

# REQUEST FOR PROPOSAL



**Advertised Date: 3/19/2019**

**Request for Proposal (RFP) Title:**

**PREVENTION SERVICE(S) FOR BEHAVIORAL HEALTH**

**Due Date: 5/9/2019 – no later than 4:00 p.m. PDT**

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**SEALED Proposals are hereby solicited and will only be received by:**

Snohomish County Human Services  
Robert J. Drewel Building, 4th Floor  
3000 Rockefeller Avenue, M/S 305  
Everett, WA 98201

Attn: Laura White

Office Hours: 8:00 a.m. – 4:30 p.m.  
Monday - Friday

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**RFP Candidate Conference Call:**

A pre-RFP conference call will be held Monday, March 25, 2019 at 1:00 p.m. PDT. The conference call will take place via Skype Meeting. You can join the call by phone using the following number and conference ID:

Phone number: 425-388-5444  
Conference ID: 201305

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## **PROPOSAL LABEL**

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

**URGENT – SEALED PROPOSAL ENCLOSED**

**Do Not Delay – Deliver Immediately**

**RFP Title: PREVENTION SERVICE(S) FOR BEHAVIORAL HEALTH**

**Due Date: May 9, 2019**

**Proposer:**



**Mail to:**

**Snohomish County Human Services  
Robert J. Drewel Building, 4th Floor  
3000 Rockefeller Avenue, M/S 305  
Everett, WA 98201**

**Attn: Laura White**

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## REQUEST FOR PROPOSALS

### 1. SCHEDULE

DATE	EVENT
3/19/2019	<b>Release of RFP Application Packet</b>
3/25/2019	<p><b>RFP Candidate Conference Call</b> 1:00 - 3:00 p.m. PDT via Skype Meeting</p> <p>Phone number: 425-388-5444 Conference ID: 201305</p>
3/29/2019	<p><b>RFP Questions/Clarifications</b></p> <p>Questions shall be submitted to the County by email to <a href="mailto:laura.white@snoco.org">laura.white@snoco.org</a> AND <a href="mailto:janet.gant@snoco.org">janet.gant@snoco.org</a> no later than 4:00 p.m. PDT.</p>
4/4/2019	<b>Mandatory Letter of Intent Due, no later than 4:00 p.m. PDT</b>
4/5/2019	<p><b>RFP Conference Call Questions/Clarifications &amp; Summary</b></p> <p>Snohomish County will post a written summary of the RFP Candidate Conference Call and responses to proposer questions/clarifications to the County website.</p>
5/9/2019	<b>RFP Proposals due by 4:00 p.m. PDT</b>
5/21/2019	Proposal Evaluation Committee (PEC) review and evaluation of proposals by 2:00 p.m. PDT
5/24/2019	PEC recommendations submitted to Chemical Dependency/Mental Health Advisory Board
6/3/2019	Written notification sent to RFP candidates and contracting process initiated

# REQUEST FOR PROPOSAL

## 2. OVERVIEW

### A. Issuing Agency

This Request for Proposals (RFP) is issued by the Snohomish County Department of Human Services, Long Term Care and Aging, (hereinafter referred to as the "County").

### B. Purpose

The purpose of soliciting proposals is to allocate one-tenth of one percent (1/10th of 1%) sales and use tax funds to provide a behavioral health prevention program for older adults, 55 years of age and older, in Snohomish County.

Washington State's Legislature passed the Omnibus Mental Health and Substance Abuse Act (E2SSB 5763 / RCW 82.14.460) in 2005. Effective December 2008, the Snohomish County Council passed Ordinance 08-154 "Authorizing a Sales and Use Tax to Provide for Operation or Delivery of Chemical Dependency or Mental Health Treatment and Therapeutic Court Programs and Services."

### C. Availability of Funding

Contract amounts entered into as a result of this RFP will be negotiated with the successful RFP Candidate(s). The anticipated contract(s) will be awarded July 1, 2019. The County reserves the right to award additional contracts without resorting to the competitive RFP process for contractor(s) having successful annual contract monitoring reports. Additional contract(s) funding will not exceed a total of \$100,000 on an annual basis. There is no guarantee of ongoing funding.

