

Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

REQUEST FOR APPLICATIONS

PROMOTING REFUGEE INTEGRATION, MOBILITY AND EMPOWERMENT (PRIME) 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 refugee social services to eligible Washington residents via ORIA’s Promoting Refugee Integration, Mobility and Empowerment (PRIME) Program. **The application deadline is 5:00 p.m., August 11, 2023.**

This document provides an overview of ORIA’s PRIME 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 contractors to submit competitive proposals to support clients through the Promoting Refugee Integration Mobility and Empowerment (PRIME) program. PRIME services promote integration into new communities; increase mobility by independently navigating community systems/resources; and empower people to rebuild their lives through information and knowledge.

The purpose of this Request for Applications is to solicit applications for high quality, innovative PRIME services for eligible adults. PRIME Services for FY 2024 include Case Management, Short-Term Services (light touch client services), Self-Sufficiency Educational Workshops and Peer Support Groups. ORIA is also interested in new and innovative services that positively contribute to new arrivals' success in becoming self-sufficient. Note: PRIME services will no longer include immigration-related services and may not duplicate services that are covered in other ORIA programs such as English language training, employment or immigration-related services

Qualified applicants must have the capacity to provide culturally responsive and linguistically appropriate services. ORIA intends to award multiple contracts statewide, covering a diverse range of geographic and ethnic communities in Washington State.

2. Background

Washington state boasts a vibrant and sizable immigrant community and has consistently ranked among the top states in the U.S. for refugee resettlement.¹ Between 2012 and 2022, Washington resettled more than 27,000 refugees and Special Immigrant Visa holders through the U.S. Refugee Admissions Program. In 2021-2022 Washington stood out as a primary destination for Afghans arriving through Operation Allies Welcome (OAW) and Ukrainians arriving through the United for Ukraine (U4U) program. In addition, the state continues to receive new refugee arrivals and Special Immigrant Visa (SIV) holders from Afghanistan. Between October 1, 2022 and May 31, 2023, approximately 2,600 refugees, SIVs, and Amerasians arrived to Washington.² It is projected the state will receive close to 4,800 during the current federal fiscal year.³ Between October 2022 and April 2023, 8,830 newly arrived refugees and federally eligible humanitarian immigrants applied for DSHS services. The majority are Ukrainian Humanitarian parolees (66%) and Afghans (14%). The remaining 20% represent individuals from other countries, including but not limited to Iraq, Syria, Columbia, Ethiopia, Cuba, Democratic Republic of Congo, Haiti, Somalia, Burma, and smaller numbers

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

² State Post-Arrival Demographics, Department of State Processing Center

³ State Post-Arrival Demographics, Department of State, Bureau of Populations, Refugees and Migration Afghan Placement and Assistance Program, Weekly Departure Status Report

from other countries.⁴

Funding for the PRIME program comes from the U.S. Office of Refugee Resettlement (ORR) as part of the Refugee Support Services allocation for each state. All services must be provided in accordance with ORR's federal regulations and policy guidance.

3. Program Design and Project Scope

ORIA is interested in proposals that include creative and innovative approaches to providing ongoing case management, short-term social services, self-sufficiency educational workshops, and peer support groups. Applicants may also propose new services that promote participants' integration, mobility and empowerment. The program does not include or provide tangible Support Services (bus passes, food, housing, clothing, etc) or immigration-related services. Applicants are highly encouraged to look at the sample contract (Attachment F) for more information on proposed PRIME Program and contractor-required elements.

Applicants must be able to work successfully in coordination with other organizations serving refugees and humanitarian 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 PRIME Services is based on a participant's immigration status and additional criteria, including, Washington state residents, 16 year old or older, who:

- (1) Have any of the following current immigration statuses;
 - (a) Refugee
 - (b) Asylee
 - (c) Cuban-Haitian Entrant
 - (d) Amerasian
 - (e) Certified victim of trafficking
 - (f) Special Immigrant Visa (SIV) holder and family members from Afghanistan or Iraq
 - (g) Afghan & Ukrainian Humanitarian Parolee (see specific arrival criteria below)

- (2) 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 on the date they enter the United States. Participants are eligible for services for up to five years after entry date.

