



**Kitsap County Mental Health, Chemical Dependency
and Therapeutic Court Programs
Request for Continuation Proposal Proposers Conference
2020-119 Questions and Answers**

**July 1, 2020
1:00 p.m. – 2:00 p.m.**

Q1. How do you know an agency was at the Proposer Conference, I don't know if you can see me?

A1. The Zoom Webinar provides a full report of who has attended the Mandatory Proposer Conference and is eligible to submit a "Letter of Intent".

Q2. Will there be a checklist similar to last year?

The Application Stage of the Request for Proposal has 6 Tasks to be completed. Each task must be "Marked as Complete". This will act as your checklist. After all of your tasks have been completed and "Marked as Complete", you will then be able to submit your full application.

Q3. Is it possible to download the entire application as one document once you submit it?

A3. There are three ways to print/download your application within the Survey Monkey Apply site:

From the "My Applications" Page

1. Click on the **More Options** icon in the top right corner of the tile of the application you wish to download
2. Click **Download**

From Within the Application

If you're on the application page with the list of Tasks to complete, to download your application:

1. Click on the **More Options** icon in the top right corner of the application.
2. Click **Download**

From the Preview

1. Within the Preview, click **Download** in the top right corner.

Q4. I tried to go to the website and typed in my email and couldn't get access to the survey monkey.

Q4. After attendance at the Mandatory Proposer Conference is verified each applicant will be sent an invitation to register on the Survey Monkey Apply Website. You must then register your organization before you can enter the site and have access to the Eligibility and Letter of Intent.