

**REQUEST FOR INFORMATION (RFI)**  
**OFFICE OF FINANCIAL MANAGEMENT**  
**RACISM AND BIAS IN POLICING TRAINING**  
**RFI 22-800**

RFI Title: 22-800 Racism and Bias in Policing Training

Response Due Date: All RFI responses must be received by:  
***3:30 PM Pacific Time October 25, 2022.***

E-Mail Response to: Uddy Robinson  
Office of Financial Management  
[Uddy.Robinson@ofm.wa.gov](mailto:Uddy.Robinson@ofm.wa.gov)

## Section 1-Request for Information

The State of Washington Office of Independent Investigations (OII), by and through the Office of Financial Management (OFM), is conducting this Request for Information (RFI) subject to chapter 39.26 Revised Code of Washington (RCW) Procurement of Goods and Services. On behalf of the OII, OFM will use the data gathered from this RFI to assess the availability of entities that are qualified and interested in providing Racism and Bias in Policing Training programs. OFM may develop a solicitation to acquire such services in the future.

**No contract will be awarded as a result of this RFI process.**

Instructions to respond to this RFI can be found in Section 2 – Response to this RFI.

### 1.1 Purpose

The purpose of this RFI is to:

1. gather information about available racism and bias in policing training program(s)
2. identify qualified and interested entities that provide such program(s)
3. identify the approximate costs of the program(s)

### 1.2 Background

In 2021, the Legislature found there was an outpouring of frustration and anger from the public demanding a change from many members of the public over the deaths of people of color resulting from encounters with police. As a result, the legislature created the Office of Independent Investigations (OII) to conduct fair, thorough, and unbiased investigations on use-of-force cases.

OII is responsible for investigating serious use-of-force incidents and referring to the prosecutorial entity the results of the investigations in order to determine if the action was justified, or if there was criminal action that warrants the filing of criminal charges. This is the same criminal investigative inquiry that is currently conducted when there is an officer-involved incident.

In carrying out its responsibilities, the OII must act with integrity and treat all people with dignity and respect.

### 1.3 Business Need

OII is seeking qualified training providers who have the expertise and background to develop and deliver course content(s) as dictated by the state legislature, shown in the requirements section below. The OII must conduct investigations on use of force cases and other cases under its jurisdiction, in a manner that is competent, unbiased, and thorough. All OII staff must be trained to understand the impact and effect of racism in our communities, be qualified to conduct these investigations, and distinguish how to use an anti-racist lens in the performance of their work duties.

The intended audience for the training will include the following:

- OII Investigative Staff;
- OII Agency Leadership;
- All Supporting OII Staff; and
- OII Advisory Board Members.

#### **1.4 Requirements**

OII is seeking qualified training providers who offer comprehensive training programs that meet or exceed the following mandated statutory requirements of Revised Code of Washington [43.102.060 \(4\(a\)\)](#):

1. History of racism in policing including tribal sovereignty and history of Native Americans within the justice system;
2. Implicit and explicit bias training;
3. Intercultural competency;
4. The use of a racial equity lens in conducting the work of the OII;
5. Antiracism training; and
6. Undoing institutional racism.

The training program(s) must include the following course outlines:

- Learning objectives
- Intended audience
- Prerequisites
- Course durations
- Identified Instructors and their qualifications
- Assessment methods
- Required and/or provided materials
- Course delivery format
- Minimum and maximum class size

#### **1.5 Support Requirement**

OII is interested in on-going contractor support of the training deliverables, including but not limited to updates to the curriculum, assessment, and measurement of curriculum impact.

Contractors may also be asked to provide train the trainer sessions (if applicable), and individualized support/training tracks by level in the organization.

## Section 2–Response to this RFI

### 2.1 Requested Response

People and organizations wishing to provide a response to this RFI (Responders) must provide:

- A cover letter per section 2.2 below; and
- Answers to the Responder Questions in 2.3

### 2.2 Cover Letter Instructions

Responders are asked to provide a cover letter that includes the following data:

1. Responder name;
2. Official address;
3. Official contact(s) name, phone number, and email address;
4. A brief introduction of Responder firm including:
  - a) Relevant areas of expertise
  - b) Length of time Responder firm has provided its services; and
5. Size of customer base.

### 2.3 Responder Questions

Responders need to provide an answer to each of the questions below. Answers to each question should start on a new page and be properly labeled so that it clearly identifies the question being answered. Supplemental materials are also welcome.

