eligible Washington residents.

**The application deadline is 5:00 p.m., Aug. 7, 2023.**

This document provides an overview of ORIA’s Immigration-Related Legal Services Program and instructions on how to complete the application.

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#### Attachments

- Attachment A: Cover Sheet
- Attachment B: Applicant Narrative Form
- Attachment C: Immigration-Related Legal Services Annual Budget Spreadsheet
- Attachment D: Certification and Assurances
- Attachment E: Contractor Intake Form
- Attachment F: Sample Contract

## 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 contractors to submit competitive proposals to support client-services that would assist eligible refugees and humanitarian immigrants in navigating U.S. immigration systems to gain Lawful Permanent Resident (Green Card) status, to obtain and maintain valid Employment Authorization Document, if needed, and to provide immigration case management and educational assistance for individuals and families.

The purpose of this Request for Applications is to solicit applications for high quality, immigration services for eligible refugees and humanitarian immigrants. Qualified applicants must have the capacity to provide services that are culturally responsive and linguistically appropriate. ORIA intends to award multiple contracts statewide covering a diverse range of geographic and ethnic communities in Washington state.

### 2. Background

Washington has a large and dynamic immigrant community and is traditionally among the top refugee receiving states in the nation<sup>1</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 compared to FFY 2021 with 1,105 refugees resettled. Between Jan. 2022 and May 2023, more than 18,000 Ukrainians arrived in Washington seeking refuge and receiving public benefits programs and refugee services administered through DSHS.

When refugees resettle in the United States, they are required to apply for Lawful Permanent Residence one year after arrival on their pathway to citizenship and full integration into our local communities. In addition, refugees and other humanitarian immigrants may need assistance navigating federal immigration systems to be able to work, travel and be reunited with family members. For nearly 20 years, ORIA has invested federal funding into qualified services providers to help refugees and other eligible humanitarian immigrants in navigating federal immigration systems to help them thrive and succeed in our local communities.

Funding for this program comes from the U.S. Office of Refugee Resettlement as part of the Refugee Support Services allocated to each state. All services must be provided in accordance

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<sup>1</sup> Refugee Processing Center: <http://www.wrapsnet.org/admissions-and-arrivals/>

with federal regulations and policy guidance.

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

ORIA is interested in proposals that include creative and innovative approaches to providing immigration-related legal services to eligible refugees and humanitarian immigrants. For this Request for Application, immigration-related legal services are limited to assisting with applications to register permanent residence or adjust status, Employment Authorization Documents and immigration assistance specific to refugees. This RFA excludes immigration-related legal services provided to Afghan and Ukrainian humanitarian parolees. Specific legal services for Afghan and Ukrainian humanitarian parolees are covered under separate RFA processes and client-services contracts.

Applicants are highly encouraged to look at the sample contract (Exhibit F) for more information on ORIA's Immigration-Related Legal Services and provider required elements.

Applicants must be able to work successfully in coordination with other organizations serving refugees and immigrants to ensure strong public/private partnerships, maximize community resources, create a seamless service delivery system and provide the best value for funded services.

### **4. Participant Eligibility:**

Eligibility for the Immigration-Related Legal Services is based on a participant's immigration status and the additional criteria, including:

- Be 16 years of age or older; and
- Be a resident of Washington state; and
- Have current or entry status as a (n):
  - (a) Refugee
  - (b) Asylee
  - (c) Certified victim of trafficking
  - (d) Amerasian
  - (e) Cuban-Haitian Entrant
  - (f) Special Immigrant Visa (SIV) holders and their family members from Afghanistan or Iraq
- Meet the following required time-period(s) in the U.S.:
  - (a) For refugees, certain Amerasians, Cuban-Haitian entrants/parolees, Special

Immigrant Visa holders, the time begins the date they enter the United States. They are eligible for services for up to five years after that date.

