



## ADDENDUM #1 REQUEST FOR PROPOSALS 2018-134

### 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, 2018 at 3:00PM (UNCHANGED)

**REF NO.:** 2018-134 RFP KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS

**DATE:** June 20, 2018

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Please note the following Questions & Answers from 6/14/2018 proposer's conference

**Q1. Are proposals scored based on the gaps identified in the 2014 Kitsap County Behavioral Health Strategic Plan that are listed in pages 10 through 14 of the Request for Proposal?**

**A1.** Yes. Proposals must identify which gaps and recommendations from the Kitsap County Continuum of Care identified in the 2014 Kitsap County Behavioral Health Strategic Plan their project or program will address (see pages 10 – 14 of the Request for Proposal). In the Narrative Section for New Grant Proposals on page 17 the following question addresses Policy Goals and Gaps:

A. Which Policy Goals(s) from the 2014 Kitsap County Behavioral Health Strategic Plan (page 8) does your project address? What service gaps (pages 10 – 14) will it address?

**Q2. Is applicant eligibility limited to the requirements for Mental Health and Chemical Dependency Treatment providers listed on page 4 and 5 of the Request for Proposal.**

**A2.** If an organization is proposing to offer mental health and/or substance use disorder **treatment services**, they must be authorized and licensed to provide these services, and or subcontract with organizations or individuals authorized and licensed to provide these services. If the organization is providing other services as a component of a coordinated chemical dependency or mental health treatment program or service, then the organization must verify that they have the required certifications and/or licenses to provide the services they are applying for. This verification should be documented in both the New Grant Proposal and the Continuation Grant Proposal in response to the following Narrative Questions:

#### **Staffing Qualifications**

Referring to Attachment G, provide a complete list of staff positions dedicated to this project, including the role of each and their Fulltime Equivalent (FTE) designation. What are the professional certifications/licenses required for each position? Does your staff have the professional certifications/licenses required for billing private insurance or Medicaid?

#### **Organization Licenses and Certifications**

Is your organization *itself* licensed to provide behavioral health services through the Washington State Department of Social and Health Services, Department of Health and/or Health Care Authority? If so, What services is the organization licensed to provide?

**Q3.** On page 14 of the Request for Proposal, appropriate, tailored subsidized housing and support services for homeless individuals or persons at risk of homelessness with behavioral health issues is identified as a gap. Would this include providing shelter programs?

**A3.** Yes, if the shelter program is a component of a coordinated chemical dependency or mental health treatment program or service. All housing projects that are applied for under this grant program must be a component of a coordinated chemical dependency or mental health treatment program or service. All housing proposals must target services to individuals with mental health or chemical dependency issues, or who are participants in a Kitsap County Therapeutic Court Program.

**Q4.** If a current grantee is reengineering their staffing pattern to reduce costs, but will continue to provide services at the same service level, should they complete the Continuation Grant Proposal?

**A4.** Yes, that would fit into the requirements of using the Continuation Grant Proposal. Continuation Grant Proposals should be submitted by current grantees whose projects were funded during the 2018 Grant Cycle to request one additional budget period of funding for a project period that would otherwise expire. Budget modifications for Continuation Grant Proposals should be addressed in the Narrative for Continuation Grant Proposals in Section 3. Budget - Narrative Question C. Funding Modifications, found on page 21 of the Request for Proposal:

### **C. Funding Modifications**

Describe any significant changes to the proposed budget (Attachment F and G) for the next budget year resulting from modification of project activities.

**Q5.** What kind of evidence do you want to show collaboration and that applicants are working with partners on a proposed project? Do you want a list in the proposal or Letters of Commitment?

**A5.** Both New Grant Proposals and Continuation Grant Proposals are asked to describe Collaboration, Integration and Collective Impact in their narrative responses. Both may include **Attachment H – Letter of Commitment** to document contributions. 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.** Letters of Commitment are not required if the project does not include in-kind or matching contributions.

**Q6.** Where in the Continuation Grant Proposal Narrative do we address the Policy Goals and gaps in services our proposal is addressing?

