



Clallam County Behavioral Health Programs 2024 Request for Proposals

January 1, 2024 – December 31, 2025

DEADLINE: October 2, 2023

CLALLAM COUNTY BEHAVIORAL HEALTH PROGRAMS
2024 REQUEST FOR PROPOSALS (RFP)
Behavioral Health Sales Tax

TABLE OF CONTENTS

Request for Proposal Summary.....3
Request for Proposal Timeline.....5
I. APPLICANT ELLIGABILITY.....6
II. AVAILABLE FUNDING.....6
III. PERIOD OF PERFORMANCE.....6
IV. BEHAVIORAL HEALTH SALES TAX.....7
V. DEFINITIONS.....8
VI. PURPOSE AND SCOPE OF PROJECT.....9
VII. ANTICIPATED SCOPE OF WORK.....11
VIII. MINIMAL TECHNICAL REQUIREMENTS.....12
IX. GRANT PROPOSALS.....13
X. REVIEW AND SELECTION CRITERIA.....16
XI. PROPOSAL TERMS AND CONDITIONS AND INSURANCE REQUIRMENTS.....18
XII. ATTACHMENTS.....23
 • ATTACHMENT A – Grant Summary Page.....24
 • ATTACHMENT B – Narrative Template for Grant Proposal.....25
 • ATTACHMENT C – Evaluation Worksheet.....26
 • ATTACHMENT D – Project Budget Form 2024.....28
 – Project Budget Form 2025.....30

CLALLAM COUNTY BEHAVIORAL HEALTH REQUEST FOR PROPOSAL SUMMARY
Behavioral Health (AKA CD/MH or Hargrove) Sales Tax

The Clallam County Health and Human Services Department is requesting proposals for behavioral health programs and services for the period January 1, 2024 through December 31, 2025. The local Behavioral Health Advisory Board, appointed per Resolution 55, 2006 (updated 2023) prioritized and selected the following service areas for 2024 - 2025 funding:

- 1. Unfunded or underfunded Behavioral Health Services and Supports**
- 2. West End Clallam County Behavioral Health Services**
- 3. Prevention and Early Intervention for Behavioral Health.**
- 4. Behavioral Health Housing & Shelter**

Funding will be available for the period January 1, 2024 through December 31, 2025 as follows:

January 1, 2022 – December 31, 2024	\$1,000,000
January 1, 2023 – December 31, 2025	\$1,000,000

Your proposal/application must have one category selected. Only one category can be selected for each application. You must submit more than one application if you are proposing multiple projects.

Voluntary Bidder's Questions and Answers will be posted to the Health and Human Services Website

All questions regarding RFP content or process must be received by Clallam County Health and Human Services in writing (christine.dunn@clallamcountywa.gov) no later than September 1, 2023 at 5 P.M. Written responses to questions raised by written inquiry will be posted to www.clallam.net/HHS no later than September 8, 2023 at 5pm. Responses will only be provided in written format and posted. It is solely the Bidder's responsibility to access posted questions and answers.

PROPOSAL DEADLINE: Monday October 2nd, at 3:00 p.m. (See Section VIII)

PROPOSALS MUST BE RECEIVED IN THE CLALLAM COUNTY BOARD OF COMMISSIONERS' OFFICE NO LATER THAN 3:00 P.M. ON MONDAY, OCTOBER 2, 2023, WHETHER HAND DELIVERED OR BY U.S. MAIL. NO LATE PROPOSALS WILL BE ACCEPTED.

PROPOSAL MUST BE:

- 1. IN AN ENVELOPE**
- 2. THREE RING HOLE PUNCHED**
- 3. ONE (1) ORIGINAL (including audit)**
- 4. THE OUTSIDE OF THE ENVELOPE SHALL BE MARKED "Behavioral Health Proposal 2024"**
- 5. AN ELECTRONIC PDF VERSION OF THE PROPOSAL and AUDIT MUST BE SENT TO CHRISTINE DUNN AT christine.dunn@clallamcountywa.gov**

A Mandatory Virtual Interview with the RFP Review Committee will be held the week of November 6 – 10, 2023, time TBD. Bidders will be contacted to schedule a virtual interview.

BACKGROUND

In 2005, Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of substance use disorder and mental health programs and services. In March 2006, the Clallam County Board of Commissioners approved an ordinance authorizing a 1/10th of one percent sales and use tax for substance use, mental health, and therapeutic court programs. This sales and use tax shall be known throughout this document as “Behavioral Health Tax”. The goal of this tax is to prevent and reduce the impacts of disabling substance use and mental health disorders by creating and investing in effective services and programs. Behavioral Health Tax must be used solely for the purpose of providing for the operation or delivery of substance use or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services.

SCOPE OF WORK

Proposals for Behavioral Health Sales Tax must address one of the four priority areas of service and be a component of a coordinated substance use disorder or mental health treatment program or service.

