

3.1 Administrative Requirements

Letter of Submittal for Washington State University

Item #	Item	Your response
1	Name, address, principal place of business, telephone number, and e-mail address of the legal entity or the individual with whom the contract would be written.	Office of Research Support and Operations PO Box 641060 Pullman, WA 99164-1060 Dan Nordquist, orso@wsu.edu, 509-335-9661
2	The name and email address of the contact person for this solicitation	Traci Gillig, traci.gillig@wsu.edu
3	Legal status of Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was established to do business as it now substantially exists.	Public Institution of Higher Education
4	Name, address, and telephone number of each principal officer (President, Vice-President, Treasurer, Chairperson of the Board of Directors, etc.)	WSU Executive Contact Information https://president.wsu.edu/ 509-335-4200 president@wsu.edu
5	Federal Employer Tax Identification number or Social Security number.	91-6001108
6	The Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.	385000328
7	Location of the facility from which the Bidder would operate.	455 NE Library Mall, Pullman, WA 99164
8	Indicate how many employees are with the firm.	NA
9	Identify any state employees or former state employees employed by the Bidder or on the Bidder's governing board as of the date of the Proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by OFM that a conflict of interest exists, the Bidder may be	WSU's Conflict of Interest Policy in effect

	disqualified from further consideration for the award of a contract.	
10	If the Bidder's staff or subcontractor's staff was an employee of the State of Washington during the past 24 months, or is currently a Washington state employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.	NA
11	If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.	NA
12	Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. OFM will evaluate the facts and may, at its sole discretion, reject the Proposal on the grounds of the experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.	No termination has been experienced by the Bidder in the past five years.
13	A list of all solicitation Amendments for this solicitation downloaded by the Bidder from WEBS and listed in order by Amendment number and date.	NA
14	A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm.	Dan Nordquist is Associate Vice President of Research and the signatory authority for all grant contracts with Washington State University.
15	A statement substantiating that the Bidder meets all the Minimum Qualifications as listed in the Minimum Qualifications Section.	Washington State University meets all minimum qualifications listed in this solicitation.

16	Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary Information".	NA
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By signing this document, I accept the terms and conditions of this solicitation.

Dan Nordquist

Name



Signature

Associate Vice President

Title

10/01/2023

Date

Exhibit B
CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by OFM without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the OFM will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the OFM, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data, if any, which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract with general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant OFM the right to contact references and others, who may have pertinent information regarding the ability of the Bidder and the lead staff person to perform the services contemplated in this procurement.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

We **are not** submitting proposed Contract exceptions (See Section 2.10, Contract with General Terms and Conditions). If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Bidder submitting this proposal, my name below attests to the accuracy of the above statements.



Signature of Bidder

Associate Vice President

Title

10/6/2023

Date

Return to Solicitation Coordinator with bid response. Failure to submit will result in disqualification.

Exhibit C

Contractor Certification Wage Theft Prevention – Responsible Bidder Criteria

Prior to awarding a contract, agencies are required to determine that a bidder is a 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include a contractor certification that the contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).

Procurement Number: **23-1000 Comprehensive LGBTQ Survey**

I hereby certify, on behalf of the organization/organizations identified below, as follows (check one):

☒ **NO WAGE VIOLATIONS.** This organization and, in cases of joint proposals, the members of our coalition, has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

OR

☐ **VIOLATIONS OF WAGE LAWS.** This organization and, in cases of joint proposals, the members of our coalition, has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

ORGANIZATION NAME: Washington State University
Name of Bidder – Print full legal entity name of organization

By: 
Signature of authorized person

Dan Nordquist
Print Name of person making certifications for firm

Title: Associate Vice President
Title of person signing certificate

Place: Pullman, WA
Print city and state where signed

Date: 10/01/2023

Return to Solicitation Coordinator with bid response. Failure to submit will result in disqualification.

EXHIBIT D
CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Office for Regulatory Innovation and Assistance is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Procurement Number: #23-1000 Comprehensive LGBTQ Survey

I hereby certify, on behalf of the firm identified below, as follows (check one):

☒ **NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This 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 waivers.