Program	Estimate of Anticipated Funding
Prevention Service(s) for Behavioral Health	\$100,000

In the event that the allocation of 1/10th of 1% funds to Snohomish County is less than the estimated award, each contract awarded will be reduced on a pro-rata basis. In the event that the allocation of funds to Snohomish County is greater than the estimated award, the County reserves the right to:

1. Allocate the additional funds on a pro-rata basis between all successful proposals;

2. Release a request for proposal; or
3. Otherwise utilize the funds in a manner consistent with funding guidelines.

### **3. SCOPE OF WORK TO BE PERFORMED**

#### **A. Program Description**

Snohomish County Long Term Care and Aging is seeking to allocate funding to provide a prevention service for behavioral health to enhance the health and well-being for persons 55 years of age and older living in Snohomish County. Prevention service(s) for behavioral health promote longer and healthy lives for older adults. Depression, anxiety, addiction, and other mental health issues are not a normal part of aging. Left untreated, these behavioral health problems can lead to fatigue, illness, and even suicide. Prevention service(s) for behavioral health help older adults cope. One in four older adults experiences some mental health symptoms such as depression, anxiety, and dementia. Depression is common among older adults and they have the highest suicide rate of any other demographic group. Older Americans underutilize mental health services including substance use disorder treatment services for a variety of reasons including denial of a problem, the stigma associated with mental illness, primary care providers not coordinating with mental health providers and/or the aging network, and the lack of trained geriatric mental health and substance use disorder providers.

The successful RFP Candidate(s) will be responsible for all aspects of the prevention service for behavioral health including verification of eligibility of participants, documentation of program outreach, staffing plan to develop and implement programming, and plan for recording outcome measures and evaluation of programming.

#### **B. Eligibility Criteria for Prevention Service for Behavioral Health Participants**

The person who receives the identified service(s) will:

1. Be at least 55 years of age;
2. A resident of Snohomish County; and
3. Have an unmet need for behavioral health support.

### **4. QUALIFICATION REQUIREMENTS**

#### **A. Minimum Service and Outcome Requirements**

1. RFP Candidate Qualifications:
  - a. Experience in outreach, education, training activities, and access to assistance related to prevention services for behavioral health;

- b. Demonstrated experience managing prevention services for behavioral health of similar scope and duration tracking outputs of outreach, education, training activities and measurable outcomes of the prevention services for behavioral health;
- c. Experience in engaging with culturally competent approaches to engagement, outreach, training activities and access assistance with prevention services for behavioral health and;
- d. Demonstrated ability to provide access assistance to prevention services for behavioral health participants needing certified and/or licensed mental health professional;
- e. Contractor must employ or have a formal memorandum of understanding and/or a formalized referral protocol with an agency(s) having at least one full-time mental health professional who meets the criteria specified in WAC 388-877-0200:

"Mental health professional (MHP)" means a designation given by the department to an agency staff member who is:

- 1) A psychiatrist, psychologist, psychiatric advanced registered nurse practitioner (ARNP), or social worker as defined in chapters 71.05 and 71.34 RCW;
- 2) A person who is licensed by the department of health as a mental health counselor or mental health counselor associate, marriage and family therapist, or marriage and family therapist associate;
- 3) A person with a master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university who has at least two years of experience in direct treatment of persons with mental illness or emotional disturbance, that was gained under the supervision of a mental health professional and is recognized by the department;
- 4) A person who meets the waiver criteria of RCW 71.24.260, which was granted prior to 1986;
- 5) A person who had an approved waiver to perform the duties of a mental health professional (MHP), that was requested by the behavioral health organization (BHO) and granted by the mental health division prior to July 1, 2001; or

- 6) A person who has been granted a time-limited exception of the minimum requirements of a mental health professional by the division of behavioral health and recovery (DBHR).

## 2. Staff Training Requirements:

The successful RFP candidate must have trained staff or a plan to train staff in the first month of the contract to provide the prevention service for behavioral health prevention program identified. The Proposer providing the services must provide the proof of staff preparation and/or plan to have staff trained in the first month of the contract to provide behavioral health prevention programming.

