



REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ)
RFQQ NO. 2026HCA01

Only e-mailed Bids will be accepted.

NOTE: Only Bidders who have properly registered and downloaded this original Competitive Solicitation directly via the Washington Electronic Business Solution (WEBS) will receive notifications of amendments and other correspondence pertinent to this Competitive Solicitation. Visit [WEBS](#) to register.

PROJECT TITLE: Re-Procurement of As Needed Convenience Contracts for Behavioral Health and Recovery Training and Support Services (Training and/or Services)

BID DUE DATE: October 1, 2026 – 3:00 PM, Pacific Time, Olympia, Washington, USA.

ESTIMATED TIME PERIOD FOR CONTRACT(S): December 1, 2026, through June 30, 2029.

The Health Care Authority reserves the right to extend the Contract for up to two (2) additional two (2) - year periods at its sole discretion, dependent on mutual agreement of the Contract terms by the parties.

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

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1. INTRODUCTION

1.1. RFQQ COORDINATOR

The Health Care Authority (HCA) Request for Qualifications and Quotations (RFQQ) Coordinator is the sole point of contact for this RFQQ. All communication between Bidders and HCA upon release of this RFQQ must be with the RFQQ Coordinator. Any other communication will be considered unofficial and non-binding on HCA. Bidders shall rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of a Bidder.

RFQQ Coordinator	Brette Greenwood-Wing
E-Mail Address	HCAProcurements@hca.wa.gov

1.2. ESTIMATED RFQQ SCHEDULE

1.2.1. Bids will be due on **October 1, 2026**. At the sole discretion of HCA, future RFQQs for Training and/or Services may be released on an annual basis to give new qualified organizations the opportunity to apply.

1.2.2. HCA reserves the right in its sole discretion to revise the RFQQ schedule at any time.

Estimated RFQQ Schedule	
<i>*Dates are anticipated and subject to change without an official amendment.</i>	
ACTIVITIES	DUE DATES
HCA Issues RFQQ	September 10, 2026
Bidders Questions Due	September 16, 2026
HCA Posts Answers to Bidders Questions*	September 18, 2026
OPTIONAL - Exhibit E - Bidders Interested Subcontractor	September 21, 2026
HCA posts Interested Subcontractor List Posted*	September 22, 2026
Bidders Complaints Due (if applicable)	September 22, 2026
Initial Bid Due Date	October 1 2026, 3 pm PT
HCA Evaluate Bids*	October 6 –20, 2026
Announcement of Apparent Successful Bidder(s) via WEBS*	October 23, 2026

Bidder Debrief Request Due Date (if requested)	October 28 2026
Bidder Debriefs Conferences (via Zoom or Microsoft Teams – To Be Determined (TBD))*	October 30, 2026
Negotiate Contract(s)	November 13– 30, 2026
Earliest Date for Execution of Contract(s)/Work Order(s)	December 1, 2026

1.3. DEFINITIONS

Definitions for the purposes of this RFQQ include:

“Adult Learner” – A diverse group of individuals with a wide range of educational and cultural backgrounds, adult responsibilities, and job experiences.

“Apparent Successful Bidder” or “ASB” – Are Bidder(s) selected to perform the anticipated services under this Request for Quotes and Qualifications (RFQQ), subject to completion of contract negotiations and execution of a written contract.

“Audio/Visual Support” – Includes the planning, setup, operation, and technical assistance of sound, video and/or lighting, independent of Conference Coordination.

“Autism Spectrum Disorder” or “ASD” – Is a complex developmental condition that involves persistent challenges in social interaction, speech and nonverbal communication, and restricted/repetitive behaviors. The effects of ASD and the severity of symptoms are different in each person. ASD is usually first diagnosed in childhood with many of the most obvious signs presenting around two (2) to three (3) years old. According to the Centers for Disease Control and Prevention (CDC), one (1) in 59 children is estimated to have autism.

“Behavioral Health” or “BH” – Refers to mental health and Substance Use Disorders (SUD), life stressors and crises, and stress-related physical symptoms. BH care refers to the prevention, diagnosis, treatment and recovery of those conditions.

“Behavioral Health and Recovery Support Services” or “Services” – For the purpose of this RFQQ, Categories of “Services” include, but are not limited to, education, support Conference Coordination, Consultation, Coaching, Curriculum Development, and Technical Assistance to the Behavioral Health Workforce.

“Behavioral Health Delivery Systems” – Is a collection of agencies and organizations at the local, county and state level that provide Behavioral Health resources, supports, and treatments for individuals and families to maintain wellness and recovery.

“Behavioral Health and Recovery Training” or “Training(s)” – For the purpose of this RFQQ, Categories of “Trainings” include, but are not limited to, specific Trainings, Training Facilitation,

Training Events, workshops, and Practice group sessions that provide education and support to the Behavioral Health Workforce.

“Bid” – A formal offer submitted in response to this RFQQ. To be responsive, a Bid must include all mandatory and scored items outlined in Exhibit B - Bidders Submittal Checklist.

“Bidder(s)” – Individual or company interested in the RFQQ that submits a Bid to attain a contract or Work Order with the Health Care Authority.

“Business Day” – Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the state of Washington, unless otherwise specified within the RFQQ.

“Certified Peer Support Specialist (CPSS)” - means an individual who has self-identified as in recovery from Behavioral Health experiences/conditions and or is the parent or legal guardian of a person who has applied for, is eligible for, or has received Behavioral Health services, meets training requirements, and is credentialed with the Department of Health.

“Certified Peer Support Specialist Training”- means a training curriculum developed by DBHR and trained by a DBHR approved Training Organization utilizing DBHR approved trainers.

“Coaching” – A collaborative, non-evaluative process in which an experienced trainer partners with an organization or individual to provide personalized support and guidance. This partnership aims to enhance Practices, improve outcomes, and foster a culture of continuous learning.

“Conference Coordination” – Includes but not limited to creating conference schedules, booking speakers, reserving venues, registration services, securing audiovisual and other equipment, catering arrangements, obtaining sponsorships, overseeing marketing efforts, and serving as the primary point of contact.

“Consulting” or “Consultation” – The act of providing knowledge, services and/or guidance, on an as-needed basis to organizations or individuals.

“Contract” – An agreement that is issued to Bidders that submitted a response to this RFQQ that are notified by HCA as an Apparently Successful Bidder(s). The Contract document includes terms and conditions, and/or schedules, exhibits, attachments, incorporated documents and amendments. (See Exhibit E, Sample Contract, attached separately).

“Contractor” – **Individual** or company whose response to this RFQQ has been accepted by HCA and is awarded a fully executed Contract.

“Continuum of Care” – Behavioral Health covers both mental health and SUD services and supports. The Behavioral Health Continuum of Care includes mental health education and promotion, prevention, early intervention, treatment, recovery, and ongoing well-being supports (such as respite services), including supports and services that address emerging Behavioral Health issues before a diagnosis and more intensive services or clinical treatment is needed. It includes services and support for individuals with co-occurring conditions. Throughout the

Continuum of Care, culturally responsive care shall be available and best Practices (Evidence-Based, Research Based and Promising Practices) are encouraged to be promoted.

“Certified Peer Counselor (CPC)” – Individual who has completed the requirements to be a Washington State Certified Peer Counselor, including the online course, the 40 in-person training and passed the oral and written exam, and who has received a letter of qualification.

“Crisis Awareness and Communication in Peer Support (CACPS)” - means a training curriculum developed by DBHR and geared toward training CPC/CPSS working as crisis responders.

“Curriculum Development” or “Curriculum” – A process of improving the Curriculum. Various approaches may be used in developing curricula. Commonly used approaches consist of analysis, objective design, selecting appropriate learning/teaching methods, formation of the Curriculum and review.

“Deliverable Based Payment” – Compensation for services rendered based on completion of deliverables set forth in the Work Order statement of work. Payment is contingent on review and approval by HCA prior to payment.

“Developmentally Appropriate Care” – Care that suits an individual’s stage of life by meeting their cognitive, emotional, and social needs.

“Diverse Staff” – Similarities and differences among awarded Contractor’s employees in terms of age, cultural background, physical abilities and disabilities, race, religion, gender, and sexual orientation.

“Division of Behavioral Health and Recovery” or “DBHR” – A division of the Washington State Health Care Authority (HCA) that provides program support for Behavioral Health including SUD prevention and treatment, mental health promotion and treatment, and recovery support services.

“Event Logistics” – Includes but not limited to contracting/securing agreements with venues and speakers, reserving venues, registration services, food and beverage coordination services independent from Conference Coordination.

“Evidence-Based Program” or “Evidence-Based Practice(s)” – A Program or Practice that has had multiple site random controlled trials across heterogeneous populations demonstrating that the Program or Practice is effective for the population.

