



ADDENDUM #1 REQUEST FOR PROPOSALS 2019-136

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

TO: All Respondents

FROM: Colby Wattling, Buyer

CLOSING DATE: July 24, 2019 at 3:00PM (UNCHANGED)

REF NO.: 2019-136 RFP KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS CONTINUATION GRANTS

DATE: May 28, 2019

Please note the following Questions & Answers from 5/15/2019 proposer's conference, additionally a PowerPoint presentation was shown at the conference and can be found online at <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx>

Q1. Evaluation results for current grantees will be summarized and reviewed by the Citizens Advisory Committee during their review of the Continuation Grant Proposals. Is this summary report in addition to the proposal submitted by the continuation organization?

A1. Yes.

Q2. Will the summary report be available for the current grantees?

A2. Yes. Evaluation summaries will be available to current grantees prior to their RFP application deadline. Please note that a focus will be placed on the first quarter of this grant cycle and the full duration of the prior grant cycle to include both the most current data and the most recent full grant cycle's worth of data when possible. For one-time current grantees (not funded prior to 2019), these summaries will only include data from the first quarter of this year because this is the only data available.

Q3. Will the summary report be available to current grantees prior to the due date of the Continuation Grant Request for Proposal?

A3. Yes. Evaluation summaries will be available to current grantees prior to their RFP application deadline. Please note that a focus will be placed on the first quarter of this grant cycle and the full duration of the prior grant cycle to include both the most current data and the most recent full grant cycle's worth of data when possible. For one-time current grantees (not funded prior to 2019), these summaries will only include data from the first quarter of this year because this is the only data available.

Q4. Does the Collective Impact Model also refer to working with social service agencies – not just other behavioral health organizations?

A4. Yes. The definition of Collective Impact on page 6 of the RFP is as follows: Collective Impact is a process that occurs when organizations from different sectors agree to solve a specific social problem using a common agenda, aligning their efforts, and using common measures of success. This would include social service agencies in addition to behavioral health organizations.

Q5. Does Collective Impact only relate to those grants that are funded through the Treatment Sales Tax?

A5. No. Collective Impact relates to organizations from different sectors, not just to those grants that are funded through the Treatment Sales Tax.

Q6. On page 16 in the Project Narrative, Section 1. Project Description/A. Project Design, we are asked to “Describe how this proposal adds to or subtracts from the original proposal.” Does “original proposal” refer to the first proposal we submitted or does this refer to our 2019 proposal?

A6. “Original Proposal” refers to the proposal and budget that was submitted for 2019 funding.

Q7. On page 16 in the Project Narrative, Section 2. Accomplishments to Date/A. Evaluation, we are asked to “Include and describe your evaluation results from previous years using Attachment D from your prior proposal.” Are you asking for data from 2019 or multiple years?

A7. On page 16 in Projective Narrative, Section 2 of the Continuation RFP, we are asking you to provide an overview of your program’s data that is most relevant to your application. For one-time current grantees, data available through one-tenth evaluation will be limited, so please use supplementary data as possible. For multiple-time (continuation) grantees, please place your focus on the most current and relevant data. You are encouraged to note favorable trends over time when possible.

Q8. Are we required to attach our 2019 Evaluation Worksheet to our proposal?

A8. No.

Q9. Can we get feedback related to our outcomes from the evaluator prior to submitting our application?

A9. No. Any technical assistance of this nature cannot be equally distributed and presents an unfair advantage to some applicants over others. If you have technical questions about how to appropriately complete the evaluation worksheet (attachment D), those may be submitted to the evaluator and will be reviewed and answered as deemed appropriate.

Q10. Is the Indirect limited to 5% for total grant request or is it limited to 5% for the proposer and 5% for the sub-contractors.

A10. The 5% indirect is for the overall total cost of the project. If a project is requesting \$100,000 for the total cost of the project, indirect cannot exceed \$5,000. The \$5,000 indirect can be taken by the fiscal lead, the sub-contractor or a combination of both. It just cannot exceed \$5,000 in an overall budget of \$100,000.

Q11. Matching and/or In-kind funds are not requested on Attachment F: Special Project Budget Form or Attachment G: Sub-Contractor Special Budget Form. Where should we document our Matching and/or In-kind funds?

A11. Matching and In-kind funds should be documented in the Project Narrative Section 4. Sustainability (page 17 of the RFP) under Sustainability Plan: “Describe how the project attempted to leverage federal, state, local or private funds and/or in-kind resources during the last budget period, especially Federal Medicaid funds. Describe a preliminary plan for how the project will continue after the next funding period (i.e., sustainability).”

Q12. Should we spend our Matching and/or In-kind funds prior to invoicing the Treatment Sales Tax funding?

A12. Yes. The Special Terms and Conditions, which is included in the contract for services for the Treatment Sales tax state, states that:

“the contractor is required to identify and coordinate all available funding resources to pay for the mental health and chemical dependency services funded by this contract, including Federal (Medicaid and Affordable Care Act, etc.), State, local, private insurance and other private sources. The 1/10th of 1% funding should be utilized as a Payer of Last Resort.”

Q13. Who would make a request to increase the amount of Treatment Sales Tax for program evaluation?

A13. The Kitsap County Department of Human Services is the contracting entity and would make a request to increase evaluation services at the recommendation of the Citizen's Advisory Committee.

Q14. Is there a list of providers who provide evaluation services within this community?

A14. We are unaware a formal list of individuals/agencies who provide evaluation services in Kitsap County. Evaluation services could be provided by entities physically located in Kitsap or the Puget Sound region or could be provided remotely.

Q15. Do we need to submit Attachment H: Project Salary Summary for each sub-contractor?

A15. No. Only submit one Attachment H: Project Salary Summary for the entire cost of project salaries. Include the lead agency salaries and all sub-contractor salaries.

Q16. In our Letters of Commitment do we need to document specific dollar amounts of Match or In-kind or just the services/FTE/products provided?

A16. Include Letters of Resource Commitment to document contributions. 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. Though not required to include specific dollar amounts – the Citizens Advisory Council makes funding decisions based solely on the information provided in your proposal. The more detail you provide the better able they are to make funding decisions.

Q17. Is data entry/evaluation work provided by the organization, but not funded by the Treatment Sales Tax considered Match or In-kind?

A17. Yes, data entry/evaluation work provided by the organization, but not funded by the Treatment Sales Tax is considered Match or In-kind.

Q18. Could data entry/evaluation work be a direct cost written into the application and billed to the Treatment Sales Tax?

A18. Yes, data entry and evaluation work can be a direct cost and written into the application and billed to the Treatment Sales Tax.

END OF ADDENDUM #1