



Administrative Policies

Competitive Procurement Debrief & Dispute Resolution Policy

POLICY #:	<i>ADMIN-3009, Rev. 2</i>
EFFECTIVE:	<i>March 25, 2025</i>
SUPERSEDES:	<i>Bidder Protest and Grievance Policy and Procedures, (Rev. 1) effective October 13, 2020</i>

PURPOSE:

This policy communicates procedures for requesting debriefing sessions and submission of disputes resulting from WorkForce Central's competitive procurement through Requests for Proposals (RFP).

Revisions to this policy include:

- Updated policy title to better align with the intent of this policy.
- Updated process for requesting debriefing sessions and submission of disputes.
- Alignment with ESD Policy 1025 – *One-Stop System Dispute Resolution and Appeals*.
- Non-substantial edits for clarity.

BACKGROUND:

Settlement of concerns resulting from procurement transactions are noted in 2 CFR 200.318(k) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

POLICY:

WorkForce Central supports open, fair and competitive procurement. This includes offering opportunities for unsuccessful bidders to request a debriefing session with WorkForce Central to review their application or to submit a dispute. Proposals received after the due date and time listed in the RFP are deemed non-responsive and therefore have no debrief or dispute rights under this policy.

The following protocols must be followed when requesting a debriefing session or submitting a dispute. Debriefing session requests and submission of disputes not in compliance with the procedures outlined in this policy will not be considered.



Debriefing Sessions

Bidders may request a debriefing session with WorkForce Central by submitting a request to procurement@workforce-central.org within three (3) business days following notification of an unsuccessful proposal. Debriefing sessions are limited to a critique of the bidder's proposal. Comparisons between proposals and sharing information about other proposals will not be allowed. Debriefing sessions may be conducted by phone or virtually and will be scheduled for a maximum of one hour.

Disputes

Only disputes specifying facts concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the RFP will be considered. Written disputes must include:

- A complete statement of the basis of the dispute.
- Facts and reference to the specific location in the RFP or the specific statute that forms the basis for the dispute.
- Name, address, email address, and telephone number of the person representing the bidder.
- Signature of the protesting bidder or authorized agent.

Disputes not based on the above listed reasons will not be considered. Disputes challenging or questioning RFP evaluators' professional judgement on the quality or content of a proposal, or WorkForce Central's assessment of its own needs or requirements, will be rejected.

Only the bidder who submitted a proposal may tender a dispute. A subcontractor of the bidder who submitted a proposal cannot file a dispute.

Bidders must notify WorkForce Central at procurement@workforce-central.org of their *intent* to submit a dispute or grievance *within three (3) business days* of WorkForce Central's notification of an unsuccessful proposal. Disputes must be submitted in writing to procurement@workforce-central.org *within seven (7) business days* of WorkForce Central's notification of an unsuccessful proposal.

WorkForce Central will consider all facts made available and issue a written decision within ten (10) business days of submission of the dispute unless additional time is required, in which case the bidder will be notified accordingly. WorkForce Central's decision is final and will be documented.



Disputants unsatisfied with WorkForce Central’s final decision regarding Workforce Innovation and Opportunity Act (WIOA) Title I funded competitive procurements may appeal to the Washington State Workforce Training and Education Coordinating Board (WTECB) for resolution. WTECB, as the representative of the Governor, will make decisions in consultation with appropriate local Chief Elected Officials and issue a determination within 60 calendar days of receiving the appeal. If one or more of the parties to the dispute is dissatisfied with the WTECB decision, the decision can be appealed to the U.S. Department of Labor as described in WIOA Section 181(c) and 20 CFR 683.600.

REFERENCES:

- WIOA Sec. 181(c)
- 2 CFR 200.318(k)
- 20 CFR 683.600
- ESD Policy 1025 (current revision) – *One Stop Dispute Resolution and Appeals*

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.