## 5. ADDITIONAL CONTRACT REQUIREMENTS

### A. Emergency Procedures

The RFP candidate must establish a written plan describing procedures to be followed in the event a prevention service for behavioral health participant becomes ill or is injured while engaging in the prevention service for behavioral health. The emergency plan must be included in the orientation for staff.

### B. Mandated Reporting Requirements

RFP candidate will train staff on mandatory reporting requirements and protocols. Each staff member will have a signed acknowledgement form of participating in this training.

### C. Behavioral Health Prevention Program Participant Grievance Procedure

The RFP candidate must have a written grievance procedure. The procedure will include the grievance policy which is given to all prevention service for behavioral health participants. The RFP candidate shall record and maintain in writing all complaints and the action taken to resolve the complaint. The RFP candidate must respond to each complaint within five (5) working days of the receipt of the complaint.

### D. Quality Control

It is the responsibility of the successful RFP candidate to comply with contract language and to assure the quality of services provided. The successful RFP candidate shall have in place internal controls for monitoring standards, contract compliance and the quality of services delivered.

### E. Prevention Services for Behavioral Health Location

By the start date of the contract, the successful RFP applicant must identify where the services will be provided.



## 6. PROPOSAL/SUBMITTAL PROCEDURE

### A. Letters of Intent

RFP candidates intending to submit a proposal must submit a Letter of Intent to propose by Thursday, April 4, 2019. The Letter of Intent shall be submitted to:

Snohomish County Long Term Care and Aging  
3000 Rockefeller Avenue, M/S 305  
Everett, WA 98201  
Attn: Laura White

Or email Letter of Intent to [laura.white@snoco.org](mailto:laura.white@snoco.org) AND [janet.gant@snoco.org](mailto:janet.gant@snoco.org).

Organizations **that do not submit** a Letter of Intent by April 4, 2019 at 4pm PDT will forfeit their right to propose.

### B. Notice of Solicitation

Failure of the County to notify any party or parties directly regarding the availability of this RFP shall not void the proposal process.

### C. Deadline for Submittal

To be considered, proposals must be received no later than 4:00 PM PDT on Thursday, May 9, 2019. The mailing address and physical location of the Snohomish County Long Term Care and Aging offices are different.

#### **Mailed proposals are to be sent to:**

Snohomish County Long Term Care and Aging  
3000 Rockefeller Ave., M/S 305  
Everett, WA 98201  
Attn: Laura White

#### **Proposals delivered in person should be brought to:**

Laura White, Division Manager  
Snohomish County Human Services  
Admin Building East, 4th floor  
Everett, WA 98201

Late proposals are ineligible and will not be considered. Late proposals received at the Department of Human Services after the time indicated on this RFP will be stamped on the envelope with the date and the time received. If requested by the RFP

applicant, a copy of the rejected proposal will be returned, with the original being maintained by the Department.

#### **D. Modification of Proposal**

In the event that a RFP candidate desires to change any part(s) of a previously submitted proposal, the **entire proposal** must be resubmitted **prior to the closing date and time** indicated in the Schedule on page 1. After the closing date, no modification(s), including partial modifications submitted will be considered. Only the original proposal submitted shall be considered.

#### **E. Addendum to RFP**

At any point in time it becomes necessary for the County to revise any part of the RFP, an addendum will be provided to all organizations who have submitted a Letter of Intent. Failure of the County to notify any party directly regarding addenda to this RFP shall not void the process.

#### **F. Copies of Proposal**

RFP candidates must submit one original and three (3) copies of their complete proposal. Proposals which do not contain the prescribed number of copies will be deemed unacceptable and will not be considered. Proposals and other materials submitted in response to this RFP become the property of Snohomish County and will not be returned. It is understood and agreed that the RFP candidate claim no proprietary rights to the ideas or approaches contained in the proposals.

#### **G. Authorship**

Proposals developed with the assistance of organizations or individuals outside the proposer's own organization (including paid consultants) should be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFP.