OR

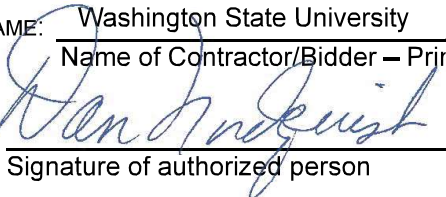
☐ **MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Washington State University

Name of Contractor/Bidder – Print full legal entity name of firm

By:


Signature of authorized person

Dan Nordquist

Print Name of person making certifications for firm

Title:

Associate Vice President
Title of person signing certificate

Place: Pullman, WA

Print city and state where signed

Date:

10/01/2023

Return to Solicitation Coordinator with bid response. Failure to submit will result in disqualification.

Exhibit D

DIVERSE BUSINESS INCLUSION PLAN (FOR SUBCONTRACTORS, IF USED)

To be considered responsive, Bidders who intend to use subcontractors, if awarded a Contract, must submit the **Diverse Business Inclusion Plan Form** as part of their bid. If using subcontractors, and if awarded a Contract, Bidder's Diverse Business Inclusion Plan will be incorporated into the terms and conditions of the Contract. The responses should reflect genuine efforts for diverse business inclusion.

This Diverse Business Inclusion Plan is NOT required if bidder does not intend to use subcontractors.

In accordance with [RCW 39.19](#), the State of Washington encourages participation in all of its contracts by OMWBE certified firms. In accordance with [RCW 43.60A.200](#), the State of Washington encourages participation in all of its contracts from firms certified by WDVA.

Instructions

Bidders who intend to use subcontractors must complete the **Diverse Business Inclusion Plan Form**. Diverse Businesses are:

- Certified Minority and Women-Owned Business Enterprises (M/WBEs) as defined in [RCW 39.19](#) and [WAC 326-20](#); and
- Certified Veteran-owned businesses as defined in [RCW 43.60A.010](#).

If the proposed subcontractors are self-identified diverse businesses, Bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.

As part of the Diverse Business Inclusion Plan, Bidder is encouraged to include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the Bidder in fulfilling its contractual obligations. This list should identify any subcontractors who are certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) or the Washington State Department of Veterans Affairs (DVA). The businesses included in the Diverse Business Inclusion Plan are listed as examples of the businesses that Bidder may use as subcontractors and does not obligate the Bidder to utilize those businesses in fulfilling the requirements of the contract.

In addition, Bidders are also encouraged to describe their efforts in engaging and reducing any barriers to participation by certified M/WBE's subcontractors, including outreach, education/mentorship, and process changes designed to increase M/WBE's participation.

With respect to agency spend, the agency aspirational goals are:

- ✓ 6.40% Minority-Owned and Women-Owned Business certified by the Washington State
- ✓ 1% Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- ✓ 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution ([WEBS](#))

These goals are voluntary. Bidders will not be considered non-responsive if the inclusion plan has a zero diverse participation amount, however OFM encourages Bidders to be proactive in engaging diverse participation. No preference will be included in the evaluation of bids based on the inclusion plan. No minimum level of Diverse Business participation will be required as a condition for receiving an award.

For information on certified firms, bidders may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or (360) 664-9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> (<https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>) or (360) 725-2187.

References for Traci Gillig

References for Bidder	Name, Address, Telephone Number, email address	Briefly describe the type of services provided
1	Washington State Healthcare Authority Sara Mariani sara.mariani@hca.wa.gov 626 8 th Avenue SE, Olympia WA 98501 360-795-9401	Murrow College of Communications receives grants and service level agreements from HCA to employ healthcare providers at various hospitals within the state.
2	WSU Office of Research – ADARP Rita Fuchs rita.fuchs@wsu.edu VBR 231, Pullman WA 99164 509-335-6164	Office of research – Alcohol Drug Abuse Research Program offers grants to faculty to conduct extensive research on substance abuse within the community and surrounding areas.
3	Extension Foundation One Kansas Place 1200 Main Street Suite 3800 Kansas City, MO 64105-2122 Brenna Kotar excite@extension.org 302-635-4306	Murrow College of Communication has done extensive work with Extension Foundation and USDA NIFA to research and develop communication strategies over the past 3 years to reduce Covid-19 Vaccine hesitancy within rural communities. Murrow has received additional funds to continue this research. Effective communication strategy amongst young adults resulted in increased awareness and reduced hesitancy to receive the vaccine.

