



ADDENDUM #1 REQUEST FOR PROPOSALS 2017-137

KITSAP COUNTY HUMAN SERVICES DEPARTMENT KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT PROGRAMS

TO: All Respondents

FROM: Colby Wattling, Buyer

CLOSING DATE: August 1, 2017 at 3:00PM (UNCHANGED)

REF NO.: 2017-137 RFP KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS

DATE: June 19, 2017

Please note the following Questions & Answers from 6/14/2017 proposer's conference

Q1. Will the PowerPoint Presentation delivered today be on the website?

A1. Yes, it will be placed on the Purchasing Open Bid Webpage at <http://www.kitsapgov.com/purchasing/bids.htm> under Project Title “Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs”.

Q2. Will there be any recommendations for websites that provide information and data on the target populations identified in the Kitsap County Board of Commissioners goals on page 6 of the Request for Proposal?

A2. The only recommendation in the Request for Proposal is to review the Kitsap County Behavioral Health Strategic Plan which can be found at <http://www.kitsapgov.com/hs/mhsa/reports.htm>.

Q3. Which proposal should be submitted if a currently funded program offers a new service, such as housing? Should they submit a “New Grant Proposal” or a “Continuation Grant Proposal”?

A3. It is recommended that if you have questions regarding which proposal to submit if you are a current Grantee, you should contact Gay Neal, the Program Coordinator, at 360-337-4827 to review the options.

Q4. If a current grantee proposes to add a new service and new performance outcomes, should they submit a “New Grant Proposal” or a “Continuation Grant Proposal”?

A4. It is recommended that if you have questions regarding which proposal to submit if you are a current Grantee, you should contact Gay Neal, the Program Coordinator, at 360-337-4827 to review the options.

Q5. If a current grantee is proposing expansion of current services, should they submit a “New Grant Proposal” or a “Continuation Grant Proposal”?

A5. It is recommended that if you have questions regarding which proposal to submit if you are a current Grantee, you should contact Gay Neal, the Program Coordinator, at 360-337-4827 to review the options. 2

Q6. Has the County or the Citizens Advisory Committee considered online proposal submittal?

A6. The Citizens Advisory Committee has not discussed online submittal of proposals. County Human Service staff has considered the potential of using the Homeless/Housing/Block Grant online application software in the future.

Q7. If you are a current grantee and you are submitting a “New Proposal”, how should you report on the “Progress to Date” and “Key Accomplishments” of your current program?

A7. Progress to Date and Key Accomplishments should be reported under “Section 1: Organizational Capacity - B. History of Project Management” and “C. Staffing Capacity” of the New Grant Proposal.

Q8. Can we use data and sources found in the Kitsap County Behavioral Health Strategic Plan? Are the sources listed in the plan? Can we use the overall results found in the Strategic Plan as our source?

A8. Yes, you can use the Kitsap County Behavioral Health Strategic Plan as a primary source of information. The sources of information in the plan are referenced and can be used in your proposal as well.

Q9. What is the definition of “Innovative Practice”?

A9. Innovative Programs are defined on page 7 of the Request for Proposal. They are defined as programs that introduce new ideas, methods and concepts that have not yet been researched or have some scientific research or data showing positive outcomes.

Q10. How are the points weighted for each section of the Narratives?

A10. ATTACHMENT H - New Proposal Evaluation and Scoring Form and ATTACHMENT I – Continuation Proposal Evaluation and Scoring Form, are found on pages 39 thru 50 of the Request for Proposal. These forms detail how each response to the Narrative Questions are weighted.

Q11. For current grantees, how do you measure Collective Impact as asked in the Continuation Grant Proposal under “Section 2: Accomplishments to Date - D. Integration & Collective Impact”?

A11. On page 46 of the Request for Proposal, under Integration and Collective Impact on ATTACHMENT I – Continuation Proposal Evaluation and Scoring Form, the

response under “Section 2: Accomplishments to Date D. Integration & Collective Impact” is weighted as follows:

Project sponsor demonstrates that the project has been integrated with other programs in the community with the same goals and objectives and has achieved Collective Impact.

0 = No mention of other agencies participating in the project.

1 = Vague mention that there were “other agencies” but did not specify who these agencies were.

5 = Listed other agencies who are participating in the project that address their identified goals, but did not specify how the applicant worked with them.

10 = Provided clear description of working with agencies in the community that address their identified goals, activities and outcomes and describes how the project achieved a collective impact.

Q12. In measuring Collective Impact described above, do we need to have outcome data from our partners who are working with us?

A12. Having outcome data from the partners in your project would be useful in demonstrating the Collective Impact your project has made and would provide an example of how you are working with agencies in the community to address identified goals, activities and.

Q13. Please confirm that Letters of Commitment should document contributions to the project and do not include overall Letters of Support?

A.13. Yes, Commitment letters from organizations participating in your project must state what resources are being committed to the project and a statement of how Collective Impact will be achieved. Resources include cash donation or ongoing financial contribution; donation of supplies, equipment, or other goods; use of facilities or services; staff time devoted to the project. Please only include letters that specifically describe the provision of resources.

Q14. How specific do we need to be in describing Fidelity Measures?

A14. If you are implementing an Evidence Based program that has measures identified as “fidelity measures,” include them in your Evaluation Worksheet (Attachment D).

Q15. Do we need a Participant Satisfaction Survey to measure participant satisfaction with the program, or can we use alternative methods of measurement?

A15. A Participant Satisfaction Survey is strongly encouraged to provide program participants an opportunity to give direct feedback related to their satisfaction with the program and to give your program information to inform potential modifications to

ensure the program can achieve its intended outcomes. Alternative methods of measurement of participant satisfaction (not in a self-report survey) should be described in VI. 1. Program Evaluation on page 8 of the Request for Proposal.

Q16. Do we need to rewrite the Goal on Worksheet D each time we have a new Activity?

A16. You can or you can merge the Goal cells for all Activity rows that correspond to the same Goal.

Q17. On Attachment E – Total Agency Budget Form, do we need to complete for our entire agency, our department or a smaller unit of our department?

A17. Instruction for Attachment E can be found on page 19 for New Grant Proposals and page 22 for Continuation Grant Proposals. The purpose of the Total Agency Budget Form is to assess the financial capacity of the parent organization. Complete this form for the entire agency budget. For extremely large or complex organizations, the Proposer may substitute an operational unit or department budget, provided that the organization can demonstrate the financial stability required. If you have questions contact Gay Neal, the Program Coordinator, at 360-337-4827 to review the options.

Q18. On Attachment F – Special Project Budget Form, in the far-left column “Other Matching Funds”, does this include In-Kind Contributions?

A18. Instructions for Attachment F can be found on page 19 for New Grant Proposals and page 22 for Continuation Grant Proposals. In Requested Funds column, include all the funds you are requesting in this grant proposal. In Other Matching Funds column, include matching funds invested from your own organization, other grant funds and/or funds which are committed from a partner organization. This should not include in-kind donations. In-kind is defined as goods, commodities or services instead of money. The two columns will be added together for the total project budget. Indirect will be limited to 10%.

Q19. In a Housing component of a proposal, would partial rent reductions made by the owner of the rental unit be considered Match or In-Kind?

A19. This would be an In-Kind contribution. For New Grant Proposals, this contribution should be described in “Section 4: Project Financial Feasibility - B. Additional Resources and Sustainability”.

For Continuation Grant Proposals, this should be described in “Section 4: Sustainability - A. Leveraged Funds”.

END OF ADDENDUM #1