“Facilitation” – Is a technique used by trainers to help learners acquire, retain, and apply knowledge and skills. Participants are introduced to content and then ask questions while the trainer fosters the discussion, takes steps to enhance the experience for the learners, and gives suggestions.

“Gambling Disorder” (DSM-5-TR) means a diagnosed behavioral health addiction listed in the Diagnostic and Statistical Manual of Mental Disorders (Fifth Edition, Text Revision) that is

characterized by a variety of symptoms, including but not limited to, loss of control over gambling, preoccupation with gambling and obtaining money to gamble, and continuation of gambling despite adverse consequences.

“Generative Artificial Intelligence (AI) Technology”- is defined as a technology that can create content, including text, images, audio, or video, when prompted by a user.

“Health Care Authority” or “HCA” – An executive agency of the state of Washington that is issuing this RFQQ.

“Learning Management System” – A software application or web-based technology used to plan, implement, and access a specific learning process by documentation, tracking, reporting, automation, and delivery of educational courses, Training programs, materials or learning and development programs.

“Low Threshold - Low Barrier Treatment” – Are programs that increase access to Behavioral Health-related services and programs by creating person-centered programs that are easy to access, offer a high quality of care, and eliminate barriers associated with accessing or remaining in Behavioral Health treatment and related services. Elements include: a short time to the start of necessary medication (usually the same day), polysubstance use allowed initially and ongoing, counseling always offered, not mandated, urine drug screens are used to inform clinical care.

“Media campaign” – Coordinated, strategic series of messages and activities aimed at achieving a specific goal, using one or more media platforms such as social media, print, radio, television, etc.

“Peer Support Program Staff” – DBHR staff assigned to perform work related to Certified Peer Support Specialist training and workforce development and support initiatives.

“Practitioner” – Any role within the Behavioral Health Workforce.

“Primary Prevention” – Means the approach that strategically incorporates programs, policies, and interventions that occur prior to the onset of a substance use disorder that are intended to prevent or reduce risk for developing substance use disorder(s). Includes universal, selected, and indicated populations. These strategies are directed at individuals not identified to be in need of treatment.

“Problem Gambling” -- An individual’s gambling behavior that negatively impacts an individual’s life, including family and other personal relationships school, work, financial and/or physical health.

“Project Management” – Includes the application of knowledge, skills and techniques to develop and coordinate projects pertaining to specialized needs in SUD Prevention and Mental Health Promotion.

“Promising Practice(s)” – Practice that presents, based upon preliminary information, potential for becoming a research-based or consensus-based Practice.

“Public Speaking” – A one-time virtual or in-person speaker providing a keynote, motivational, educational, etc. talk related to the field of SUD Prevention and Mental Health Promotion or workforce development, included or independent of a training, conference, or other event.

“Research Based Program” or “Researched Based Practice(s)” – A program or practice that has some research demonstrating effectiveness, but that does not yet meet the standard of Evidence-Based Practices.

“Request for Qualifications and Quotations” or “RFQQ” – A formal solicitation document in which a service or need is identified, and firms are invited to provide their qualifications and quotation to provide the services.

“RFQQ Coordinator” – An individual or designee who is employed by HCA and who is responsible for conducting this RFQQ.

“Recovery Support Services” or “RSS” – Is a collection of resources that sustain long-term recovery from SUDs, including for people with co-occurring SUDs and mental health conditions and can include recovery housing, permanent supportive housing, employment and education pathways, peer supports and recovery Coaching, family education, technological recovery supports, transportation and childcare assistance, and social connectedness.

“Revised Code of Washington” or “RCW” – The laws of the state of Washington, as enacted by the Legislature. Any references to specific titles, chapters, or sections of the RCW include any substitute, successor, or replacement title, chapter, or section. Pertinent RCW chapters can be accessed at: <http://apps.leg.wa.gov/rcw/>.

“School Based Services” or “School Based” – Various ways school districts implement School-Based Behavioral Health services, such as hiring School-Based therapists or social workers. This can include access to prevention programming, early identification of Behavioral Health challenges, and treatment options.

“State Problem Gambling Program” – A program within the Health Care Authority, Division of Behavioral Health and Recovery, that funds and manages Problem Gambling services including free assessment and treatment, clinical training, awareness/education/outreach and prevention campaigns and programming, community events, and research and evaluation, in accordance with, [RCW 41.05.750](#), [RCW 41.05.751](#), and [WAC 182-100-0100](#).

“Subcontractor” – A person, partnership, or entity not in the employment of or owned by a Bidder, who would be performing all or part of the services under this RFQQ under a separate Contract or Work Order with or on behalf of the Bidder(s). The term “Subcontractor” means Subcontractors in any tier.

“Substance Use Disorder” or “SUD” – Is a disorder that is present when the use of alcohol and/or drugs causes clinically and functionally significant impairment, such as mental health problems, disability, and failure to meet major responsibilities at work, school, or home.

“Substance Use Disorder Prevention” – Means the “Interventions that occur prior to the onset of a disorder that are intended to prevent or reduce risk for the disorder.”

“Supervision of Peer Specialist Training” - A training developed by DBHR that is intended to train CPSSs who will be supervising experiential hours of Certified Peer Support Specialist Trainees. The training will be provided by a DBHR approved training organization utilizing DBHR approved Curriculum and trainers.

“Technical Assistance” – The process of providing targeted support to an organization with a development need or to acquire a specialized service or skill and is typically delivered over an extended period of time.

“Training(s)” – The systemic development of knowledge, skills and attitudes required by an individual to perform adequately a given task or job.

“Training Event(s)” – Means seminars, conferences, symposiums, training programs (both certified and non- certified), training courses (both certified and non-certified), workshops, and Practice group sessions.

“Train the Trainer” – A training intended to train new and existing trainers to deliver the Washington Peer support related training.

“Transition Youth Age” – Means individuals between the ages of 16 through 30 years of age.

“Trauma Informed Approach” – Addressing and understanding individual’s underlying psychological trauma by listening to the individual and working to integrate their voices into their service delivery plan.

“WAC” – Washington Administrative Code which contains regulations for Washington State agencies.

“Washington’s Electronic Business Solution” or “WEBS” – An internet-based bid notification system in which HCA is required to post competitive solicitations. Individuals and firms interested in state contracting opportunities with HCA that are registered in WEBS will receive notifications of amendments and other correspondence pertinent to this competitive solicitation. Visit [WEBS](#) to register.

“Workforce Development” or “Workforce” – Is a Washington State initiative providing delivery of targeted statewide Training and Services that educated and prepares Behavioral Health providers and agencies with the needed skills, attitudes, and knowledge for improved work performance for providing services and supports from prevention through recovery.

“Work Order” – Contractual document containing specific statement of work issued under an as needed Contract awarded as a result of this RFQQ. Each Work Order must be within the scope of the as needed Contract and must be signed by authorized representatives of each party prior to work commencing. (see Attachment 4, Work Order, in Exhibit E-Sample Contract)

1.4. PURPOSE AND OBJECTIVE

HCA is re-issuing this RFQQ to solicit new Bids from qualified entities and individuals interested in providing as needed Behavioral Health and Recovery Training and Support Services (Training and/or Services) for ongoing Workforce Development to the Behavioral Health Workforce. Consistent with the original procurement (2023HCA23) HCA is exercising its intent to re-open this procurement in direct relation to the community need of a more robust and consistent pipeline of Behavioral Health service providers to increase the quality of and access to care for individuals receiving Behavioral Health care in Washington State.

HCA intends to award multiple Bidders to one new category of service and to add to the already established pool of pre-qualified Contractors in each category listed below. If an organization already has an established Contract for a category listed, there is no need to re-bid on this RFQQ. Existing organizations may submit a Bid if they would like to Bid on a new category of service and they qualify.

The awarded Contractors will assist with stabilizing Behavioral Health Workforce capacity, along with bolstering the recruitment and retention of a more fully qualified professional Behavioral Health Workforce. These ongoing educational and professional development opportunities are critical during a time of extreme Behavioral Health Workforce shortages.

There are seven (7) Training and/or Services Categories and thirteen (13) Activities that can be provided within each Category that Bidders will have the opportunity to select from in Exhibit C, Qualifications, Section 1.