References for Principal Researcher	Name, Address, Telephone Number, email address	Briefly describe the type of services provided
1	Jessica Weissbuch Executive Director, Brave Trails 2717 S Robertson Blvd C, Los Angeles, CA 90034 323-300-4401 Jessica@bravetrails.org	The principal researcher has conducted community-engaged participatory research with Brave Trails and Executive Director Jessica Weissbuch for nine years. Most research studies have used longitudinal survey methods, while some have involved interviews. The research collaboration has produced annual evaluation reports for Brave Trails, seven peer-reviewed journal articles, eight academic conference presentations, media coverage from national outlets (e.g., <i>The Huffington Post</i>), and a national-level research award from the American Camp Association.
2	Angela Lerche Executive Director, Firework Foundation 15260 Ventura Blvd, Ste. 2100, Sherman Oaks, CA 91403 818-990-0550 angela@firework.org	The principal researcher has conducted community-engaged participatory research with The Firework Foundation and Executive Director Angela Lerche for approaching four years. Research projects have used longitudinal survey methods. The principal researcher has produced annual evaluation reports for the foundation and is writing a scientific paper for peer review using the longitudinal data.

3	Bruce Pinkleton Dean, Washington State University Murrow College of Communication 445 Veteran's Way, Pullman, WA 99163 509-335-7333 pink@wsu.edu	The principal researcher has worked for the Murrow College of Communication since summer 2019. She has conducted research, taught graduate and undergraduate classes, and engaged in service activities for the university, profession, and community.
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By submitting a proposal in response to this solicitation, the Bidder and team members grant permission to Agency to contact these references and others, who from Agency's perspective, may have pertinent information. Agency may or may not, at its discretion, contact references. Agency may evaluate references at Agency's discretion.

Exhibit F

DIVERSE BUSINESS INCLUSION PLAN (FOR SUBCONTRACTORS, IF USED)

To be considered responsive, Bidders who intend to use subcontractors, if awarded a Contract, must submit the **Diverse Business Inclusion Plan Form** as part of their bid. If using subcontractors, and if awarded a Contract, Bidder's Diverse Business Inclusion Plan will be incorporated into the terms and conditions of the Contract. The responses should reflect genuine efforts for diverse business inclusion.

This Diverse Business Inclusion Plan is NOT required if bidder does not intend to use subcontractors.

In accordance with [RCW 39.19](#), the State of Washington encourages participation in all of its contracts by OMWBE certified firms. In accordance with [RCW 43.60A.200](#), the State of Washington encourages participation in all of its contracts from firms certified by WDVA.

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- Certified Minority and Women-Owned Business Enterprises (M/WBEs) as defined in [RCW 39.19](#) and [WAC 326-20](#); and
- Certified Veteran-owned businesses as defined in [RCW 43.60A.010](#).

If the proposed subcontractors are self-identified diverse businesses, Bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.

As part of the Diverse Business Inclusion Plan, Bidder is encouraged to include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the Bidder in fulfilling its contractual obligations. This list should identify any subcontractors who are certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) or the Washington State Department of Veterans Affairs (DVA). The businesses included in the Diverse Business Inclusion Plan are listed as examples of the businesses that Bidder may use as subcontractors and does not obligate the Bidder to utilize those businesses in fulfilling the requirements of the contract.

In addition, Bidders are also encouraged to describe their efforts in engaging and reducing any barriers to participation by certified M/WBE's subcontractors, including outreach, education/mentorship, and process changes designed to increase M/WBE's participation.

With respect to agency spend, the agency aspirational goals are:

- ✓ 6.40% Minority-Owned and Women-Owned Business certified by the Washington State
- ✓ 1% Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- ✓ 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution ([WEBS](#))

These goals are voluntary. Bidders will not be considered non-responsive if the inclusion plan has a zero diverse participation amount, however OFM encourages Bidders to be proactive in engaging diverse participation. No preference will be included in the evaluation of bids based on the inclusion plan. No minimum level of Diverse Business participation will be required as a condition for receiving an award.

