



Snohomish County

Human Services

Developmental Disabilities and Early Learning Division

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www.snoco.org

Dave Somers
County Executive

Request for Proposals to Build Inclusive Communities

Snohomish County Human Services Department/Developmental Disabilities is currently accepting proposals from agencies to expand current efforts to promote inclusion, increase opportunities for individuals to contribute to their community, and develop support for community members with developmental disabilities.

This funding is intended to delve deeper into current efforts being implemented by agencies and support their ability to build inclusive communities that will support individuals with developmental disabilities with access to services and the ability to fully participate in their community

Snohomish County Human Services, Developmental Disabilities, is seeking agencies to implement services beginning approximately January 2023. The contract term will be effective upon the date of contract execution for one year with an option to extend for one or more additional years up to a maximum of five years.

Proposal Submission Overview

Interested agencies are invited to submit proposals by the due date of 11 am on Friday, October 21st, 2022. Electronic submittals shall be sent to ddinfo@snoco.org Agencies that would like to submit a hard copy proposal, are to call Megan Edmonds at 425-388-7320 to schedule an appointment to hand deliver the proposal. Proposals may also be shipped via commercial carrier to arrive prior to the due date and time. **Late submissions will not be accepted**

Proposals must address the requirements listed below in the order presented and be a maximum of four (4) pages in length (standard font and margins, bulleted/numbered answers strongly recommended). Contracts awarded shall not exceed \$25,000 and will be issued on a unit cost basis. Each unit is equal to one hour of staff time billed at \$40 per unit. There is a maximum of 48 units per month, with \$1,960 set aside for technical assistance.

Snohomish County reserves the right to award to one or more agency contracts.

Contract awards are conditioned upon successful negotiation of Agreement terms and conditions and execution of the Snohomish County Basic Terms & Conditions and Business Associate Agreement.

Proposal Outline

Each proposal submitted must address the following points in the order presented:

1. How would this contract align with your current contract efforts?
2. Describe the agencies knowledge of Snohomish County Services, resources, systems and needs as it relates to those with developmental disabilities and their families.
3. Describe how the agency supports individuals with disabilities, and agency staff, to promote welcoming, inclusive, and accessible communities through supporting individuals to connect to their community, address accessibility issues, and provide disability awareness within the Agency and throughout the community.
4. Provide examples of educational opportunities, the agency has provided that address the unmet needs of individuals with developmental disabilities.
5. Describe how the agency provides opportunities for individuals with developmental disabilities to become contributing members in their community. This may be done in partnership with community agencies, schools, vocational agencies, and through volunteer support.
6. Describe the support the agency provides to individuals with developmental disabilities and their families to develop partnerships, strengthen relationships and build inclusive and welcoming communities.
7. Describe how the agency identifies individuals with developmental disabilities, families, and community members to take on leadership roles to promote accessible and inclusive opportunities.
8. Describe how the agency provides leadership and training opportunities for individuals with developmental disabilities and their families to promote accessible and inclusive opportunities.
9. How does the agency increase outreach to individuals with developmental disabilities and their families that come from ethnically and linguistically diverse communities? Describe how these efforts will promote systems integration, community partnerships, communities of learning, equity, and social justice.
10. Describe the amount of funding being requested for unit cost reimbursement including the number of units and cost per unit. Describe technical assistance support and amount needed.
11. Describe team expertise, key staff, and resources you will utilize to meet the requirements of this contract.

Questions must be submitted in writing to ddinfo@snoco.org by **October 5th no later than 11:00 a.m.** Oral questions will not be accepted. Questions will be answered and posted on the Development Disability website at [Request for Proposals \(RFP\) | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](https://www.snohomishcountywa.gov).

Proposals must be submitted by the due date of 11 am on Friday, October 21st, 2022.