#### **H. Proposal Costs**

RFP candidates shall be fully responsible for any and all costs incurred in the preparation and submittal of their proposals.

#### **I. Acceptance of Terms**

By submitting a proposal in response to this RFP, the RFP candidate accepts all terms and conditions of this RFP, as well as all County, state and federal regulations and requirements pertaining to the operation of the solicited services. If selected, the successful RFP candidate agrees to be bound by the proposal and the RFP incorporated in an agreement with the County unless the County agrees that specific

parts of either the RFP or the proposal are not part of the agreement. The County reserves the right to introduce additional terms and/or conditions during final contract negotiations.

All contracts administered by Snohomish County Department of Human Services require execution of the Basic Terms and Conditions (Attachment 2) and Business Associate Agreement (Attachment 3) to which the successful RFP candidate must agree as a part of, and a requirement of, this RFP.

#### **J. Right to Reject, Negotiate and/or Cancel**

The County reserves the right to reject any or all proposals if such a rejection is in the County's best interest. This RFP is a solicitation for offers and is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the County. The County may withdraw this request for proposals at any time and for any reason without liability for damages including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with the successful RFP candidate and may request additional information or modification from the successful RFP candidate. When deemed advisable, and before any contract is let, the County reserves the right to arrange an on-site pre-award review to determine the successful RFP candidate's ability to meet the terms and conditions of the RFP.

#### **K. Evaluation Process**

An Evaluation Committee will first independently evaluate and rate each proposal. The Chemical Dependency/Mental Health (CDMH) Program Advisory Board will make recommendations to the director of the Snohomish County Human Services Department in regard to contracting with successful RFP candidates who have submitted the most advantageous proposals to the County.

#### **L. Contract Award**

The contract award will be final when Snohomish County and the successful RFP candidate(s) have executed contract(s). The initial anticipated contract(s) will be awarded July 1, 2019 through December 31, 2019.

#### **M. Protests of Contract Awards**

RFP candidates who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

1. Protests must be filed in writing by email to [laura.white@snoco.org](mailto:laura.white@snoco.org) within seven (7) business days of the Chemical Dependency/Mental Health Board decision. All protests are public information after the protest period ends.

2. All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.
3. The County will review protests that meet the above conditions.
4. During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by the County. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.
5. The County Human Services Director or the Aging and Disability Division Manager will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than ten (10) business days after the submittal of the protest.

## **7. SAFEGUARD OF CLIENT INFORMATION**

- A. The major goal of the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), is to assure that an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. Effective April 14, 2003, the Privacy Rule limits the ways in which Protected Health Information about individuals can be used or disclosed. Where use of disclosure is permitted, a written agreement that contains the required privacy language detailing the limits of the use or disclosure is required.
- B. In addition to the Privacy Rule of HIPAA, contractors are prohibited from permitting the disclosure of the contents of any records, files, papers, software, or other communications connected with the administration of its programs for purposes not connected with official business. Official business shall include purposes connected with the administration of County programs.

## **8. REPORTING REQUIREMENT**

Successful RFP candidates shall submit monthly billings of service activities carried out under the contract. The billings are due to the County no later than ten (10) days following the end of each calendar month and proof of the services rendered will be provided to the County during the yearly monitoring of the contract.

## **9. GENERAL PROVISIONS**

- A. The County reserves the right to reject any and all responses received and to issue no contracts as the result of this RFP.

- B. Proposals that do not address all areas stipulated in this RFP may be deemed non-responsive and not be considered further for any contract awarded as a result of this RFP.
- C. The provisions of this RFP, the responses to this RFP, and any additional contract clauses or provisions required by state law or regulation in effect at the time of execution of the contract will be incorporated into the resulting contract by reference or by operation of a law.
- D. The County reserves the right to make an award without any further discussion with the RFP candidates regarding the responses received.

## 10. PROPOSAL (SUBMITTAL) REQUIREMENTS

Proposals must be type-written, font no less than 10 characters per inch, using white, 8 1/2 by 11 inch paper. They should be prepared without expensive art work, photographs or printing. Covers and three-ring binders should not be used. Each page of the proposal must be numbered.