For information on certified firms, bidders may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or (360) 664-9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> (<https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>) or (360) 725-2187.

Diverse Business Inclusion Plan Form

<p>1. Anticipated Diverse Business Participation (Goals)</p> <p>List the anticipated diverse business participation goals for participation of subcontractors in the Contract, if awarded. Bidders may list any goal amount. These goals are aspirational to include Diverse Business subcontractors.</p>		
State certification category	Agency Goals	Anticipated Percent of Contract Amount (Goals)
Minority-owned business	10%	0%
Women-owned business	6%	0%
Veteran-owned business	5%	0%
Small/mini/micro business	5%	47%
<p>2. The Diverse Business Subcontracting list</p> <p>Provide the company information of the relevant Diverse Business subcontractors you anticipate utilizing on this Contract, if awarded. Please identify the names of the companies as they are listed in the state registration system and for Minority, Women, and Veteran owned businesses, provide relevant state certification numbers.</p>		
State certification category	List of Companies	Certification number, if applicable
Minority-owned businesses		
Women-owned businesses		
Veteran-owned businesses		
Small/mini/micro businesses	Data2insight, Sankofa Consulting	N/A
<p>3. Describe your plan to meet or exceed the voluntary inclusion goals including outreach. Response: Our proposal includes Washington state leaders of micro and small businesses founded by BIPOC and LGBTQ as co-principal researchers. Their firms will be instrumental to the success of this project.</p>		
<p>4. Identify your primary contact for the inclusion goals. Name: Dr. Traci Gillig Phone: 509-335-1034 Email: traci.gillig@wsu.edu</p>		
<p>5. Describe how you will ensure prompt payment of all subcontractors. Response: WSU Sponsored Program Services will ensure prompt payments.</p>		
<p>6. Describe your methods for outreach to small and diverse businesses to inform them of opportunities to work as subcontractors. Response: We have established relationships with our small and diverse business partners, who will be subcontractors on this project, if WSU receives the award.</p>		

OFM will review the submitted inclusion plan for a genuine effort and the maximum opportunity to contribute toward OFM's aspirational goals. Awarded bidders will meet with OFM annually regarding the inclusion plans aspirational goals and outreach efforts.

Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage Diverse Businesses registered with the state of Washington in the Washington State Electronic Business Solution (WEBS).



October 1, 2023

Natalie Eckart - Solicitation Coordinator
Office of Fiscal Management
natalie.eckart@ofm.wa.gov
(360) 790-4823

Dear Ms. Eckart,
Washington State University would like to respectfully request the exceptions to the draft contract listed below.

Section 6

WSU invoices don't contain a description of work completed. We request this be provided separately by the research team. This has been agreeable on previous agreements.

Section 9 and Exhibit A section 19

Request removal as WSU is self-insured through the state of Washington. This has been agreeable on previous agreements.

Exhibit A section 10

Have the state of Washington own the materials so that Commerce and WSU both have access. This has been agreeable on previous agreements.

Exhibit A Section 17

Remove the waiver of Title 51 RCW. WSU is not authorized by the state of Washington to indemnify or waive title 51. This has been agreeable on previous agreements.

Thank you for your consideration,

A handwritten signature in blue ink, reading 'Dan Nordquist'.

Dan Nordquist – Associate Vice President of Research and Authorized Signatory

3.3. COST

Budget Justification Washington State University/Traci Gillig

The Comprehensive LGBTQ Survey will be led by Dr. Traci Gillig, assistant professor of communication at the Edward R. Murrow College of Communication at Washington State University. In 2022, Gillig received the first WSU LGBTQIA+ Faculty/Staff Distinguished Achievement Award for exemplary contributions to the LGBTQ+ community through advancement of diversity, equity, inclusion, and social justice.