- (b) For asylees, eligibility begins the approval date of asylum from USCIS or the Executive Office of Immigration Review at the U.S. Department of Justice. They are eligible for services for up to five years.
- (c) For Victims of Human Trafficking, time in the US is based on the date status is certified or approved by the U.S. Office of Trafficking in Persons. They are eligible for services for up to five years.

## **5. Required Services:**

The Immigration-Related Legal Services has the following required services that contracted providers must be able to provide:

- Intake and Eligibility Assessment: To verify a participant's current immigration status, collect demographic information and determine eligibility for the allowed immigration benefit.
- Immigration Case Management: full scope of immigration case management from the initial intake and eligibility determination to case completion, including all pre-application activities, application submission, tracking and post-application follow up.

## **6. Optional Services:**

IRLS providers may choose to offer enhanced services beyond the required services listed above. The following are examples of enhanced services, but ORIA also welcomes applicants to propose additional innovative services that meet the requirements of ORR funding.

- Immigration focused workshops: providing eligible populations with immigration legal assistance in a group setting, for example: workshop to create USCIS on-line accounts for participants.
- Immigration clinics: half-day or full-day event to serve multiple participants with completion of immigration applications.
- Additional innovative services that align with ORIA's objective of helping refugees to navigate federal immigration services.

## **7. Program Outcomes:**

The IRLS Program uses a performance-based contracting model to measure program performance for all providers. These performance measures reflect the goal of the program to help participants in applying for and receiving lawful permanent residence, employment

authorization, and other limited immigration services and supports. The performance measures will include but may not be limited to:

- The total number of I-485 applications submitted to USCIS;
- The total number of I-765 applications submitted to USCIS;
- The total number of USCIS approvals for the I-485;
- The total number of USCIS approvals for the I-765.

**8. Staffing:**

In the proposal, identify the staff members who would provide services through the IRLS program if your program is funded. Briefly describe the experience, qualifications, roles and responsibilities of staff or proposed staff who will work on the program. The staff list should include those providing direct service to clients; oversight and supervision; invoicing; and data entry into the participant tracking system.

**9. 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.

**10. Additional Information:**

All organizations interested in providing ORIA Immigration-Related Legal Services must submit an application under this request. This includes organizations that currently hold PRIME contract with ORIA. There is no guarantee of an award to any current contractor. There is no guarantee that current contractors who are awarded a new contract will receive the same level of funding as a prior year.

All applicants are strongly encouraged to review the attached sample draft of IRLS contract, which includes definitions, services and requirements. The sample contract is subject to changes and revisions.

**11. 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) Have an active status as a Department of Justice (DOJ) recognized organization with staff who have current accreditation to prepare and/or review, sign and submit all applications to USCIS. In lieu of DOJ accreditation, the organization must have on staff

an attorney with background and experience in immigration law. If proposing as a consortium, all members providing direct services to eligible refugees and immigrants in the consortium must be recognized organizations or have an attorney on staff.

- c) Have at least two years of experience within the past three years providing immigration services;
- d) Have the requisite electronic hardware and software to communicate with DSHS and to provide invoices, participant data, supporting documentation and other information through DSHS' Managed File Transfer and secure email systems. Minimum hardware requirements include a computer with internet access. Minimum software requirements include Microsoft Windows and Microsoft Office.
- e) Have a service location and space located in Washington state that is accessible to refugees and immigrants with disabilities and conveniently located near public transportation.
- f) Have the capacity to serve eligible participants in their primary language and 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.

## **12. 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 October 1, 2023 through September 30, 2024. Amendments extending the period of performance after September 30, 2024, if any, shall be at the sole discretion of ORIA. 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.

## **13. Funding**

Funding for this client-services contract comes from Refugee Support Services dollars appropriated to Washington state through the U.S. Office of Refugee Resettlement. These funds must align with federal regulations, which limit immigration-related legal services for this program to assisting with applications to register permanent residence or adjust status, Employment Authorization Documents and immigration assistance specific to refugees. Funding for immigration-related legal services for Afghan and Ukrainian humanitarian parolees may be made available under separate application processes and client-services contracts.