 - (b) For asylees, eligibility begins on the approval date of asylum from USCIS or the Executive Office of Immigration Review at the U.S. Department of Justice. Participants are eligible for services for up to five years from their date of eligibility.

⁴ DSHS/ESA/OAS/EMAPS- May 2023

- (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. Participants are eligible for services for up to five years from their date of eligibility.
- (d) For Afghan Humanitarian Parolees (AHP), eligibility is for those that arrived between July 31, 2021 and September 30, 2023 (or current ORR guidelines). The AHP population is eligible for benefits and services until the end of their parole or re-parole term.
- (e) For Ukrainian Humanitarian Parolees (UHP), eligibility is for those that arrived between February 24, 2022 and September 30, 2023 (or current ORR guidelines). The UHP population is eligible for benefits and services until the end of their parole or re-parole term. For eligibility verification, please refer to [ORR Policy Letter 22-13](#).

b. Services

Contracted providers must offer at least one PRIME service. Contractors are responsible for recruitment of participants. DSHS does not make client referrals to providers for the PRIME program.

- (1) **Intake** is a required program element to help determine a participant's eligibility for PRIME services, captures basic demographic information, and document the individual's need for PRIME services.
- (2) **Short-Term Services** are for individuals/families who request help from the Contractor but do not need or desire ongoing case management services. Activities include but are not limited to: assisting clients to complete forms; showing clients how to complete a task; referring clients to other agencies for resources; helping clients schedule appointments; or other light touch services.
- (3) **Case Management Services** are for individuals/families assessed with multiple issues affecting their ability to integrate successfully into their new community. Services include a comprehensive assessment; self-sufficiency plan and goal setting & timelines; referrals & connections to third parties for services; tracking of progress; and eventual closure of services and exit from program. For information on ORR's guidance for extended case management for Afghans, see: [ORR-PL-23-03](#)
- (4) **Self-Sufficiency Educational Workshops** provide information on relevant topics related to integration and self-sufficiency. Contractor staff may conduct workshops, but ORIA encourages the use of community-based subject matter experts whenever possible.
- (5) **Peer Support Groups** are for participants sharing specific needs and concerns. A qualified facilitator who can encourage group participation and discussion in a safe group setting will provide this service on an ongoing basis. Through peer group support, participants will gain skills, knowledge, confidence and new friends needed to

successfully address their issues and concerns

- (6) **New/Innovative Services** are Contractor-proposed new and innovative approaches and/or services that meet the specific goals and needs of a particular population or group. Note: These services may not duplicate services that are covered in other ORIA programs such as English language training, employment, or immigration-related services

c. Program Outcomes

PRIME uses a performance-based contracting model to measure program performance for all providers. For PRIME services, performance measures include:

- (1) The total number of unduplicated participants served in all services;
- (2) Individual service-related performance outcomes such as the number or percentage of case management participants that reach their goals; self-evaluation surveys for workshop and peer support group participants; or documented connection with outside services for clients receiving short-term social services.

d. Staffing

Applicants shall identify key personnel to perform the services and include their experience and qualifications in the application. If awarded a Contract, the applicant must immediately inform ORIA of any changes to key personnel during the contract period.

e. Consortium

Applicants may either submit an application on their own or as part of 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.

f. Additional Information:

All organizations interested in providing PRIME Services must submit an application under this request. This includes organizations that currently hold a PRIME contract with ORIA. There is no guarantee of an award to any current contractor. In addition, there is no guarantee that current contractors who receive a new contract will receive the same level of funding.

All applicants are strongly encouraged to review the attached sample contract (Attachment F), which includes definitions, services and requirements from the current PRIME program.