Proposals (submittals) shall include, at a minimum, the following:

1. **Proposal Face Sheet:** The proposal face sheet must be completed, signed by the person authorized to enter into contractual agreements on behalf of the RFP applicant and, if required, the RFP applicant's Board chairperson.
2. **Table of Contents:** A table of contents which provides page references for each of the required sections listed above and for any attachments or appendices must be included.
3. **Technical Section:** The Technical section of the proposal shall define and indicate the methodology for delivery of the services discussed in the Scope of Work in the RFP. For each of the following items, describe what you propose to do and how you propose to do it. Be as concise as possible. This section is not to exceed ten (10) pages.
4. **Management Section:** The Management Section of the proposal shall describe how the program will be managed and by whom. It should demonstrate the organization's capability to perform the functions and provide the services described in the Technical Proposal. Please provide the following information. Be specific and complete. The Management Section is not to exceed five (5) pages.
5. **Budget Section:** Complete Proposal Budget Worksheet (Attachment 4) in congruence with dollar amount of proposal.

**6. Attachments:**

- Attachment 1: Request for Proposal Face Sheet
- Attachment 2: Basic Terms and Conditions
- Attachment 3: Business Associate Agreement
- Attachment 4: Proposal Budget Worksheet

**11. EVALUATION CRITERIA**

Proposal evaluations will be based on the RFP applicants response as follows: Technical Section; Management Section; and Budget Section. Proposals should be submitted in measurable, realistic terms from a budgetary, technical and programmatic standpoint. The Committee will employ a proposal rating system which assigns scores to each proposal.

<b>A. Technical Section – 50%</b>	
1. Prevention Service for Behavioral Health	25 points
2. Service Capacity in Snohomish County	5 points
3. Prevention Service for Behavioral Health Provision Experience	5 points
4. Outreach Plan	3 points
5. Emergency Plan	5 points
6. Orientation and Training Plan	5 points
7. Prevention Service Program Participant Grievances	2 points
<b>B. Management Section – 30%</b>	
1. Governance	2 points
2. Prevention Service for Behavioral Health Qualifications and Staffing Plan	8 points
3. Data Collection/Maintaining Program Participation and Program Records	8 points
4. Prevention Service for Behavioral Health Participant Feedback	5 points
5. Prevention Service for Behavioral Health Program Evaluation	7 points
<b>C. Budget Section – 20%</b>	
1. Proposal Amount	
2. Proposal Budget Worksheet (Attachment 4)	20 points

## **12. RFP QUESTIONS/CLARIFICATIONS**

Questions shall be submitted to the Snohomish County Long Term Care and Aging by email to [laura.white@snoco.org](mailto:laura.white@snoco.org) and cc'd to [janet.gant@snoco.org](mailto:janet.gant@snoco.org) no later than **4:00 pm, Friday, March 29, 2019.**

Silent Period. A Silent Period is established between the time the County develops the RFP and the time that the County recommends award(s) of the RFP. The Silent Period includes the issuance, submittal receipt and evaluation of the RFP. All proposers, consultants or individuals acting on their behalf are hereby prohibited from contacting or lobbying any County employee, official or representative regarding this RFP during the Silent Period other than the Snohomish County Purchasing Division. All communication regarding this RFP shall be directed to the email address defined above. Failure to observe to the Silent Period may disqualify the proposer and/or delay or void the RFP.

## **13. ADDENDA**

If at any time the County changes, revises, deletes, clarifies, or otherwise modifies the RFP, the County will issue a written addendum to the RFP and post it on the County Website.

## **14. INSURANCE REQUIREMENTS AND INDEMNIFICATION**

See Attachment 2, Basic Terms and Conditions, Section XXXVI.

## **15. TITLE VI (FEDERAL) NON-DISCRIMINATION**

Snohomish County assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

## **16. COUNTY NON-DISCRIMINATION**

By signing and submitting a response to this RFP, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the "successful contractor"), and as of the date of contract award, it shall comply with the "Non-Discrimination Clause" provided below:

Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or

the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The contractor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of a contract constitutes a certification by the contractor of the contractor's compliance with the requirements of Chapter 2.460 SCC. If the contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, the contract may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the contractor's obligations under other federal, state, or local laws against discrimination.