The Training and/or Services Categories and Activities are designed for broad representation within the Behavioral Health Continuum of Care. *Bidders may select one or more Category, and one or more Activity per Category to submit a Bid.*

1.4.1. **Training and/or Services Categories** Bidders may select one or more of the following Categories. (See *Exhibit C, Qualifications, Section 1.*)

Category 1: SUD Prevention and Mental Health Promotion. This includes Training and/or Services developed for and focused on SUD prevention and to promote mental health and wellness in communities across Washington State. Also includes, but is not limited to, Curriculum Development, one-time training and recurring training series, technical assistance, event and Conference Coordination, public speaking, Audio/Visual Support, project management, media and campaign development, and data collection, analysis and program or project evaluation. This may include providing common existing trainings, for example, SAPST, NCBT, Ethics, Core Competencies, Evidence-Based Programs Curriculum, etc.

Category 2: Behavioral Health Outpatient. This includes Training and/or Services developed for and focused on outpatient mental health, SUD, co-occurring Problem Gambling, and intensive outpatient services. These Training and/or Services can be for a

lifespan or a specific age range (for example, birth to five (5) years and Transition Age Youth adult).

Category 3: Residential Treatment. This includes Training and/or Services developed for and focused on residential treatment including mental health, SUD, co-occurring, and other specialized services provided in a residential setting.

Category 4: Inpatient Psychiatric Services. This includes Training and/or Services developed for and focused on inpatient psychiatric services.

Category 5: Recovery Support Services. This includes Training and/or Services designed for and focused on recovery support to improve an individual's Behavioral Health and wellness, live a self-directed life and achieve their full potential.

Category 6: SUD Treatment and Mental Health Support in Correctional Facilities. This includes Training and/or Services for correction officers, jail staff, and medical teams who support the unique and complex population of incarcerated individuals. Training and/or Services may include but are not limited to basic introduction to SUD and mental health support, medication support of SUD withdrawal protocol, contingency management, interacting with trauma, and reentry services.

Category 7: Problem Gambling. This includes training for Certified Gambling Counselors, individuals with lived experience, prevention professionals, and others working in the field of Problem Gambling or a related field such as substance use prevention and/or mental health promotion, as well as developing and managing community events focused on Problem Gambling and related topics. Also includes Curriculum Development, facilitation of topical workgroups related to Problem Gambling and related emerging issues, media campaigns, program and project evaluation, data collection and analysis for topics related to or focused on Problem Gambling and related emerging issues, and technical assistance.

1.4.2. **Training and/or Services Examples.** The above Training and Service Categories may include but are not limited to the following training examples: (*See Exhibit C, Qualifications, Section 1.*)

- 1.4.2.1 Prevention and mental health promotion (e.g. prevention science, coalition building, strategic planning, Curriculum/program);
- 1.4.2.2 Clinical and educational training for Certified Gambling Counselors (CGCs) and CGCs in training, other behavioral health professionals, individuals with lived-experiences, and professionals.
- 1.4.2.3 Suicide Prevention;
- 1.4.2.4 Certified Peer Support Specialists related training;
- 1.4.2.5 Developmentally Appropriate Care (e.g. prenatal through age five, youth transitioning to adulthood, older adults);

- 1.4.2.6 Screening and Assessment Tools;
- 1.4.2.7 Evidence-Based, Research-Based and Promising Practices;
- 1.4.2.8 Low Threshold - Low Barrier Treatment
- 1.4.2.9 Medications for Opioid Use Disorder (MOUD);
- 1.4.2.10 Specialty Care Teams;
- 1.4.2.11 Supporting individuals with Intellectual or Developmental Disabilities (IIDD)
(Including Autism Spectrum Disorder (ASD));
- 1.4.2.12 Youth, Parent, and Family Training Supports;
- 1.4.2.13 School Based Services;
- 1.4.2.14 Navigating Housing Supports; and
- 1.4.2.15 Trauma Informed Approach.

1.4.3. **Activities.** The below Activities are types of services that can be offered by Bidders within each Category. (*See Exhibit C, Qualifications, Section 1.*)

- 1.4.3.1 Training;
- 1.4.3.2 Facilitation;
- 1.4.3.3 Training Events;
- 1.4.3.4 Curriculum Development;
- 1.4.3.5 Conference Coordination;
- 1.4.3.6 Consulting/Coaching;
- 1.4.3.7 Technical Assistance;
- 1.4.3.8 Media Development and Campaigns (SUD Prevention and Problem Gambling related);
- 1.4.3.9 Data Collection, Data Analysis, Program and Project Evaluation;
- 1.4.3.10 Audio/Video Support;
- 1.4.3.11 Public Speaking;

1.4.3.12 Project Management; and

1.4.3.13 Event Logistics.

1.5. BACKGROUND

As Washington moves forward to achieve integration of its statewide physical and Behavioral Health Delivery Systems, there is a demand for a statewide pipeline of qualified Behavioral Health workers. The effects of these Workforce shortages increase risk to patient populations by limiting access to Behavioral Health Services, overwhelming Behavioral Health agencies, and may erode health equity for communities at the margins by limiting fair and just opportunities to be as healthy as possible, including by way of Behavioral Health needs. This is because equitable access to care cannot be achieved without an adequate supply of trained workers to deliver in-demand services. While the state has many highly competent and committed professionals working hard to deliver Behavioral Health Services and supports, barriers to educational attainment, professional recruitment, and long-term retention may prove detrimental to the state's ability to provide sufficient Behavioral Health care.

The state continues to face a shortage of much-needed Behavioral Health care professionals, while demand for Behavioral Health workers continues to grow. Workforce shortages result when industry demand exceeds the available supply of workers. The problems associated with historically low staffing in the publicly funded Behavioral Health Delivery Systems intensified throughout the public health emergency, increasing the demand for both services and qualified workers. Recent unprecedented investments in Behavioral Health Services have made the demand for service even higher, further exacerbating Workforce shortages. While these investments were sorely needed, they did little to increase the supply of qualified workers or reduce barriers for workers coming into the Workforce. Workforce shortages increase risk to patient populations by limiting access to services, overwhelming Behavioral Health agencies and contributing to health inequities across racial and ethnic minority groups disproportionately. Equitable access to care cannot be achieved without an adequate supply of trained workers to deliver services.

Training and/or Supporting Services described in this RFQQ is intended to provide education and support for individuals in or entering the Behavioral Health Workforce who offer prevention, intervention, treatment, and recovery services and supports. These Trainings and/or Services support Workforce Development with the intent of increasing access to services, providing equitable and quality care, and promotes retention and recruitment of the Behavioral Health Workforce during a time of extreme Workforce shortages.

1.6. MINIMUM QUALIFICATIONS

1.6.1. The following are the minimum qualifications for Bidders:

- 1.6.1.1 Licensed to do business in the state of Washington or provide a commitment that it will become licensed in Washington within 30 calendar days of being selected as the ASB.

- 1.6.1.2 In each of the Category(ies) they select in Exhibit C, Qualifications, Section 1, Bidders must have at least three (3) years' providing those services, to any of the following:
- 1.6.1.2.1 Local, state, and federal governmental entities (e.g., cities, counties)
 - 1.6.1.2.2 Tribes;
 - 1.6.1.2.3 Community stakeholders;
 - 1.6.1.2.4 Behavioral Health providers;
 - 1.6.1.2.5 SUD prevention providers;
 - 1.6.1.2.6 Problem Gambling providers; or
 - 1.6.1.2.7 Peer support organizations across the state.
- 1.6.1.3 Bidders must have at least three (3) years' experience providing the services in the Category(ies) selected to Diverse Staff members or diverse populations in the above listed settings.

1.7. SCOPE OF WORK

Each ASB will be issued an as-needed Contract specific to the Training and/or Services Categories and Activities they submitted for this RFQQ and will be part of a pool of qualified Contractors for HCA to use as needed. When a Training and/or Services need arises, at the sole discretion of HCA, a Work Order will be directly issued to the Contractor that best fits the Training and/or Services in need.

Each issued Work Order will consist of its own unique statement of work, deliverables, timeframes, and cost/budget related to the services negotiated by the HCA Contract Manager and the Contractor. Work Orders must be signed by the authorized representatives of each party prior to work commencing.

1.8. FUNDING

- 1.8.1. There is no minimum award amount. HCA intends to award Contracts to as many qualifying Bidders as HCA deems necessary. Funding source amounts will be determined on an as needed basis for each Work Order. The execution of an as-needed Contract does not guarantee any minimum or maximum amount of work. The services utilized under an as-needed Contract is at HCA's sole discretion.
- 1.8.2. The as-needed Contracts will not include any costs, see Exhibit D, Quotation. When a Work Order is issued, it will carry forth the terms and conditions listed in the executed Contract. Work Orders will be performance based, and paid as Deliverable Based Payment, with final payment made upon successful completion of the Statement of Work. The HCA Contract

Manager and Contractor will determine the appropriate Statement of Work for each Work Order issued.

- 1.8.3. Any Contract and/or Work Order awarded as a result of this RFQQ is contingent upon the availability of funding.

