



## ADDENDUM #1 REQUEST FOR PROPOSALS 2019-137

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

**TO:** All Respondents

**FROM:** Colby Wattling, Buyer

**CLOSING DATE:** July 25, 2019 at 3:00PM (UNCHANGED)

**REF NO.:** 2019-137 RFP KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS NEW PROPOSALS

**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. Do you have to be licensed to apply?**

A1. No. If an organization is planning to provide "behavioral health treatment services" they must meet the following requirements or subcontract with an organization who meets the following:

An organization proposing to offer (a) Mental health services; (b) Substance use disorder services; (c) Co-occurring services (services to individuals with co-existing mental health and sub-stance use disorders); and/or (d) Problem and pathological gambling services must meet the requirements of chapter 388-877 WAC, applicable local and state rules, state and federal statutes, must be authorized, licensed and/or certified to provide these services, and/or subcontract with organizations or individuals authorized, licensed and/or certified to provide these services. Or,

An individual must be licensed through the Washington State Department of Health as an advanced social worker, a licensed independent clinical social worker, a licensed mental health counselor, or a licensed marriage and family therapist. An individual must meet the requirements of 18.225 RCW and practice within their scope of work. A Certified Counselor is not equivalent to a Licensed Counselor for this RFP. All licensed individuals and/or organizations must maintain their licensure through the duration of the project.

#### **Q2. Is case management considered "Treatment"?**

A2. Case management is defined as "coordination of services on behalf of an individual person" which may include health care, nursing, behavioral health, social work, education, employment, and law. It is not considered Treatment under this RFP.

#### **Q3. How important is it to have the return on investment?**

A3. Return on investment is one type of evaluation measure. When feasible and defensible, please include actual or estimated return-on-investment figures and/or measurement ideas. When included, you will likely be asked to explain the methodology used so please be prepared to explain or, better yet, include an explanation in your application.

**Q4. If you are writing more than one proposal do you need to submit one Letter of Intent for each proposal?**

A4. Yes. Each individual proposal must have a Letter of Intent submitted. 2

**Q5. If I have questions can I contact you directly after I submit a Letter of Intent?**

A5. Yes, Proposers can contact Gay Neal, Coordinator for the Treatment Sales Tax at 360-337-4827 or gneal@co.kitsap.wa.us directly with specific questions about their proposals.

**Q6. Can you share the sign in information from the Proposer Conference with each of the attendees?**

A6. Information on organizations who submit a Letter of Intent will be published on the Kitsap County Department of Human Services Website the first week of June 2019.

**Q7. If we are planning three projects do we need to submit three separate proposals?**

A7. It is recommended that Proposers can contact Gay Neal, Coordinator for the Treatment Sales Tax at 360-337-4827 or gneal@co.kitsap.wa.us directly with specific questions about their proposals.

**Q8. If we are working with other agencies, who should submit the Letter of Intent?**

A8. Letters of Intent should be submitted by the organization who will be acting as the fiscal agent for the project.

**Q9. If an application is providing services in three segments (ie clinics, jails, schools), should each segment be a separate application?**

A9. It is recommended that Proposers can contact Gay Neal, Coordinator for the Treatment Sales Tax at 360-337-4827 or gneal@co.kitsap.wa.us directly with specific questions about their proposals.

**Q10. Can other documents be submitted in addition to Attachments A through H?**

A10. No. New Grant Proposals must include the required components listed on pages 18 – 19 of the Request for Proposal including Attachments A through J:

ATTACHMENT A – New Grant Proposal Summary Page

ATTACHMENT B – New Grant Proposal Checklist Form

ATTACHMENT C – New Grant Proposal Narrative Template

ATTACHMENT D – New Grant Proposal Evaluation Worksheet

ATTACHMENT E - Total Agency Budget Form

ATTACHMENT F – New Grant Proposal Special Project Budget Form

ATTACHMENT G – New Grant Proposal Sub-Contractor Special Project Budget Form

ATTACHMENT H – New Grant Proposal Project Salary Summary

ATTACHMENT I – Letter of Resource Commitment

ATTACHMENT J – Organizational Chart

No other attachments are to be submitted and will not be reviewed.

**Q11. The RFP states that funds must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. If we provide a match can it be used for other activities?**

A11. Matching funds are defined as cash and must be used to supplement the project proposal. They can be used for other activities, as long as the activities are part of the overall project.

**Q12. Will you let proposers know early if their application is incomplete and not referred on to the Citizens Advisory Committee for review and scoring?**

A12. Proposers will be notified in writing that their proposal was incomplete as soon as possible after internal review, during the week of July 29, 2019.

**Q13. Are all the forms and attachments required? Would “not applicable” be appropriate?**

A13. Attachment B is provided to assure that you have included all the required items for the Request for Proposal submission. The only item on Attachment B that is optional is Attachment I: Letter of Resource Commitment. **If the Proposal is incomplete and does not include all attachments it will not be reviewed.**

**Q14. Can you request funding to support construction costs?**

A14. Yes. Construction costs are allowable costs.

**Q15. Where do capital expenses go on Attachment F: Special Project Budget Form?**

A15. There are several lines on Attachment F: Special Project Budget Form that could be used for capital expenses. For supplies and/or equipment expenses – use the categories under “Supplies & Equipment”. For other capital expenses you can use the “Other” line under “Supplies & Equipment” or the “Other” line under “Ongoing Operations & Maintenance”.

**Q16. Can an application be reviewed for completeness before submitting?**

A16. Yes – Appointments to review your Proposals for completeness can be scheduled during the first 2 weeks of July 2019.

END OF ADDENDUM #1