## **17. FEDERAL SUSPENSION AND DEBARMENT**

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise Snohomish County, in writing, of any current Federal Suspension and Debarment.

## **18. PUBLIC DISCLOSURE**

Submittals received by Snohomish County in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act.



## **TECHNICAL SECTION**

The Technical section of the proposal shall define and indicate the methodology for delivery of the services discussed in the Scope of Work in the RFP. For each of the following items, describe what you propose to do and how you propose to do it. Be as concise as possible. **This section is not to exceed ten (10) pages.**

**1. Prevention Service for Behavioral Health Description** **50%**

Describe your plan for developing and implementing a prevention service for behavioral health for older adults living in Snohomish County. The plan needs to include a goal for the service and describe how the service promotes the health and wellness of the diverse population of older adults in Snohomish County. Be specific about what the service will provide for older adults, how the service will be accessed by participants, the frequency of the service, the location of the service and how the service will be developed and implemented.

**2. Service Capacity in Snohomish County** **10%**

Please include a plan to engage prevention service for behavioral health participants that reflects the diverse population of Snohomish County. Provide a historical example of a prevention service for behavioral health your agency has provided in Snohomish County and/or provide your plan for service provision in Snohomish County. The example(s) should include the location of prevention service for behavioral health and any collaborative efforts utilized or that would be utilized, to provide the programming in a variety of locations through collaborative efforts with community partners.

**3. Prevention Service for Behavioral Health Provision Experience** **10%**

Please describe your experience with prevention service provision for behavioral health. Include in this description outreach, education and training activities that were utilized related to the prevention service for behavioral health.

**4. Outreach Plan** **10%**

Describe your outreach plan for the prevention service for behavioral health. Describe how the prevention service for behavioral health will be promoted and serve as a source of public information, community education, and opportunities for older adults to access resources.

**5. Emergency Plan**

**5%**

Describe your organization's plan for responding to emergencies. This plan must include preventing the operation of the prevention service for behavioral health and service participant illness. Include in the emergency plan methods used to explain procedures to prevention service for behavioral health participants. (limit to one page)

**6. Orientation and Training Plan**

**10%**

Describe how your organization will orient employees and/or volunteers to the prevention service provision for behavioral health and describe how staff and/or volunteers will be trained, mentored and supervised.

**7. Prevention Service for Behavioral Health Participant Grievances**

**5%**

Provide the grievance policy and procedures for your organization. Provide the plan for training staff and/or volunteers to ensure that prevention service for behavioral health participants are informed of the organization's grievance procedure. Describe methods of receiving and responding to prevention service for behavioral health participant(s) grievances. Describe at what point the prevention service for behavioral health participant would receive a copy of the grievance procedure.

## **MANAGEMENT SECTION**

The Management Section of the proposal shall describe how the program will be managed and by whom. It should demonstrate the organization's capability to perform the functions and provide the services described in the Technical Proposal. Please provide the following information. Be specific and complete. **The Management Section is not to exceed five (5) pages.**

**1. Governance** **5%**

Provide an Agency organizational chart and highlight the position(s) responsible for the development, implementation, supervision and oversight of the prevention service for behavioral health.

**2. Prevention Service for Behavioral Health Qualifications and Staffing Plan** **25%**

- Provide experience and/or credentials for staff highlighted on the organizational chart in prevention service provision for behavioral health.
- Provide your staffing plan including paid and/or volunteer staff, for establishing staff capacity for the prevention service for behavioral health.

**3. Data Collection/Maintaining Program Participation and Program Records** **25%**

- Provide policy for record retention of prevention service for behavioral health participants.
- Describe how outputs regarding program attendance and outreach events will be maintained for reporting of program performance.
- Describe the outcome measures that will be collected to evaluate the performance of the prevention service for behavioral health.
- Detail your organizations operational practice plan to collect and report to the County, in a timely manner, on service outputs and measureable outcomes.