1.9. PERIOD OF PERFORMANCE

- 1.9.1. The period of performance of any Contract resulting from this RFQQ is tentatively scheduled to begin on December 1, 2026 (or Date of Execution), and to end on June 30, 2029.
- 1.9.2. Amendments extending the Contract(s) period of performance, if any, will be at the sole discretion of HCA. Every Work Orders issued off any Contract will have its own unique period of performance and will be within the Contract's timeframe.
- 1.9.3. HCA reserves the right to extend Contract(s) for up to two (2) additional two (2) - year periods.

2. GENERAL INFORMATION FOR BIDDERS

2.1 BIDDER Q&A INSTRUCTIONS

- 2.1.1 Bidders are provided an opportunity to ask questions during Bidders question period specified in Section 1.2 (ESTIMATED RFQQ SCHEDULE).
- 2.1.2 Bidder's questions will only be accepted in writing via email to the RFQQ Coordinator, Brette Greenwood-Wing at HCAProcurements@hca.wa.gov.
- 2.1.3 Bidders must use the following email subject line when submitting questions: **"RFQQ #2026HCA01 – Bidder Questions – [Bidder Full Name]"**.
- 2.1.4 HCA will post answers to Bidders questions in WEBS as an RFQQ amendment specified in Section 1.2 (ESTIMATED RFQQ SCHEDULE).
- 2.1.5 HCA is under no obligation to respond to any questions received after the Questions Due Date but may do so at its discretion.

2.2 ARTIFICIAL INTELLIGENCE RESTRICTIONS

All Bid submissions must be written by human professionals. The use of generative artificial intelligence (AI) tools, including but not limited to ChatGPT, Claude, Gemini or other Large Language Models, to draft or generate any part of the Bid proposal narrative, training materials, or service plans is prohibited. Bid submissions found to be generated by AI may be disqualified at HCA's discretion.

2.3 BID SUBMISSION REQUIREMENTS

- 2.3.1 Bids must be received by the RFQQ Coordinator no later than the Bid Due Date in Section 1.2 (ESTIMATED RFQQ SCHEDULE).
- 2.3.2 Bids must be submitted electronically as an attachment to an e-mail to the RFQQ Coordinator at the e-mail address listed in Section 1.2 (ESTIMATED RFQQ SCHEDULE) and must meet the following requirements:
 - 2.2.1.1 Attachments to e-mail must be in Microsoft Word format or PDF.
 - 2.2.1.2 Zipped files cannot be received by HCA and cannot be used for submission of Bids.
 - 2.2.1.3 Forms and certifications that require authorized signature must have a signature of the individual within the organization authorized to bind the Bidder(s) to the offer.
 - 2.2.1.4 HCA does not assume responsibility for problems with Bidder's e-mail. If HCA e-mail is not working, appropriate allowances will be made. Bidders will receive an email from the RFQQ Coordinator within 1 business day to confirm receipt of materials. If Bidder does not receive confirmation, it is their responsibility to resubmit Bid.

- 2.3.3 Bidders should allow sufficient time to ensure timely receipt of the Bid by the RFQQ Coordinator. Late Bids may not be accepted and may be automatically disqualified from further consideration. All Bids and any accompanying documentation become the property of HCA and will not be returned.
- 2.3.4 Bidders are liable for all errors or omissions contained in their Bids. Bidders will not be allowed to alter Bid documents after the deadline for Bid submission. HCA is not liable for any errors in Bids.
- 2.3.5 HCA is under no obligation to consider any supplemental documents or materials submitted that were not requested.

2.4 INTERESTED SUBCONTRACTOR LIST

- 2.4.1 HCA supports and encourages contracts and subcontracts with Washington Small, diverse, and Certified Veteran Owned Businesses. To support participation in this process, the RFQQ Coordinator will add a list of Interested Subcontractors to the RFQQ. The RFQQ Coordinator will prepare the list based on the timely and complete submission of specific information requested in Exhibit F. The purpose of the list is to communicate to prime Bidders the capabilities of interested subcontractors who can perform components of this RFQQ's Scope of Work. The Interested Subcontractor List, Exhibit F, is optional and is not part of the Bid submission.
- 2.4.2 Complete and timely submissions will be compiled and posted in alphabetical order by interested subcontractor name. The RFQQ Coordinator will post the Interested Subcontractors List as an RFQQ amendment on WEBS per date identified in Section 1.2 (ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES). Late submissions will not be posted.
- 2.4.3 The Interested Subcontractor List is provided as an opportunity to support participation in this RFQQ. HCA provides this information as a courtesy with no warranties or representations as to any party and no guarantee of a subcontract. The Interested Subcontractor List shall not be construed as an endorsement by the state of Washington or HCA. The interested party is responsible for the completeness and accuracy of their submission.

2.5 SUBCONTRACTOR PARTICIPATION MONITORING AND REPORTING

- 2.5.1 Pursuant to Executive Order 22-01, Equity in Public Contracting (dated 01/07/2022), if applicable, Bidders using Subcontractors for any part of this work will be subject to the requirements of this section if awarded a Contract as a result of this RFQQ.
- 2.5.2 Once a Contract is awarded through the procurement process, the awarded Contractor is obligated to complete a new vendor registration in Access Equity. Access Equity (B2Gnow) is a secure business diversity management system available online at <https://omwbe.diversitycompliance.com/>.

2.5.3 Confidential Information (e.g., Tax ID, etc.) will not be published in Access Equity. Contractors that have previously registered with B2Gnow for any public entity must verify and ensure that Access Equity contains their most up-to-date registration information. Contractors can navigate online to Access Equity at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

2.5.4 During the Work Order term, the Contractor will report monthly payments to all relevant Subcontractors in Access Equity. Monthly reporting information includes total dollar payments made to relevant Subcontractors, payment dates, and any additional information required to verify payment to Subcontractors. The Contractor will enter this payment information into Access Equity, and the Subcontractors will verify this payment information in the system. This requirement applies to both Contractors and Subcontractors. Online training is available through Access Equity.

2.6 REVISIONS TO THE RFQQ

If HCA determines at its sole discretion that it is necessary to revise any part of this RFQQ, HCA will publish an amendment(s) on WEBS.

HCA also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a Contract.

2.7 RESPONSIVENESS

The RFQQ Coordinator will review all Bids to determine compliance with administrative requirements and instructions specified in this RFQQ. A Bidders failure to comply with any part of the RFQQ may result in rejection of the Bid as non-responsive.

HCA also reserves the right at its sole discretion to waive minor administrative irregularities.

2.8 MOST FAVORABLE TERMS

HCA reserves the right to make an award without further discussion of the Bid submitted. Therefore, the Bid should be submitted initially on the most favorable terms which Bidders can propose. HCA reserves the right to contact a Bidder for clarification of its Bid.

The ASB is to be prepared to accept this RFQQ for incorporation into a Contract resulting from this RFQQ. The Bid will become a part of the official RFQQ file on this matter without obligation to HCA.

2.9 RECEIPT OF INSUFFICIENT NUMBER OF BIDS

If HCA receives only one (1) responsive Bid as a result of this RFQQ, HCA reserves the right to directly Contract with the Bidder. HCA is under no obligation to tell the Bidder if they are the only Bidder.

2.10 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate HCA to enter into any Contract or Work Order for services specified herein.

2.11 REJECTION OF BIDS

HCA reserves the right, at its sole discretion, to reject any and all Bids received without penalty and not to issue any Contract as a result of this RFQQ.

3. BID CONTENTS AND REQUIREMENTS

3.1. BID CONTENTS OVERVIEW

3.1.1. Bids must be submitted per the instructions specified in Section 2.3 (BID SUBMISSION REQUIREMENTS) in the order noted below:

EXHIBIT A: Bidder Forms and Certifications – **Mandatory**

Section A: Bidder Profile & Submittal Form – **Mandatory**

Section B: Diverse Business Inclusion Plan – **Mandatory**

Section C: Executive Order 18-03 Worker's Rights – **Mandatory**

EXHIBIT B: Bidders Submittal Checklist – **Mandatory**

EXHIBIT C: Qualifications – **Scored "Pass or Fail"**

EXHIBIT D: Quotation – **Mandatory**

3.2. BIDDER PROFILE & SUBMITTAL FORM (MANDATORY)

Exhibit A – Bidder Forms and Certifications, Section A, must be completed in its entirety and signed and dated by a person authorized to legally bind Bidder to a contractual relationship (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).

3.3. EXHIBIT A – DIVERSE BUSINESS INCLUSION PLAN (MANDATORY)

Exhibit A - Bidder Forms and Certifications, Diverse Business Inclusion Plan, Section B, Bidders shall complete in its entirety. In accordance with legislative findings and policies set forth in RCW 39.19 the state of Washington encourages participation in all Contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a Subcontractor basis. However, no preference based on participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of OMWB, Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental regulations included or referenced in the Contract documents will apply.