We request a total of \$500,000 to conduct a comprehensive LGBTQ+ survey, including survey tool creation, engagement of community partners, recruiting of participants, data collection and analysis, and sharing of findings and guidance to inform the LGBTQ Commission policy recommendations. The study will also build trust between state government and the state's LGBTQ+ community and inform best practices for future data collection in Washington and across the United States. Year 1: \$315,092; Year 2: \$184,908

Total Salary, Wages, and Fringe Benefits: \$304,278

A. Senior/Key Personnel: \$118,480

Dr. Traci Gillig, Lead Principal Researcher: Dr. Gillig commits 15% FTE (24 hours/month) over 19 months. Dr. Gillig will be the state's primary contact for this project. She will oversee all aspects of the project, including study design, IRB review and approval, engagement with advisors and community partners, development and oversight of a statewide outreach plan, quality assurance, development of data collection instruments, data collection and analysis planning, communicating findings, and making recommendations to the LGBTQ Commission. She will submit progress reports and lead the writing of manuscripts, publishing, and dissemination of findings. She will also supervise two graduate student research assistants on the project.

A total of \$32,681 is requested for this effort.

- Year 1: \$19,807
- Year 2: \$12,873

Veronica S. Smith, MS Co-Principal Researcher: Smith commits 10% FTE (16 hours/month) over 19 months. Smith will contribute to the design and development of the survey tool and will hire and supervise a western Washington evaluation officer and an intern to support community outreach and recruiting at events in western Washington as well as data processing and analysis. She will be the primary contact for community partners in western Washington. Smith will also be involved in data analysis, data visualization, equitable data storytelling of the findings, and contributing to development of recommendations for the LGBTQ Commission. She will provide support on peer-reviewed

publication of the survey process and results to increase the use of best practices in engaging with LGBTQ+ individuals and families in Washington and across the United States.

A total of \$62,400 salary is requested for this effort.

- Year 1: \$38,400
- Year 2: \$24,000

Dr. Crystallee Crain, Co-Principal Researcher: Crain commits 3.75% FTE (6 hours/month) over 19 months. She will contribute to the design and development of the survey tool and will be the primary contact for our community partners serving BIPOC communities. Crain will also be involved in data analysis, data visualization and equitable data storytelling of the findings, and development of recommendations for the LGBTQ Commission. She will work with Gillig and Smith on peer-reviewed publication of the survey process and results to increase the use of best practices in engaging with LGBTQ+ individuals and families in Washington and across the United States.

A total of \$23,400 is requested for this effort

- Year 1: \$14,400
- Year 2: \$9,000

B. Other Personnel: \$185,797

Research Assistant 1: A graduate student, supervised by Gillig, will contribute to the development of the study design and the outreach plan. They will lead outreach and recruiting for eastern Washington. A 19-month salary is requested to support this effort.

Salary and benefits for the graduate student:

- Year 1: \$33,471
- Year 2: \$16,885

Research Assistant 2: A graduate student, supervised by Gillig, will contribute to the development of the study design and the outreach plan and will manage administrative activities for the study, including scheduling meetings, tracking statewide outreach, coordinating community partner and participant compensation, and assisting in the preparation of reports. They will coordinate with the other RA, EO, and Intern for this purpose. A 19-month salary is requested to support this effort.

Salary and benefits for the graduate student:

- Year 1: \$33,471
- Year 2: \$16,885

Evaluation Officer: An evaluation officer, supervised by Smith, will support survey participant outreach and recruiting for western Washington. They will also assist in survey

data processing and analysis. 208 hours of their time at \$137.50/hour is requested to support this effort.

Wages for evaluation officer:

- Year 1: \$28,600
- Year 2: \$17,875

Summer Intern: A summer intern, supervised by Smith, will support survey participant outreach and recruiting for western Washington, especially with the Hispanic/Latine community. They will also assist in survey data processing and analysis. 240 hours of their time at \$99/hour is requested to support this effort.

