

**REQUEST FOR PROPOSAL
FAMILY CAREGIVER SUPPORT PROGRAM/KINSHIP CAREGIVER SUPPORT PROGRAM
CANDIDATE CONFERENCE CALL – Thursday, March 3, 2022**

SUMMARY

1. Welcome

A Request for Proposal Candidate Conference call for the Family Caregiver Support Program and the Kinship Caregiver Support Program was conducted Thursday, March 3, 2022 commencing at 2:03 p.m.

2. Public Disclosure Statement

The call was recorded. No confidential information regarding clients will be shared during the call as the content of this call is subject to public disclosure.

3. Introduction of Non-Candidates/Long Term Care and Aging Staff

Michal Glauner- Contract Manager for Family Caregiver and Kinship Caregiver Support Programs; Jon Waters- LTCA Supervisor for Contracts and Admin.; Linda Vizmanos- Snohomish County LTCA; Cole Caplan- LTCA Direct Services Supervisor; and Allie Cobb- MTD Program Manager -supports KCSP and FCSP programs.

4. Introduction of Attendees/Potential Candidates

Angeles Vesely- Family Caregiver Support Coordinator- Stilly Valley Center; Roxanne Gossard- Director of Operations- Alzheimer's Association WA State Chapter; Kelly Tinghino- Caregiver Program Supervisor- Homage; Amy Dennis- KCSP Program Coordinator- Homage; Jordan Whitley- Health and Wellness Manager- Homage; Erica Farrell- Senior Clinical Manager- Alzheimer's Association WA State Chapter.

5. Introduction to the Process

A. The purpose of the call was to provide an opportunity for questions from potential bidders regarding the Request for Proposal for the Family Caregiver Support Program and the Kinship Caregiver Support Program. Any question(s) we were unable to address on the call or that needed additional time to gather more complete information, are addressed in writing and released with the responses to the written questions. This is a written summary of the call and response to written questions.

B. Reminders:

There was also an opportunity to submit written questions. Questions were required to be submitted to the County via email to shs-specialprojects@co.snohomish.wa.us by Thursday, March 10, 2022, no later than 4:00 p.m. local time. The responses to written questions and a call summary with questions from the call were emailed to interested parties on Monday, March 14, 2022 and subsequently posted to the RFP page on the County website. Following the responses to the written questions, Snohomish County staff will be unable to address any further questions regarding the RFP.

C. Silent Period:

A Silent Period is established between the date the written questions for the RFP have been submitted and the time the County recommends funding award(s) for 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.

Exceptions: Contact the County if there is difficulty opening the RFP information and forms on the County website or if the RFP documents are needed in another format. And, if requested by the Agency, a confirmation of receipt of the Agency's submitted RFP Proposal will be provided.

All communication regarding this RFP shall be directed to the email address shs-specialprojects@co.snohomish.wa.us. Failure to observe the Silent Period may disqualify the proposer and/or delay or void the RFP.

D. RFP Proposal Date Reminders:

- The RFP Proposals are due no later than 4:00 p.m. local time, Monday, April 4, 2022.
- The estimated date of award notification to RFP Candidates is Monday, April 18, 2022.

6. Error in Attachment 5

Under **1. Original proposal must include:**

Attachment 3: Management Section (FCSP), if proposing KCSP, Technical Section (KCSP) **should read**

Attachment 3: Management Section (FCSP), if proposing KCSP, Management Section (KCSP)

7. Candidate Questions/Responses

A. The following are questions asked during the Candidate Conference Call and the responses.

1. Can current FCSP and KCSP contractors request more funds in their RFP proposal than are in their current contract budget amount? Will it disqualify a candidate if they ask for more funding?

RFP candidates are welcome to include a budget amount they feel is needed to facilitate the program(s). A candidate will not be disqualified for proposing a larger budget amount, but there is no guarantee that candidates will be able to receive the funds requested. As the RFP states, the County will negotiate contract amounts with the successful vendor candidate(s).