3.4. EXECUTIVE ORDER 18-03 (MANDATORY)

EXHIBIT A – Executive Order 18-03, Section C, Bidders must respond as to whether Bidders requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses and class or collective action waivers.

3.5. QUALIFICATIONS (SCORED – PASS OR FAIL)

Exhibit C – Qualifications. Bidders must indicate which Category or Categories they are submitting a Bid for. Bidders shall also respond to each question listed in regard to the Category(ies) chosen. Responses shall be completed in their entirety in accordance with the page limits identified within Exhibit C, Qualifications. Bidders are to respond using Exhibit C, Qualifications as its template to ensure compliance with the formatting requirements outlined in Exhibit C, Qualifications.

3.6. QUOTATION (MANDATORY)

Exhibit D – Quotation. Bidders are to respond to each question in Exhibit D, Quotation. Responses shall be completed in their entirety in accordance with the page limits identified within Exhibit D, Quotation. Bidders are to respond using Exhibit D, Quotation as its template to ensure compliance with the formatting requirements outlined in Exhibit D, Quotation.

3.7. SAMPLE CONTRACT AND SAMPLE WORK ORDER

- 3.7.1. **Exhibit E - Sample Contract** (attached separately). If Bidders have exceptions to the terms and conditions listed in the Sample Contract, Bidders must include Exhibit E, Sample Contract with their Bid Submittal with redline edits/comments documenting the changes proposed. Bidders are not required to include the Sample Contract if no proposed changes have been made.
- 3.7.1.1. The ASB(s) will be expected to enter into a Contract which is substantially the same as the Exhibit E, Sample Contract. HCA will not accept any draft contracts prepared by any Bidders.
- 3.7.1.2. If the ASB(s) fails to identify an objection to any particular term or condition in the Sample Contract, the terms and conditions will be deemed agreed to by Bidders. HCA will review requested exceptions and accept or reject at its sole discretion.
- 3.7.1.3. If, after the announcement of the ASB, and after a reasonable period, if the ASB and HCA cannot reach an agreement on acceptable terms and conditions of the Contract, HCA may cancel the Contract.
- 3.7.2. **Sample Work Order** (see Attachment 4 in Exhibit E, Sample Contract). After HCA's announcement of award to the successful ASB(s), a Contract will be issued to each ASB for Contract execution. When HCA has an as needed Training and/or Services that arises, HCA at its sole discretion will issue a Work Order to the appropriate Contractor. The Work Order will detail the deliverables, timelines, and cost/budget as stated in this RFQQ, Section 1.7 (SCOPE OF WORK). Contractors awarded a Contract does not guarantee any minimum or maximum amount of work or that a Work Order will be issued.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

- 4.1.1 The evaluation process is designed to award this RFQQ not necessarily to Bidders of least cost, but rather to Bidders whose Bid best meets the requirements of this RFQQ.
- 4.1.2 Responsive Bids will be evaluated strictly in accordance with the requirements stated in this RFQQ and any amendment(s) issued. The evaluation of Bids will be accomplished by an HCA evaluation team to make the determination of Bidders that receive an overall **“Pass”** or **“Fail”** score as described in Section 4.2, Evaluation and Scoring. Evaluations will be based only upon information provided in the Bidder’s Bid.
- 4.1.3 All Bids received by the stated deadline in Section 1.2 (ESTIMATED RFQQ SCHEDULE) will be reviewed by the RFQQ Coordinator to ensure they contain all required information requested in the RFQQ. Only responsive Bids that meet Section 1.6 (MINIMUM QUALIFICATIONS) will be evaluated by the evaluation team. Any Bidder who does not meet the stated minimum qualifications or any Bid that does not contain all the required information may be rejected as non-responsive.
- 4.1.4 HCA may, at its sole discretion, waive minor administrative irregularities.
- 4.1.5 The RFQQ Coordinator may, at their sole discretion, contact Bidders for clarification of any portion of the Bidder’s Bid. Bidders shall take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.
- 4.1.6 HCA reserves the right to award Contract(s) to the Bidder(s) whose Bid is deemed to be in the best interest of HCA and the state of Washington.

4.2 EVALUATION AND SCORING

4.2.1 **Exhibit A, Section C – Executive Order 18-03 Workers Rights (MANDATORY)**

Pursuant to RCW 39.26.160(3) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018). HCA will evaluate Bids for best value and provide a preference to any Bidder who certifies, pursuant to the certification included in Exhibit A, Bidder Forms and Certifications, Section C, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

4.2.2 **Exhibit C, Qualifications, Section 1, and Section 2 (SCORED – PASS or FAIL)**

Exhibit C, Qualifications, will be reviewed by the HCA evaluation team strictly in accordance with the requirements set forth in this RFQQ and any amendment issued. Each question in Section 1, and Section 2 will be designated a score of either “Pass” or “Fail” as defined below in Section 4.2.3, Evaluation Scoring Determination.

4.2.3 Evaluation Scoring Determination - Exhibit C, Section 1, and Section 2

4.2.3.1 Pass Score

To receive a Pass score, Bidders must complete the following:

- 4.2.3.1.1 Bidders must meet the Minimum Qualification for each Training and/or Services Category(ies) and Activity(ies) selected in Exhibit C, Qualifications, Section 1.
- 4.2.3.1.2 Bidders must choose at least one (1) Category and at least one (1) Activity per Category to be considered responsive.
- 4.2.3.1.3 Bidders must have complete answers to all questions in Exhibit C, Qualifications, in Section 1, and Section 2. Answers must be clear and concise but provide enough information to convey the experience to the evaluation team. Each completed question will be given a “Pass” score, at the sole discretion of the HCA evaluation team.

4.2.3.2 Fail Score

The following may determine if the Bidders receive a Fail Score:

- 4.2.3.2.1 A Bidder fails to select at least one (1) Training and/or Services Category in Exhibit C, Qualifications, Section 1. Failure to select a Training and/or Services Category will deem the Bidder to not meet the Minimum Qualifications and will be given an Overall Fail Score as specified below in Section 4.2.5 and will be considered non-responsive and will not be further evaluated.
 - 4.2.3.2.2 Per each question in Section 1, and Section 2, Bidders may be given a “Fail” score for answers that are “incomplete and/or insufficient” and/or “blank” at the sole discretion of the HCA evaluation team.
- 4.2.3.3 **Incomplete and/or Insufficient Answer.** An “incomplete and/or insufficient” answer in Exhibit C, Qualifications, Section 1, and Section 2, means Bidder’s answer(s) were too vague and/or unconcise.
- 4.2.3.4 **Blank Answer.** A question(s) left “blank” in Exhibit C, Qualifications, Section 1, and Section 2, means the Bidder left a question(s) blank or did not select a check box. For all questions with check box selections, at least one (1) must be selected to be considered a complete answer. Selecting the “NA” (Non-Applicable) box will not affect Bidders score.

4.2.4 Exhibit D, Quotation (MANDATORY)

Exhibit D, Quotation, responses are mandatory but will not be scored. Quotation responses will be reviewed by the HCA evaluation team strictly in accordance with the requirements set forth in this RFQQ and any amendment issued.

4.2.5 **Overall Score Determination.** Bidders shall receive an overall “Pass” or “Fail” score for Exhibit C, Section 1, and Section 2, Qualifications, at the sole discretion of the HCA evaluation team. If a Bidder receives a “Fail” score on any question, it will not automatically give the Bidder an overall “Fail” score. It is at the sole discretion of the HCA evaluation team to make that determination. It is HCA’s intent to solicit vendors that are in the best interest of HCA and the state of Washington.

4.2.6 **Evaluation Table.** Bidders will not be ranked. HCA expects all successful Bidder(s) to meet the Evaluation Table criteria below and will be announced as an ASB via WEBS and will move on to Contract negotiations.

OVERALL PASSING SCORE EVALUATION TABLE EXAMPLE			
Exhibit	Title	Announced as ASB	
Exhibit A, Section C	Executive Order 18-03	Mandatory	☒
Exhibit C	Qualifications	Pass	☒
Exhibit D	Quotation	Mandatory	☒
OVERALL SCORE		PASS	

4.3 NOTIFICATION TO BIDDERS

HCA will announce the ASB(s) via the WEBS notification system.