Total available funding for this statewide program during Federal Fiscal Year 2024 is limited to \$1,000,000. Contract amounts will be determined based on the estimated actual costs to provide services. Contracts will be awarded contingent upon the availability of funding.

**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.

Item	Action	Date
1.	ORIA posts Request For Applications and Attachments	7/7/2023
2.	Applicants may submit questions until 5 p.m. Pacific Time to be included in the Q&A document	7/14/2023
3.	ORIA will post response to questions (Q&A document) on the ORIA Webpage	7/19/2023
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 IRLS to <a href="mailto:IRLS-ORIA@dshs.wa.gov">IRLS-ORIA@dshs.wa.gov</a>	8/7/2023
5.	Evaluation of Applications (three or more Evaluators)	8/10/2023-8/21/2023
6.	Review Application Scores	8/22/23-8/25/23
7.	Announcement of Successful Applicant(s) and beginning of contract negotiations	8/25/2023
8.	ORIA notifies unsuccessful Applicant(s)	8/25/2023
9.	Unsuccessful Applicants may request a debriefing conference until 5:00 p.m. Pacific Time. Unsuccessful Applicants shall submit request to <a href="mailto:IRLS-ORIA@dshs.wa.gov">IRLS-ORIA@dshs.wa.gov</a>	8/31/2023
10.	ORIA holds debriefing conferences, if requested	9/6/2023
11.	DSHS sends contracts for signatures	9/15/2023-9/20/2023
12.	Successful Applicants must return signed contracts by 5:00 p.m. Pacific Time	9/30/2023
13.	Contract Execution/Start Date	10/01/2023

**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/office-refugee-and-immigrant-assistance>.

### **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: [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-ORIA@dshs.wa.gov). Please note in the email subject line that this is regarding the Immigration-Related Legal Services or IRLS program. 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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-ORIA@dshs.wa.gov) and should include "IRLS" in the subject line. ORIA will respond to all questions, but may consolidate the questions as needed.

Questions received by 5:00 p.m., July 14, 2023 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 July 19, 2023.

### **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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-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 August 28, 2023. All announcements of successful applicants are subject to satisfactory negotiation with ORIA.

Applicants may request a debriefing conference to [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-ORIA@dshs.wa.gov) by **5:00 p.m., Aug. 7, 2023.**

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. Except for limits that are noted on the Applicant Narrative Form, applicants may utilize as much space as needed to respond to each question. 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: IRLS Program Annual Budget Spreadsheet**

Applicant must detail the specific direct costs for providing proposed services for one year using Attachment C. This form must be submitted in Excel format and not converted to a PDF. This

budget will be used by ORIA to determine funding levels and will serve as the model for invoicing and reimbursements of contracts.

#### **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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-ORIA@dshs.wa.gov). **Applications must be received by ORIA in their entirety by 5:00 p.m. Pacific Time, Aug. 7, 2023.** 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, Contractor Intake form) may be submitted in Microsoft Word or Adobe PDF format. Attachment B, Applicant Narrative, must be submitted as a Microsoft Word document. Attachment C, Immigration-Related Legal Services Annual 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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-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, IRLS Program Annual Budget Spreadsheet.

The maximum number of points available for each applicant is 100. 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 English language training and education services that respond to the needs of refugee and immigrant communities 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 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 August 25, 2023. ORIA will notify successful applicants and unsuccessful applicants of its determination via email on August 25, 2023.

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 [IRLS-ORIA@dshs.wa.gov](mailto:IRLS-ORIA@dshs.wa.gov) requesting a debriefing conference. Unless a different date is agreed upon by ORIA, the debriefing conference will be held on Sept. 6, 2023. 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 prefers to utilize 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.