1. Please respond with information about your Training Program(s).

Identify which areas of the mandated requirement components listed in section 1.4 your firm has developed. A comprehensive training curriculum is also welcome.
2. Describe the specific expertise of your company and staff in:
  - Providing adult learning in a law enforcement or limited law enforcement environment;
  - What learning methodologies are used to influence behavioral change and how is this measured.
3. Describe any unique approach or methodology for meeting the business needs described in Section 1.3 of this RFI, including:
  - The philosophy of the curriculum as seen as an entire unit, which should include the Responder's perspective on the relevance of the training with respect to both racial justice and police accountability reforms that are becoming prevalent across the nation;

- Descriptions of how the curriculum will address the needs of OII management, non-investigative staff, and investigators as distinct groups of personnel possessing unique training needs;
  - Format, style, and delivery methods of the proposed training program(s);
  - Rationale behind intended delivery methods and projected deployment schedule; and
  - The methodology for progressive learning objectives and ongoing training.
4. List other state, county, or large municipal governmental entities where your organization has provided similar training programs consistent with the content of this RFI. Provide a summary of the services provided and the results achieved.
  5. OII understands that Responders may not be able to provide precise costs without having specific additional information, however, it is essential for OII's planning and funding efforts that Responders provide known costs associated with the training programs. Therefore, please answer the following:
    - What is the estimated cost for the proposed training program(s)
    - What recurring costs should OII anticipate for the program? What are the bases for these recurring costs?
    - What is not included in the standard costs? How are additional service costs estimated?
  6. Please identify any specific issues or areas of concern, not mentioned in your Response already, that your firm would like to see addressed in any solicitation which may result from this RFI.

#### **2.4 Optional OII Follow-up**

Following the submission of Responses, OII may contact Responder(s) with follow up questions in order to gain a clearer understanding of the services referenced in the Response.

Such follow-up activities are at the sole discretion of OII, therefore, to ensure that Responder input is considered in the development of any subsequent solicitation, Responders are encouraged to provide a complete Response as described above.

## Section 3- Administrative Requirements

### 3.1 RFI Coordinator

Upon release of this RFI, all Responder communications concerning this RFI must be directed only to the RFI Coordinator listed below. Responders should rely only on written statements issued by the RFI Coordinator.

Responses to verbal requests for information or clarification will be considered unofficial until received in writing.

All Responder communications should include the RFI number and title in the subject line:

RFI no. 22-800 Racism and Bias in Policing Training

Uddy Robinson  
RFI Coordinator  
Office of Financial Management  
E-mail: [Uddy.Robinson@ofm.wa.gov](mailto:Uddy.Robinson@ofm.wa.gov)

### 3.2 RFI Questions

Questions regarding the RFI must be submitted via e-mail to the RFI Coordinator listed above by the date(s) set forth in the RFI Timeline below. The name/company of the Responder that submitted the questions will not be identified in the OFM response which will become part of an official Amendment posted to the Washington Electronic Business Solution (WEBS).

### 3.3 RFI Timeline

This RFI is being issued under the following timeline:

Activity	Timeline
RFI Issued	September 19, 2022
Questions Due from Responders	September 30, 2022
Answers to Responder Questions Posted	October 07, 2022
RFI Responses Due 3:00 PM Pacific Time	October 25, 2022

### 3.4 Delivery of Responses

OFM asks that all Responses be received by the date and time set forth in section 3.3 *RFI Timeline* above.

RFI Responses must be provided via e-mail and submitted to the RFI Coordinator listed in 3.1 above.

### 3.5 Cost of Response Preparation

OFM will not reimburse Responders for any costs associated with preparing a Response to this RFI.

### **3.6 Response Property of OFM**

All materials submitted in response to this RFI become the property of OFM. OFM has the right to use any of the ideas presented in any material offered.

### **3.7 Amendments**

OFM reserves the right to change the RFI timeline or other portions of this RFI at any time. All amendments will be posted on WEBS and the [OFM procurement web site](#).

### **3.8 Right to Cancel**

OFM reserves the right to cancel or re-issue this RFI at any time without obligation or liability.

### **3.9 No Obligation to Buy**

Participation in this RFI is voluntary. OFM will not award any contracts as a result of this RFI. Any procurement of a solution or services will comply with state procurement requirements.

OFM may utilize the results of this RFI in developing an appropriate procurement process to acquire the subject solution or services however, the release of this RFI document will not obligate OFM to release a subsequent solicitation or make any purchases.

### **3.10 Disclosure of RFI Response Contents**

All Responses will become the property of OFM and will be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the Response that is claimed by Responder as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for such nondisclosure must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Responder is making the claim must be cited. 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 Response exempt from disclosure or as "Proprietary Information" will not be honored.

If a public records request is made for the information that the Responder has marked as "Proprietary Information," OFM will notify the Responder of the request and of the date that the records will be released to the requester unless the Responder obtains a court order enjoining that disclosure. If the Responder fails to obtain the court order enjoining disclosure, OFM will release the requested information on the date specified. If a Responder 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, OFM shall maintain the confidentiality of the Bidder's information per the court order.