4.4 RFQQ EXHIBITS

EXHIBIT A: Bidder Forms and Certifications (attached separately)

- a) Section A: Bidder Profile & Submittal Form
- b) Section B: Diverse Business Inclusion Plan
- c) Section C: Executive Order 18-03 Worker’s Rights

EXHIBIT B: Bidder Submittal Checklist

EXHIBIT C: Qualifications

EXHIBIT D: Quotation

EXHIBIT E: Sample Contract (attached separately)

EXHIBIT F: Interested Subcontractor List

EXHIBIT G: RFQQ Terms and Conditions

EXHIBIT A – BIDDER FORMS AND CERTIFICATIONS

Attached Separately

EXHIBIT B – BIDDERS SUBMITTAL CHECKLIST

Mandatory

Bidder must provide the following exhibits in the same order and the same headings as presented below.

Double click on the boxes below to pull up the menu to mark in box.

- ☐ EXHIBIT A: Bidder Forms and Certifications – **Mandatory:**
 - a) Section A: Bidder Profile & Submittal Form – **Mandatory**
 - b) Section B: Diverse Business Inclusion Plan – **Mandatory**
 - c) Section C: Executive Order 18-03 Worker's Rights – **Mandatory**
- ☐ EXHIBIT B: Bidders Submittal Checklist – **Mandatory**
- ☐ EXHIBIT C: Qualifications – **Scored "Pass or Fail"**
- ☐ EXHIBIT D: Quotation – **Mandatory**

EXHIBIT C – QUALIFICATIONS
Pass or Fail

SECTION 1 INSTRUCTIONS: Behavioral Health and Recover Training and Support Services “Categories” and “Activities”

1. Listed below are the (seven) 7 Training and/or Services Categories and Activities that Bidders shall select from in EXHIBIT C, SECTION 1.

CATEGORIES

Category 1: SUD Prevention and Mental Health Promotion

Category 2: Behavioral Health Outpatient.

Category 3: Residential Treatment.

Category 4: Inpatient Psychiatric Services

Category 5: Recovery Support Services

Category 6: SUD Treatment and Mental Health Support in Correctional Facilities

Category 7: Problem Gambling

ACTIVITIES

- 1) Training
 - 2) Facilitation
 - 3) Training Events
 - 4) Curriculum Development
 - 5) Conference Coordination
 - 6) Consulting/Coaching
 - 7) Technical Assistance
 - 8) Media Development and Campaigns (SUD Prevention and Problem Gambling related)
 - 9) Data Collection, Data Analysis, Program and Project Evaluation
 - 10) Audio/Video Support
 - 11) Public Speaking
 - 12) Project Management
 - 13) Event Logistics
2. Bidders shall enter legal business name.
3. Bidders shall review the seven (7) Training and/or Services Categories listed in SECTION 1. Bidders must select at least one (1) Category and at least one (1) Activity per Category that best supports Bidder’s qualifications, overall experience, and expertise. HCA does not expect Bidders to Bid on every Category, only the Category(ies) and Activity(ies) that are applicable to the services the Bidders provides.
4. Bidder shall answer **all** questions listed in each of the selected Training and/or Services Categories.

5. In SECTION 1, questions 2, 3, and 4, Bidders may submit their answers after each question or may submit them in a separate WORD document.

5.1 Any WORD documents submitted separately must include:

- a) Bidder's legal entity name;
- b) Titled [Exhibit C, Qualifications, Section 1, Training and Support Services "Categories" and "Activities"];
- c) Restate the selected Category number and description; and
- d) Restate the question(s) and number and must be listed in the same order as stated in Exhibit C, SECTION 1.

5.2 Bidders must include the entire SECTION 1 in their Bid submittal. For each Training and/or Services Category, there must be a check box selection of the applicable Category number. (See Section 1.4.2, in this RFQQ, Training and/or Services Examples.)

SECTION 2: INSTRUCTIONS: Staffing and Capability Qualifications

1. Bidders must answer all questions listed in SECTION 2, Staffing and Capability Qualifications. Bidders may answer questions in the Exhibit C document or a separate WORD document.

1.1 Any WORD documents submitted separately must include the following:

- a) Bidder's legal entity name;
- b) Titled [*Exhibit C, Qualifications, Section 2, Staffing and Capability Qualifications*]; and
- c) Restate the question(s) and number and must be listed in the same order as stated in Exhibit C, SECTION 2.

EXHIBIT C – QUALIFICATIONS**SECTION 1****Behavioral Health and Recovery Training and Support Services Categories and Activities****BIDDER'S LEGAL BUSINESS NAME:** _____**CATEGORY 1**

- ☐ **Category 1: SUD Prevention and Mental Health Promotion.** This includes Training and/or Services developed for and focused on SUD prevention and to promote mental health and wellness in communities across Washington State. Also includes, but is not limited to, Curriculum Development, one-time training and recurring training series, technical assistance, event and Conference Coordination, public speaking, Audio/Visual Support, project management, media and campaign development, and data collection, analysis and program or project evaluation. This may include providing common existing trainings, for example, SAPST, NCBT, Ethics, Core Competencies, Evidence-Based Programs Curriculum, etc.

1) Category 1 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 1 Activities Table	
Activity	Include years of experience for selected Activity
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention and Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 1, Bidders are to describe their experience, including the number of years providing services to any of the following **(up to five (5) pages)**:
- Local, State, and Federal governmental entities (e.g., cities, counties,);
 - Community stakeholders, partners, and coalitions;
 - Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 1, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 1, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending a Bidders Training and/or Services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for Category 1, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ **In Person**
- ☐ **Virtual**
- ☐ **Hybrid (In person and virtual at the same time.)**
- ☐ **NA (Non-Applicable)**
- 6) For the Activity(ies) selected above for Category 1, if Bidder offers an online training registration system, list the name(s) of the system(s)/platform(s).
- ☐ **NA**
- 7) For the Activity(ies) selected above for Category 1, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ **NA**
- 8) For the Activity(ies) selected above for Category 1, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ **NA (Only offers English)**

EXHIBIT C – QUALIFICATIONS

SECTION 1

Behavioral Health and Recovery Training and Support Services Categories and Activities

CATEGORY 2

- ☐ **Category 2: Behavioral Health Outpatient.** This includes Training and/or Services developed for and focused on outpatient mental health, SUD, co-occurring Problem Gambling, and intensive outpatient services. These Training and Services can be for a lifespan or a specific age range (for example, birth to five (5) years and Transition Age Youth adult).

1) Category 2 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 2 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention and Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 2, Bidders are to describe their experience, including the number of years providing services to any of the following (**up to five (5) pages**):
- i. Local, State, and Federal governmental entities (e.g., cities, counties,);
 - ii. Community stakeholders, partners, and coalitions;

- iii. Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
- iv. Diverse populations in the above listed settings.

3) For Activity(ies) selected above for Category 2, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**

4) For the Activity(ies) selected above for Category 2, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending a Bidders Training and/or Services. **Up to five (5) pages.**

5) For the Activity(ies) selected above for Category 2, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:

- ☐ **In Person**
- ☐ **Hybrid (In person and online at the same time.)**
- ☐ **Virtual**
- ☐ **NA**

6) For the Activity(ies) selected above for Category 2, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.

☐ **NA**

7) For the Activity(ies) selected above for Category 2, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.

☐ **NA**

8) For the Activity(ies) selected above for Category 2, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.

☐ **NA (Only offers English)**

EXHIBIT C – QUALIFICATIONS**SECTION 1****Behavioral Health and Recovery Training and Support Services Categories and Activities****CATEGORY 3**

- ☐ **Category 3: Residential Treatment.** This includes Training and/or Services developed for and focused on residential treatment including mental health, SUD, co-occurring, and other specialized services provided in a residential setting.

1) Category 3 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 3 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention and Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 3, Bidders are to describe their experience, including the number of years providing services to any of the following (**up to five (5) pages**):
- Local, State, and Federal governmental entities (e.g., cities, counties,);
 - Community stakeholders, partners, and coalitions;

- iii. Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - iv. Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 3, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 3, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending a Bidders Training and/or Services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for Category 3, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ **In Person**
 - ☐ **Hybrid (In person and virtual at the same time.)**
 - ☐ **Virtual**
 - ☐ **NA**
- 6) For the Activity(ies) selected above for Category 3, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.
- ☐ **NA**
- 7) For the Activity(ies) selected above for Category 3, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ **NA**
- 8) For the Activity(ies) selected above for Category 3, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ **NA (Only offers English)**

EXHIBIT C – QUALIFICATIONS**SECTION 1****Behavioral Health and Recovery Training and Support Services Categories and Activities****CATEGORY 4**

- ☐ **Category 4: Inpatient Psychiatric Services.** This includes Training and/or Services developed for and focused on inpatient psychiatric services.