2. Will the RFP budget funding rewards be the same or less than the current contracted amount?

The RFP process resets and starts the contracting process over. No funding is guaranteed and the County cannot guarantee the same funding amount if a candidate is currently contracted. With the Estimate of Anticipated Funding of \$655,136 available, the County needs to ensure FCSP and KCSP services to eligible people throughout Snohomish County.

3. What was the 2018 RFP funding amount for the FCSP and KCSP programs?

The funding amount for the previous 2018 RFP was \$613,235 for the Family Caregiver Support Program and the Kinship Caregiver Support Program.

4. Must the Technical Section not exceed 10 pages as it states in the RFP?

Candidates need to be as clear and concise as possible to meet the response guidelines not exceed ten pages for Attachment 2- Technical Section. The intent is to be succinct to avoid lengthy proposals. While the agency can be creative with their use of space on the page, within reason, the purpose is to provide the

requested information as clear and concise as possible within the guidelines. There will be no “penalty” if the Technical Section goes onto an eleventh page.

5. Is it 10 pages for the Technical Section per program applying or 10 pages all together? Does the Technical Section include a separate 10 pages for KCSP?

If applying for both programs, please complete a separate Section for each program. Candidates have up to 10 pages for the FCSP Technical Section and up to 10 pages for the KCSP Technical Section.

6. In the Technical and Management Sections there are subquestions. Should the answers for each subquestion be answered separately? Or, should answers to the questions be in one paragraph or group?

RFP candidates can make their own determination as to the format they use to answer the questions in each Section. Whatever format works for the candidate that also fits into the parameters of the RFP.

7. What is the format to be used for RFP submission? Email all Attachment Sections in one document or email each Attachment Section separately?

RFP answers to the Attachment Sections can be attached in one document or separate documents and submitted by email to shs-specialprojects@co.snohomish.wa.us.

8. In Attachment 3, Management Section, Qualified Personnel, do bidders need to attach the ratio of time each staff person will be working on the program?

The ratio or percent of time to fund source for positions included in the RFP is requested in the Proposal Budget Section, Detail Salaries/Wages. Any positions paid from the program proposal are included with the percent of time the position will bill to the program.

9. Do candidates need to provide resumes, backgrounds, experiences or certificates for staff persons who will work on the proposed program?

RFP candidates acknowledge that staff persons meet the background and experience required for the proposed program(s). There is no request in the RFP for documentation of each staff person’s eligibility.

10. The agency name of a RFP candidate has changed. A request was made to the IRS for a name change letter and a not-for-profit certification update. If the candidate does not receive the documents required in Attachment 5 from the IRS prior to the RFP proposal due date, will that disqualify the candidate from the RFP?

If by the time the candidate submits the RFP, the documentation from the IRS has not been received, the candidate may submit the Attachment 5 documentation in the Agency’s previous name and provide an explanation that a request was made to the IRS and the Agency is awaiting the updated documentation.

B. The County received the following questions via email (shs-specialprojects@co.snohomish.wa.us) by the March 10, 2022 submittal deadline:

1. The RFP requests the addresses for Board of Director members. Is city and state sufficient?

Yes, providing the city and state where the Board of Director members reside is sufficient.

2. Re: 1. Tech section - A. Question #2

This question references 'caseload', so I want to clarify if our response can include the minimum unduplicated served with TCARE in addition to the unduplicated served through monthly support groups?

A “caseload” is unduplicated clients who are/were actively engaged in the TCARE process during the contract period. Existing FCSP contract template language: “Maintain and manage a defined minimum caseload size of unduplicated Clients (as noted in the Performance Goals outlined in this Contract) who are assessed with the TCARE® tool.” Monthly support group counts, if an included contract metric, would be a separate Performance Goal from “caseload” counts.

3. The Face Sheet references a "certification number". What is that?

WBE, MBE, DBE, SBE and VOB are company level ownership diversity certifications usually issued by federal, state or local governments. In Washington State, the Office of Minority Women’s and Business Enterprises (OMWBE) certifies small businesses owned and controlled by minority, women, and socially and economically disadvantaged persons. OMWBE certification means that a business has been verified by a state agency as owned and controlled by minority, women and socially and economically disadvantaged persons.