Wages for summer intern:

- Year 1: \$23,760
- Year 2: \$14,850

C. Travel: \$14,022

Includes travel for members of the research team to events across Washington, including:

- Seattle Pride (2 individuals, gas/mileage)
- Spokane Pride (2 individuals, gas/mileage)
- Tri-Cities Pride (2 individuals, gas/mileage)
- Palouse Pride (2 individuals, gas/mileage)
- Spokane Falls Two-Spirit Powwow (1 individual, gas/mileage)

Dr. Crystallee Crain resides outside of Washington. She will fly to Washington four times between 11/15/23 and 6/30/25 for events and will require lodging (one to two nights), a per diem, and ride share, public transportation, and/or rental car funds for each visit.

- Year 1: \$7,022
- Year 2: \$7,000

D. Other Direct Costs: \$56,986

1. **Technology:** Eight Samsung Galaxy tablets at a cost of \$250 per tablet will be purchased for administering the survey at events.
 - Year 1: \$2,000
2. **WSU Social and Economic Sciences Research Center (SESRC):** SESRC staff will serve in an advisory role, spending 24 hours supporting the project in Year 1 and 12 hours in Year 2. SESRC staff will assist with survey development, testing, and trouble shooting.
 - Year 1: \$3,913
 - Year 2: \$2,412

3. **Advisory Panel:** Select community partners will be invited to join our advisory panel, which will meet monthly for two hours during Year 1, then monthly for one hour per meeting during Year 2.
 - Year 1: \$3,000
 - Year 2: \$2,000
4. **Translator:** Professional translators will be hired to translate questionnaire, consent/assent, and promotional item text from English to Spanish and Mandarin.
 - Year 1: \$1,200
 - Year 2: \$800
5. **Bilingual services:** Professional translators will be hired to support staff at key events where non-Native English speakers are expected. Translators speaking English/Spanish and English/Mandarin will be hired.
 - Year 1: \$1,750
 - Year 2: \$1,250
6. **Event registration:** Registration and booth fees for large events such as Spokane Pride will be paid.
 - Year 1: \$1,200
7. **Outreach and Participant Compensation:** The research team will partner with community partners to plan and implement recruitment strategies, including targeted compensation for LGBTQ+ people who are BIPOC, live in rural areas, are low-income or unhoused, and are Two-spirit.
 - Year 1: \$20,000
 - Year 2: \$17,461

E. Total Direct Costs: \$375,286

- Year 1: \$231,994
- Year 2: \$143,292

F. Indirect Costs: \$124,714

Indirect costs are calculated at 53% Modified Total Direct Costs in accordance with WSU's current NICRA and a De Minimis rate of 10% Modified Total Direct Costs for Data2Insight.