1) Category 4 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 4 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention and Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 4, Bidders are to describe their experience, including the number of years providing services to any of the following **(up to five (5) pages)**:
- Local, State, and Federal governmental entities (e.g., cities, counties,);
 - Community stakeholders, partners, and coalitions;

- iii. Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - iv. Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 4, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 4, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending a Bidders Training and/or Services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for Category 4, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ In Person
 - ☐ Hybrid (In person and online at the same time.)
 - ☐ Virtual
 - ☐ NA
- 6) For the Activity(ies) selected above for Category 4, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.
- ☐ NA
- 7) For the Activity(ies) selected above for Category 4, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ NA
- 8) For the Activity(ies) selected above for Category 4, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ NA (Only offers English)

EXHIBIT C – QUALIFICATIONS

SECTION 1

Behavioral Health and Recovery Training and Support Services Categories and Activities

CATEGORY 5

- ☐ **Category 5: Recovery Support Services.** This includes specialized Training and/or Services designed for and focused on recovery support to improve an individual's Behavioral Health and wellness, live a self-directed life and achieve their full potential.

1) Category 5 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 5 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 5, Bidders are to describe their experience, including the number of years providing services to any of the following (**up to five (5) pages**):
- i. Local, State, and Federal governmental entities (e.g., cities, counties,);
 - ii. Community stakeholders, partners, and coalitions;

- iii. Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - iv. Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 5, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 5, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending training and/or providing services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for category 5, Bidders are to describe their experience in the registration process and submit training deliverables to organizations.
- 6) For the Activity(ies) selected above for Category 5, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ In Person
 - ☐ Hybrid (In person and online at the same time)
 - ☐ In Person and Hybrid (50% in person and 50% online)
 - ☐ Virtual
 - ☐ NA
- 7) For the Activity(ies) selected above for Category 5, Bidders are to describe their experience in using a virtual platform (i.e. Zoom) to host training and providing services. **Up to five (5) pages.**
- 8) For the Activity(ies) selected above for Category 5, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.
- ☐ NA
- 9) For the Activity(ies) selected above for Category 5, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ NA
- 10) For the Activity(ies) selected above for Category 5, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ NA (Only offers English)

EXHIBIT C – QUALIFICATIONS
SECTION 1

Behavioral Health and Recovery Training and Support Services Categories and Activities

CATEGORY 6

- ☐ **Category 6: SUD Treatment and Mental Health Support in Correctional Facilities.** This includes Training and/or Services for correction officers, jail staff, and medical teams who support the unique and complex population of incarcerated individuals. Training and/or Services may include but are not limited to basic introduction to SUD and mental health support, medication support of SUD withdrawal protocol, contingency management, interacting with trauma, and reentry services.

1) Category 6 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 6 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 6, Bidders are to describe their experience, including the number of years providing services to any of the following **(up to five (5) pages)**:
- Local, State, and Federal governmental entities (e.g., cities, counties,);
 - Community stakeholders, partners, and coalitions;
 - Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 6, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 6, Bidders are to describe their process for measuring participants' increase in knowledge, skills, and/or abilities after attending a Bidders Training and/or Services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for Category 6, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ **In Person**
- ☐ **Hybrid (In person and online at the same time.)**
- ☐ **Virtual**
- ☐ **NA**
- 6) For the Activity(ies) selected above for Category 6, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.
- ☐ **NA**
- 7) For the Activity(ies) selected above for Category 6, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ **NA**
- 8) For the Activity(ies) selected above for Category 6, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ **NA (Only offers English)**

EXHIBIT C – QUALIFICATIONS

SECTION 1

Behavioral Health and Recovery Training and Support Services Categories and Activities

CATEGORY 7

- ☐ **Category 7: Problem Gambling.** This includes training and/or services for Certified Gambling Counselors, individuals with lived experience, prevention professionals, and others working in the field of Problem Gambling or a related field such as substance use prevention and/or mental health promotion. Includes developing and managing community events focused on Problem Gambling and related topics, Curriculum Development, facilitation of topical workgroups, media campaigns, program and project evaluation, data collection and analysis for topics related to or focused on Problem Gambling and related emerging issues, and technical assistance.

1) Category 7 Activities Table. Bidders are to select at least one (1) or more Activity(ies).

CATEGORY 7 Activities Table	
Activity(ies)	Include years of experience for selected Activity(ies)
☐ Training	
☐ Facilitating	
☐ Training Events	
☐ Curriculum Development	
☐ Conference Coordination	
☐ Consulting/Coaching	
☐ Technical Assistance	
☐ Media Development & Campaigns (SUD Prevention Problem Gambling related)	
☐ Data Collection, Data Analysis, Program & Project Evaluation	
☐ Audio/Video Support	
☐ Public Speaking	
☐ Project Management	
☐ Event Logistics	

- 2) For the Activity(ies) selected above for Category 7, Bidders are to describe their experience, including the number of years providing services to any of the following **(up to five (5) pages)**:
- Local, State, and Federal governmental entities (e.g., cities, counties,);
 - Community stakeholders, partners, and coalitions;
 - Behavioral Health providers, SUD prevention providers, training and technical assistance organizations, or peer support staff organizations across the state; and
 - Diverse populations in the above listed settings.
- 3) For Activity(ies) selected above for Category 7, Bidders are to describe their experience, including the number of years providing training and/or services to Tribal governments, including a summary of how the Bidder would approach these services with Tribal communities. **(Up to two (2) pages.)**
- 4) For the Activity(ies) selected above for Category 7, Bidders are to describe their process for measuring participants' increase in knowledge, skills, or abilities after attending Bidders Training and/or Services. **Up to five (5) pages.**
- 5) For the Activity(ies) selected above for Category 7, Bidders are to select the platform(s) used and/or currently uses. Select all that apply:
- ☐ **In Person**
- ☐ **Hybrid (In person and online at the same time.)**
- ☐ **Virtual**
- ☐ **NA**
- 6) For the Activity(ies) selected above for Category 7, if Bidder offers an online training registration system, list the name(s) of the system(s)/platforms.
- ☐ **NA**
- 7) For the Activity(ies) selected above for Category 7, if Bidder offers a Learning Management System(s), Bidders are to list out the name(s) of the Learning Management System(s), and number of years of experience in each system.
- ☐ **NA**
- 8) For the Activity(ies) selected above for Category 7, if Bidder offers other languages, provide a description of how those languages were used, and how they were used for, example, written training materials, in person trainings, or virtual trainings, etc.
- ☐ **NA (Only offers English)**

EXHIBIT C - QUALIFICATIONS
SECTION 2
Staffing and Capability Qualifications

STAFFING - Pass/Fail

- 1) Bidders are to provide a description of Bidders' staff for the Training and/or Services Category(ies) selected in SECTION 1, and to include team structure and internal controls to be used during the course of a project, including any Subcontractors. **Up to five (5) pages.**
- 2) Bidders are to provide an organizational chart for the Training and/or Services Category(ies) selected in SECTION 1, indicating roles of personnel involved in performance and relationships of staff to other programs or functions. **Up to five (5) pages.**
- 3) Bidders are to include who will have prime responsibility and final authority for any resulting Work Order.
- 4) Bidders are to provide the percentage of staff and leadership with lived experience in Behavioral Health.

CAPABILITY - Pass/Fail

- 1) Bidders are to provide a capability summary from the Training and/or Services Category(ies) selected in SECTION 1, outlining Bidders qualifications. Responses shall include but are not limited to the following: **Up to five (5) pages.**
 - 1.1 Core competencies; and
 - 1.2 Examples of successes of previous Training and/or Services and include one area of need or growth.

EXHIBIT D – QUOTATION

MANDATORY

Deliverable Based Payment

Issued Work Orders will include a Deliverable Based Payment. When a Contractor is selected for an as needed Training and/or Services, the Contractor and the HCA Contract Manager will negotiate the best suited payment structure during the development of the statement of work.

Deliverable Based Payment. Bidders will be strictly paid for a Deliverable Based Payment. The maximum total amount of funds allowed for the Work Order will not exceed regardless of the number of hours it takes to complete the project.

1. Provide a detailed example of a budget document used in previous work, similar to the work described Training and/or Services Category(ies) selected in Exhibit C, Qualifications, Behavioral Health and Training and Support Services.

EXHIBIT E– SAMPLE CONTRACT

Attached Separately

Not required for Bid Submittal, only if revisions are made.

EXHIBIT F – INTERESTED SUBCONTRACTOR LIST OPTIONAL

Refer to Section 1.2 (ESTIMATED RFQQ SCHEDULE) for Exhibit F submittal due date.