**A6.** For Continuation Grant Proposals, this should be addressed on page 21 in Narrative Question 1. Project Description, E. Evaluation:

### **E. Evaluation**

Provide a brief summary of the evaluation plan you outlined in Attachment D. What are your primary goals and expected outcomes for those you will serve.

In explaining these goals and outcomes, be sure to detail how they align with the policy goals and address the continuum of care gaps identified in the 2014 Kitsap County Behavioral Health Strategic Plan.

**Q7. If we have more than one subcontractor, how do we fill out Attachment F: Special Project Budget Form?**

**A7.** Each proposal should include one Special Project Budget Form for the entire cost of the project budget, including funds that the organization will spend internally and funds that they plan to subcontract out. Each proposal that includes subcontractors should also include one Special Project Budget Form for each subcontractor's discrete budget. For example, if the proposal includes three subcontracts it would have 4 Special Project Budget Forms. One for the entire cost of the project and 3 discrete subcontractor budget forms.

**Q8. Can you speak to Return on Investment?**

**A8.** Return on investment measurements are intended to demonstrate financial savings to a system resulting from program activities. Cost-benefit analyses involve systematically evaluating the relationships between an investment (financial and/or otherwise) and the expected benefits. Return on investment and cost-benefit are closely related concepts and there are key distinctions. While return on investment primarily focuses on hard, tangible costs and returns, cost-benefit additionally incorporates soft, intangible costs and returns. The purpose of requesting such measures in the evaluation plan is to demonstrate that program activities result in net savings (financial and/or otherwise) to a system.

**Q9. In Attachment D, Evaluation Worksheet, under "Type of Measure" how many boxes are we expected to check?**

**A9.** At least one. Although it would not be appropriate for all boxes to be checked, it may be appropriate for multiple boxes to be checked. An example of this might be an outcome measure that is evaluating the program's effectiveness in improving clients' well-being across multiple domains.

**Q10. Can we get the Attachments in Word and Excel?**

**A10.** Yes. The Attachments are all available online through the Kitsap County Purchasing Web Site at <https://spf.kitsapgov.com/das/Pages/Online-Bids.aspx>. If you have problems downloading an Attachment please contact Gay Neal at [gneal@co.kitsap.wa.us](mailto:gneal@co.kitsap.wa.us) and the Attachments will be emailed directly to you.

**Q11. In Attachment F, Special Project Budget Form, where would capital expenses be itemized?**

**A11.** In Attachment F, Special Project Budget, capital expenses should be itemized in the "Other" category. When using the "Other" category, please describe the expense. For example:

- *Other (Describe): Capital, Renovations*
- *Other (Describe): Capital, Furniture*
- *Other (Describe): Capital, Construction*

**Q12. If an organization is contributing and funding an FTE to the project, would that be considered Matching Funds?**

**A12.** Yes, that would be considered Matching Funds and should be itemized on Attachment F, Special Project Budget Form in column "Other Matching Funds" under Personnel.

**Q13. Is the 1 10<sup>th</sup> tax funding intended to be short term gap funding, not operational funding for long term projects? If so, is that policy decision made by the Kitsap County Commissioners or is it a requirement of the RCW?**

**A.13.** RCW 82.14.460 states below:

(4) All moneys collected under this section must be used solely for the purpose of providing new or expanded programs and services as provided in this section, except as follows:

(b) For a county with a population larger than twenty-five thousand or a city with a population over thirty thousand, which initially imposes the tax authorized under this section after December 31, 2011, a portion of moneys collected under this section may be used to supplant existing funding for these purposes as follows:

Up to fifty percent may be used to supplant existing funding for up to the first three calendar years following adoption; and up to twenty-five percent may be used to supplant existing funding for the fourth and fifth years after adoption;

The Kitsap County Commissioners interpret the intent of the legislation to fill gaps in service by providing new or expanded programs and cautioned proposers not to assume a commitment to future funding based on the receipt of funds in prior years. The funding should not be viewed as an “entitlement” and Commissioners have the expectation that alternative funding sources will be vigorously pursued. The funding process is competitive and funding recommendations are made based on the relative merits of all proposal received in each yearly cycle.

END OF ADDENDUM #1