- Year 1: \$83,098
- Year 2: \$41,616

G. Total Direct and Indirect Costs: \$500,000

- Year 1: \$315,092
- Year 2: \$184,908

PI Name(s): Traci Gillig				YR1	YR2	YR3	YR4	YR5	YR6	TOTAL
				11/15/23	11/15/24					
				11/14/24	06/30/25					
Agency Name: LGBTQ Commission										
00 - SALARIES										
PI:	Pay Rate	# Mos.	% FTE	Salary						
Traci Gillig	8,464.94	12.00	15.00%	15,237	9,904	-	-	-	-	25,141
	Actual Benefit Rate Used		Benefits	30.0%	4,570	2,970	-	-	-	7,540
Research Assistant	3,762.00	9.00	50.00%	16,929	8,803	-	-	-	-	25,732
Eronden Price	6 months YR2, Summer Hrlly		Benefits	20.0%	3,386	1,761	-	-	-	5,147
Research Assistant	3,762.00	9.00	50.00%	16,929	8,803	-	-	-	-	25,732
TBD	6 months YR2, Summer Hrlly		Benefits	20.0%	3,386	1,761	-	-	-	5,147
01 - WAGES										
Student:	\$ Per Hr.	Hrs/Wks	# Wks.	Wages						
Student:	\$23.00	40	13	11,960	5,746	-	-	-	-	17,706
Eronden Price	6 weeks YR2		Benefits	10.0%	1,196	575	-	-	-	1,771
Student:	\$23.00	40	13	11,960	5,746	-	-	-	-	17,706
TBD	6 weeks YR2		Benefits	10.0%	1,196	575	-	-	-	1,771
				Total Salary	49,095	27,510	-	-	-	76,605
				Total Wages	23,920	11,493	-	-	-	35,413
				Total Salary & Wages	73,015	39,003	-	-	-	112,017
07 - BENEFITS										
				QTR	-	-	-	-	-	-
				Total Benefits (minus QTR)	13,734	7,642	-	-	-	21,376
				Total Salaries/Wages/Benefits	86,749	46,645	-	-	-	133,393
02 - PURCHASED SERVICES (Personal Services Contracts and Consultants and Computer Services)										
WSU SESRC	Advisory hrlly rate: YR1-24hrs, YR2-12hrs (\$125/hr)			3,913	2,412					6,325
Translation Services	Data translation			600	400					1,000
Bi-lingual Services	Spanish, Mandarin			1,000	1,000					2,000
				Total Personal Services Contracts	5,513	3,812	-	-	-	9,325
03 - GOODS/SERVICES (Including Small/Attractive Items)										
Survey Participation Incentives - Outreach				10,000	10,000					20,000
Samsung Tablets for Data Collection	8 x \$250 YR1 only			2,000						2,000
Event Registration				1,200						1,200
				Total Goods/Services	13,200	10,000	-	-	-	23,200
04 - TRAVEL										
Domestic				3,022	3,000					6,022
										-
										-
				Total Travel	3,022	3,000	-	-	-	6,022
06 - CAPITAL EQUIPMENT (>\$5,000)										
08 - SCHOLARSHIPS AND FELLOWSHIPS (SUBSIDIES/PARTICIPANT SUPPORT COSTS)										
14 - AWARD RESTRICTIONS (RESTRICTED: incl. SUBAWARDS/SUBCONTRACTS)										
Data2Insight	YR-1	YR-2	YR-3	YR-4	YR-5					
SBCT DC	123,510	79,836				123,510	79,836	-	-	203,346
SBCT IC (10%) de minimis	12,351	7,984				12,351	7,984	-	-	20,335
University Two	YR-1	YR-2	YR-3	YR-4	YR-5					
SBCT DC	-	-				-	-	-	-	-
SBCT IC (7%)	-	-				-	-	-	-	-
						Total Subcontractor DC	123,510	79,836	-	203,346
						Total Subcontractor IC	12,351	7,984	-	20,335
						Total Subcontracts/Restricted	135,861	87,820	-	223,681
TOTAL DIRECT COSTS						244,345	151,277	-	-	395,621
EXCLUSIONS										
QTR						-	-	-	-	-
Equipment (Over 5k)						-	-	-	-	-
Subcontracts, amt excluding first 25K (per subcontract), HAND ENTER.						110,861	87,820			198,681
Other (Off-Site Rental & Stipends, Etc)						-	-	-	-	-
						Total Exclusions	110,861	87,820	-	198,681
MTDC BASE										
						Base	133,484	63,457	-	196,940
13 - FACILITIES & ADMINISTRATIVE COSTS (F&A, IDCs, OVERHEAD)						F&A Rate:	53.000%	70,747	33,632	104,379
TOTAL COSTS							315,092	184,909	-	500,000
F&A Base Type:		MTDC	TD	TC	SWB	Other				
	0.53000	X								

Approved By: Jason Hansen
Date: 9/25/2023

Cognizant Agency DHHS - Helen Fung, 415-437-7820							
Category/Object	Year 1	Year 2	Year 3	Year 4	Year5	Year6	Total
Salaries and Wages - 00 & 01	73,015	39,002	-	-	-	-	112,017
Purchased Services - 02	5,513	3,812	-	-	-	-	9,325
Goods/Services - 03	13,200	10,000	-	-	-	-	23,200
Travel - 04	3,022	3,000	-	-	-	-	6,022
Equipment - 06	-	-	-	-	-	-	-
Benefits - 07	13,734	7,642	-	-	-	-	21,376
Tuition (QTR) - 07QT	-	-	-	-	-	-	-
Scholarships and Fellowships - 08	-	-	-	-	-	-	-
Award Restrictions - 14	135,861	87,820	-	-	-	-	223,681
Total Direct Costs	244,345	151,276	-	-	-	-	395,621
F&A - 13	70,747	33,632	-	-	-	-	104,379
Total Costs	315,092	184,908	-	-	-	-	500,000