5. 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 three (3) years providing services to the eligible PRIME population;
- d. Have the requisite electronic hardware and software to communicate with DSHS and to provide invoices, participant data, supporting documentation and other information through an encrypted email system. Minimum hardware requirements include a computer with internet access. Minimum software requirements include Microsoft Windows and Microsoft Office. Reporting and invoicing are commonly completed on Excel and Word documents.
- e. Have a service location and space that is accessible to refugees and humanitarian immigrants with disabilities and conveniently located near public transportation.
- f. Have interpretation and translation services to serve eligible participants in their primary language and in culturally appropriate ways. Qualified applicants must have the capacity to provide culturally responsive and linguistically appropriate services. Applicants are encouraged to have staff that reflect the populations they intend to serve.
- g. Applicants failing to demonstrate in their applications that they meet these minimum qualifications shall be considered non-responsive and disqualified from further consideration.

6. 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 included in the contract in a mutually agreeable amendment.

7. Funding

ORIA will fund the PRIME program through federal funds provided by the Office of Refugee Resettlement (ORR). ORIA anticipates funding no fewer than ten (10) contracts with an average contract consideration between \$100,000 and \$500,000.

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	7/14/2023
2.	Applicants may submit questions until 5 p.m. Pacific Time to be included in the Q&A document	7/21/2023
3.	ORIA posts responses to questions (Q&A document) on the ORIA Webpage	7/27/2023
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 PRIME to PRIME-ORIA@dshs.wa.gov	8/11/2023
5.	Evaluation of Applications	8/15/2023-8/25/2023
6.	Review Application Scores	8/25/2023-8/28/2023
7.	Announcement of Successful Applicant(s) and beginning of contract negotiations	8/29/2023
8.	ORIA notifies unsuccessful Applicant(s)	8/29/2023
9.	Unsuccessful Applicants may request a debriefing conference until 5:00 p.m. Pacific Time. Unsuccessful Applicants shall submit request to PRIME-ORIA@dshs.wa.gov	8/31/2023
10.	ORIA holds debriefing conferences, if requested	9/1/2023 or 9/5/2023
11.	DSHS begins sending contracts for signatures	9/11/2023
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: PRIME-ORIA@dshs.wa.gov. Please note in the email subject line that this is regarding the PRIME RFA. 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 PRIME-ORIA@dshs.wa.gov and should include “PRIME RFA” 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 21, 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 27, 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 PRIME-ORIA@dshs.wa.gov to request more information and assistance.

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

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 Applications 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 is submitted, applicants may withdraw their application by notifying ORIA at PRIME-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 and unsuccessful applicant(s) on August 29, 2023. All announcements of successful applicants are subject to satisfactory negotiation with ORIA.

Successful and unsuccessful applicants may request a debriefing conference 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
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Applicants shall submit their application documents to ORIA at PRIME-ORIA@dshs.wa.gov by **5:00 p.m., August 11, 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 organization 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: PRIME Program Annual Budget Spreadsheet

Applicant must describe the annual costs for providing proposed services for one year using Attachment C. The Budget must include staff names, positions, portion of their FTEs devoted to the program, and relevant language spoken other than English.

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 [Electronic DSHS Forms | DSHS \(wa.gov\)](#).

6. Submission of Applications

Applications must be saved in an acceptable electronic format and emailed directly to ORIA at PRIME-ORIA@dshs.wa.gov. **Applications must be received by ORIA in their entirety by 5:00 p.m. Pacific Time, August 11, 2023.** Applicants' 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, B, 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, PRIME 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 PRIME-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, PRIME Program Annual Budget Spreadsheet. The maximum number of points available for each applicant is 125. 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 PRIME 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 current and 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 29, 2023. ORIA will notify successful applicants and unsuccessful applicants of its determination via email on August 29, 2023.

ORIA's decision will be subject to the execution of a contract satisfactory to ORIA within a reasonable period 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**

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 PRIME-ORIA@dshs.wa.gov requesting a debriefing conference. Unless a different date is agreed upon by ORIA, the debriefing conference will be held on September 1, 2023 or September 5, 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.