**4. Prevention Service for Behavioral Health Participant Feedback** **25%**

Explain methods for obtaining feedback from prevention service for behavioral health participants.

**5. Evaluation**

**25%**

Describe operational procedures your organization utilizes to measure accomplishments and uncover service provision and operational problems. Describe how the organization will utilize these operational procedures to evaluate the prevention service for behavioral health best practices and areas of the service that would benefit from improvement.

## BUDGET SECTION

### A. PROPOSAL AMOUNT

The dollar amount of this proposal is: \$\_\_\_\_\_

### B. PROPOSAL BUDGET – COST REIMBURSEMENT (20 points)

Complete Proposal Budget worksheet (Attachment 4) in congruence with dollar amount of proposal.

#### Proposed Program Budget Worksheet (page 1)

1. Enter **ORGANIZATION NAME** and **PROGRAM TITLE**.
2. Enter the dollar **AMOUNT** that you are requesting from the County. The **TOTAL AMOUNT** column and **TOTAL FUNDS REQUESTED** columns will automatically calculate.
3. Enter additional revenue sources, funding periods and dollar amounts to be used in the proposed program in the **OTHER PROGRAM RESOURCES** section (include estimated fees, third party reimbursements, program income, donations, or in-kind resources). The **TOTAL OTHER RESOURCES** column automatically totals. **Other Program Resources are not a requirement for this RFP.**

#### Proposed Expenditure Worksheet (page 2)

1. Up to six fund sources can be included on the worksheet. Identify the name of each fund source in the **FUND SOURCE** column(s) where indicated.
2. Enter estimated expenditures of the proposed Behavioral Health Prevention Program in the applicable expenditure **CATEGORY** and **FUND SOURCE** columns (including OTHER RESOURCES). Totals from the **FUND SOURCE** categories will transfer automatically to the **Proposed Narrative** worksheet (page 3). **Show whole dollars only, no cents.**

#### Proposed Narrative Worksheet (page 3)

1. Categories from the **Proposed Expenditures** worksheet will transfer automatically to the **Proposed Narrative** worksheet (page 3). Provide additional program expenditure detail/justification in the **NARRATIVE** column

for each category line item listed. Separate organization administration costs clearly from program costs. **Show whole dollars only, no cents.**

**Proposed Detail Salaries-Wages (page 4)**

1. Identify each POSITION and FUND SOURCE to be supported by grant revenues under this proposal. Indicate whether a position is a full time or a part time position and the projected % OF TIME TO FUND SOURCE to be charged to the grant. The MONTHLY CHARGE TO FUND SOURCE and TOTAL CHARGE TO FUND SOURCE columns will calculate automatically. **Show whole dollars only, no cents.**
2. The TOTAL CHARGE TO FUND SOURCE column total should match the *Salaries/Wages* category TOTAL from the **Proposed Expenditures** worksheet (page 2). A message in red font will appear below the TOTAL CHARGE TO FUND SOURCE column total if the amounts from the two worksheets do not match.

## REQUEST FOR PROPOSAL CHECKLIST

To assist you in completing your proposal, you may find it useful to use the following checklist to ensure that you have all documents required and that your organization qualifies to contract with the County.

**Please submit three (3) complete copies of your proposal.**

**Original Proposal must include:**

- Proposal Face sheet with original signature of authorizing official of proposing organization
- Table of Contents
- Technical Section
- Management Section, including job descriptions for key program staff
- Budget Section

**Successful RFP candidate(s) will be required to provide the following items prior to contracting with Snohomish County:**

**Not-for-profit agencies must have the following:**

- Articles of incorporation
- Bylaws
- Board roster
- Evidence of not-for-profit status
- E.I.N. Identification number
- Last most recent financial audit with management letter
- Organization chart
- Letters supporting collaboration efforts (the original letters with original signatures) if applicable

**For-profit agencies must have the following:**

- Organization chart
- Articles of incorporation
- Business license
- Last most recent financial audit with management letter
- Letters supporting collaboration efforts (the original letters with original signatures)
- E.I.N. Identification number