PI Name(s): Veronica Smith, Crystallee Crain				YR1	YR2	YR3	YR4	YR5	YR6	TOTAL
NOTE: Sub will pay all benefits to workers				11/15/23	11/15/24					
Agency Name: LGBTQ Commission				11/14/24	06/30/25					
00 - SALARIES				Pay Rate	# Mos.	% FTE				
PI:	0.00	0.00	0.00%							
			Salary							
			Benefits							
Co-PI:	3,200.00	12.00	100.00%							
			Salary							
Veronica Smith	\$200/hr @ 16 hrs/month: YR1 & YR2		Benefits							
Co-PI:	1,200.00	12.00	100.00%							
			Salary							
Crystallee Crain	\$200/hr @ 6 hrs/month: YR1 & YR2		Benefits							
01 - WAGES				\$ Per Hr.	Hrs/Wks	# Wks.				
Evaluation Officer:	\$137.50	4	52							
			Wages							
TBD			Benefits							
Research Intern:	\$99.00	20	12							
			Wages							
TBD			Benefits							
			Total Salary							
			Total Wages							
			Total Salary & Wages							
07 - BENEFITS										
			QTR							
			Total Benefits (minus QTR)							
			Total Salaries/Wages/Benefits							
02 - PURCHASED SERVICES (Personal Services Contracts and Consultants and Computer Services)										
Translation Services	Data Translation			600	400					
Advisory Panel				3,000	2,000					
Bi-lingual Services	Spanish, Mandarin			750	250					
			Total Personal Services Contracts							
03 - GOODS/SERVICES (Including Small/Attractive Items)										
Outreach/Recruitment with Community Partners				10,000	7,461					
			Total Goods/Services							
04 - TRAVEL										
Domestic				4,000	4,000					
			Total Computer Services							
06 - CAPITAL EQUIPMENT (>\$5,000)										
08 - SCHOLARSHIPS AND FELLOWSHIPS (SUBSIDIES/PARTICIPANT SUPPORT COSTS)										
14 - RESTRICTED: incl. SUBAWARDS/SUBCONTRACTS										
16 - NON-CAPITALIZED EQUIPMENT (e.g. Laptops w/aqcy approval)										
TOTAL DIRECT COSTS				123,510	79,836	-	-	-	-	203,346
EXCLUSIONS										
MTDC BASE										
			Base	123,510	79,836	-	-	-	-	203,346
13 - FACILITIES & ADMINISTRATIVE COSTS (F&A, IDCs, OVERHEAD)										
			F&A Rate:	10.000%						
			TOTAL COSTS	135,861	87,820	-	-	-	-	223,681
			F&A Base Type:	MTDC	TD	TC	SWB	Other		
			10% de minimis	0.10000	X					

2025 CE Financials

01/25/2025

X

Cognizant Agency

DHHS - Helen Fung, 415-437-7820

Approved By: Jason Hansen

Date: 9/25/2023

Category/Object	Year 1	Year 2	Year 3	Year 4	Year5	Year6	Total
Salaries and Wages - 00 & 01	105,160	65,725	-	-	-	-	170,885
Purchased Services - 02	4,350	2,650	-	-	-	-	7,000
Goods/Services - 03	10,000	7,461	-	-	-	-	17,461
Travel - 04	4,000	4,000	-	-	-	-	8,000
Equipment - 06	-	-	-	-	-	-	-
Benefits - 07	-	-	-	-	-	-	-
Tuition (QTR) - 07QT	-	-	-	-	-	-	-
Scholarships and Fellowships - 08	-	-	-	-	-	-	-
Award Restrictions - 14	-	-	-	-	-	-	-
Total Direct Costs	123,510	79,836	-	-	-	-	203,346
F&A - 13	12,351	7,984	-	-	-	-	20,335
Total Costs	135,861	87,820	-	-	-	-	223,681

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Date: 9/25/2023