1. Interested Subcontractor Instructions:

- 1.2 Failure to follow the instructions in this Section may prevent your information from being included in the Interested Subcontractor List (List).
- 1.3 Submissions must be emailed to the RFP Coordinator, with the subject line “**RFQQ #2026HCA1 Interested Subcontractor List**” by the date specified in Section 1.2 (ESTIMATED RFQQ SCHEDULE) Schedule. Late submissions will not be posted.
- 1.4 The RFQQ Coordinator will only include the information requested in this Exhibit F. Do not submit marketing materials.
- 1.5 All material submitted for the Interested Subcontractor List becomes a public record.

2. An interested party must complete the following:

- 2.2.1 Include their firm name;
- 2.2.2 Contact information (phone number, email, and address); and
- 2.2.3 Summary of capabilities, (must be two paragraphs or less) as they relate to this RFQQ’s Training and/or Services Categories in Exhibit C, Qualifications.

EXHIBIT G – RFQQ TERMS AND CONDITIONS

1.1 ADA

HCA complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFQQ Coordinator to receive written information in another format (e.g., large print, audio, accessible electronic formats, and other formats).

1.2 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

- 1.2.1. Bids submitted in response to this RFQQ will become the property of HCA. All Bids received will remain confidential until the Apparent Successful Bidder(s) are announced; thereafter, the Bids will be deemed public records as defined in chapter 42.56 of the Revised Code of Washington (RCW).
- 1.2.2. Any information in the Bid that Bidders desires to claim as proprietary and exempt from disclosure under chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of a document, must be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified and must reference either: (1) the specific basis claimed under 42.56 RCW, or (2) a statement of why the information is designated propriety. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words “Proprietary Information” printed on the lower right-hand corner of the page. Marking the entire Bid exempt from disclosure or as Proprietary Information will not be honored.
- 1.2.3. If a public records request is made for the information that Bidders have marked as “Proprietary Information,” HCA will notify Bidders of the request and of the date that the records will be released to the requester unless Bidders obtains a court order enjoining that disclosure. If Bidders fail to obtain the court order enjoining disclosure, HCA will release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, HCA will maintain the confidentiality of the Bidder’s information per the court order.
- 1.2.4. A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee will be charged for inspection of contract files, but 24 hours’ notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.
- 1.2.5. The submission of any public records request to HCA pertaining in any way to this RFQQ will not affect the solicitation schedule, as outlined in the RFQQ Section 1.2 (ESTIMATED RFQQ SCHEDULE) unless HCA, in its sole discretion, determines that altering the schedule would be in HCA’s best interests.

1.3 COMPLAINT PROCESS

- 1.3.1 The complaint process allows potential Bidders to focus on the solicitation requirements and evaluation process and raise issues early enough in the process to allow HCA to correct a problem before Bids are submitted. The complaint period starts on the date of the RFQQ posting and concludes on the Complaints Due date identified in Section 1.2 (ESTIMATED RFQQ SCHEDULE).
- 1.3.2 Potential Bidders may submit a complaint to HCA based on any of the following:

- 1.3.2.1 The RFQQ unnecessarily restricts competition;
 - 1.3.2.2 The RFQQ evaluation or scoring process is unfair or unclear; or
 - 1.3.2.3 The RFQQ requirements are inadequate or insufficient to prepare a response.
- 1.3.3 For a complaint to be considered, it must be received by HCA by 5:00 pm PT on the *Complaints Due* date identified in Section 1.2 (ESTIMATED RFQQ SCHEDULE).
- 1.3.4 The complaint must:
- 1.3.4.1 Be in writing;
 - 1.3.4.2 Be sent to the RFQQ Coordinator, or designee;
 - 1.3.4.3 Clearly articulate the basis for the complaint; and
 - 1.3.4.4 Include a proposed remedy.
- 1.3.5 HCA will address any complaint as follows:
- 1.3.5.1 The RFQQ Coordinator, or designee will respond to the complaint in writing.
 - 1.3.5.2 The response to the complaint and any changes to the RFQQ will be posted on WEBS.
 - 1.3.5.3 The Director of HCA will be notified of all complaints and will be provided a copy of HCA's response.
- 1.3.6 Complaints may not be raised again during a protest and HCA's action or inaction in response to a complaint will be final. There is no appeal process.

1.4 DEBRIEFING OF UNSUCCESSFUL BIDDERS

- 1.4.1 Any Bidder who has submitted a Bid and been notified it was not selected for Contract award may request a debriefing conference. The request for a debriefing conference must be received by the RFQQ Coordinator no later than 4:30 p.m., Pacific Time, within three (3) Business Days after the Unsuccessful Bidder Notification is e-mailed to Bidders. The debriefing will be held within three (3) Business Days of the request, or as schedules allow.
- 1.4.2 Discussion at the debriefing conference will be limited to the following:
- 1.4.2.1 Evaluation of the Bidder's Bid;
 - 1.4.2.2 Critique of the Bid based on the evaluation;
- 1.4.3 Topics a Bidder could have raised as part of the Section 1.3 (COMPLAINT PROCESS) cannot be discussed as part of the debriefing conference, even if Bidders did not submit a complaint.
- 1.4.4 Comparisons between Bids, or evaluations of the other Bids will not be allowed. Debriefing conferences may be conducted virtually or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

1.5 PROTEST PROCEDURE

- 1.5.1 A protest may be made only by Bidders who submitted a Bid in response to this RFQQ and who have participated in a debriefing conference. Upon completing the debriefing conference, Bidders are allowed five (5) Business Days to file a protest. Protests must be received by the Contracts

Administrator no later than 4:30 p.m., Pacific Time, on the fifth Business Day following the Bidder's debriefing. Protests must be submitted by e-mail to ensure timely receipt.

- 1.5.2 Consistent with RCW 39.26.030, Bid submissions and Bid evaluations will be available for public inspection following the announcement of ASB(s). If requested by a Bidder who received a debriefing pursuant to Section 1.4 (DEBRIEFING OF UNSUCCESSFUL BIDDERS) the protest period will not conclude before the requestor has been provided with the applicable Bid submissions and bid evaluations and provided five (5) Business Days to review the same. Bidder is responsible for notifying the RFQQ Coordinator of any such public disclosure requests so the timeline can be adjusted accordingly.
- 1.5.3 Bidders protesting this RFQQ must follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this RFQQ.
- 1.5.4 All protests must be in writing, addressed to the Contracts Administrator, and signed by the protesting party or an authorized agent. The protest must state (1) the RFQQ number, (2) the grounds for the protest with specific facts, (3) complete statements of the action(s) being protested, and (4) the relief or corrective action being requested. Protests must be emailed to contracts@hca.wa.gov with the following subject line: "RFQQ #2026HCA1 Protest – [Bidder Name]."
- 1.5.5 Only protests alleging an issue of fact concerning the following subjects will be considered:
 - 1.5.5.1 A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
or
 - 1.5.5.2 Non-compliance with procedures described in the RFQQ, HCA's protest process, or Department of Enterprise Services (DES) policy requirements (POL-DES-170-00).
- 1.5.6 Protests based on anything other than those items listed above will not be considered. Protests will be rejected as without merit to the extent they address issues such as: 1) an evaluator's professional judgment on the quality of a Bid; or 2) HCA's assessment of its own needs or requirements.
- 1.5.7 Upon receipt of a protest, HCA will undertake a protest review. The HCA Director, or an HCA employee delegated by the HCA Director who is a neutral party with no involvement in the evaluation and award process (Protest Officer), will review and respond to the protest. If the HCA Director delegates the protest review to an HCA employee, the Director nonetheless reserves the right to make the final agency decision on the protest. The Protest Officer will have the right to seek additional information regarding the solicitation from sources they deem appropriate in order to fully consider the protest.
- 1.5.8 If HCA determines in its sole discretion that a protest from one Bidder may affect the interests of another Bidder, then HCA may invite such Bidder(s) to submit its views and any relevant information on the protest to the Protest Officer. In such a situation, the protest materials submitted by each Bidder will be made available to all other Bidders upon request.
- 1.5.9 The Protest Officer will issue a written protest response no more than ten (10) Business Days after receipt of the protest, unless additional time is needed, in which case HCA will notify the protesting

Bidder in writing. The Protest Officer's decision is final unless the HCA Director exercises their right to make the final agency decision on the protest. There will be no appeal process.

1.5.10 The final determination of the protest will:

1.5.10.1 Find the protest lacking in merit and uphold HCA's action; or

1.5.10.2 Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or

1.5.10.3 Find merit in the protest and provide options to the HCA Director, which may include:

1.5.10.3.1 Correct the errors and re-evaluate all Bids; or

1.5.10.3.2 Issue a new solicitation document and begin a new process; or

1.5.10.3.3 Make other findings and determine other courses of action as appropriate.

1.5.11 If the protest is not successful, HCA will enter into a contract with the ASB(s), assuming the parties reach agreement on the contract's terms.