1. Unfunded or underfunded Behavioral Health Services and Supports Including but not limited to:

Treatment services, case management, recovery supports.

2. West End Clallam County Behavioral Health Services

3. Prevention and Early Intervention for Behavioral Health

Programs must demonstrate linkages to mental health and/or substance use disorder programs.

4. Behavioral Health Housing & Shelter

Shelter/housing options seeking to prioritize behavioral health outcomes (examples include: sober living, short-term shelter, transitional and permanent housing solutions). This includes; modification of existing facilities to address health & safety needs necessary for the provision, operation, or delivery of substance use disorder or mental health treatment programs or services. “Programs and services” includes, but is not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated substance use disorder or mental health treatment program or service.

This Request for Proposal is available on the Internet at <https://www.clallamcountywa.gov/HHS> or by contacting **Christine Dunn at: Clallam County Health & Human Services; Phone: 360.417.2582; Email: christine.dunn@clallamcountywa.gov.** The Clallam County Health and Human Services Department reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level.

DRAFT REQUEST FOR PROPOSAL (RFP) TIMELINE

Behavioral Health Sales Tax

Date	Activity
July 11, 2023	Behavioral Health Advisory Board Meeting – Priorities Confirmed at Retreat
3 rd Week of Aug, 2023	RFP Released
September 1, 2023	Voluntary Bidders Conference questions due to christine.dunn@clallamcountywa.gov by 5pm
September 8, 2023	Voluntary Bidders Conference answers posted to HHS website (https://www.clallamcountywa.gov/HHS) by 5pm
October 2, 2023	Proposals due to Board of Commissioners by 3:00 p.m.
October 3, 2023	Proposals opened and accepted at BOCC Mtg.
Nov 6 - 10, 2023	<u>MANDATORY</u> virtual interviews with RFP Review Committee - Rating sheets completed/finalized - Preliminary recommendations made
November 14, 2023	Behavioral Health Advisory Board Meeting Recommended Proposals on Agenda for Approval
November 20, 2023	Work Session with BOCC for funding recommendations
November 27 – December 8, 2023	Contracts to County Prosecutor for approval if required
December 11, 2023	Contracts to Providers and returned to HHS with signatures
December 19, 2023	BOCC regular meeting for contract final approval
January 1, 2024	Contract period begins

Note – All dates are subject to change – Updated July 2023

I. APPLICANT ELIGIBILITY

This RFP is seeking interested providers, both public and private, with applicable licensure, experience, and infrastructure to provide Behavioral Health Services within Clallam County.

If an organization is proposing to offer **behavioral health treatment** services, they must be authorized to provide these services, and/or subcontract with organizations authorized to provide these services.

Requirements for providing behavioral health treatment include:

An agency must be licensed through the Washington State Department of Health or Health Care Authority as directed under [House Bill 1388](#). An agency must meet the requirements of chapter [246-341 WAC](#) and [388-877-065 WAC](#) through [388-877-0680 WAC](#), applicable local and state rules, and state and federal statutes.

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.

All licensed individuals and/or organizations must maintain their licensure through the duration of the project.

II. AVAILABLE FUNDING

Funding will be available for the period January 1, 2024 through December 31, 2025 as follows:

January 1, 2024 – December 31, 2024	\$1,000,000
January 1, 2025 – December 31, 2025	\$1,000,000

Funding must be requested and used within each funding period. There is no carryover of unused funds into the next funding period or cycle. Each proposal requires a budget completed for EACH funding period. For example, if you have a proposal for the entire 2 years, you must submit 2 budgets (one for each period as outlined above).

III. PERIOD OF PERFORMANCE

Funding under this grant program is allocated for a 24-month fund cycle. The period of performance for services solicited under this RFP begins January 1, 2024 and ends December 31, 2025. Carryover of unspent funds into the next program year is not permissible. Similarly, unspent funds in one funding cycle will not carryover to future fund cycles. In addition, initial funding is not an assurance or guarantee of ongoing operational funding after the contract period. Proposers are cautioned not to assume a commitment to future funding based on the receipt of funds in prior years. The funding process is competitive and funding recommendations are made based on the relative merits of all proposals received in each yearly cycle.

IV. BEHAVIORAL HEALTH SALES TAX

In 2005, Washington State approved legislation allowing counties to raise local sales tax by one-tenth of one percent to augment state funding of mental health and substance use disorder programs and services (including, but not limited to, treatment services, case management, and housing that are a component of a coordinated substance use disorder or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services.

1. Board of Commissioners Goals

In March 2006, the Clallam County Board of Commissioners passed a resolution authorizing a sales and use tax for Mental Health, Substance use Disorder, and Therapeutic Court Programs. This sales and use tax shall be known as “Behavioral Health Sales Tax”. The goal of this tax is to prevent and reduce the impacts of disabling substance use and mental disorders by creating and investing in effective, data-driven programs for a continuum system of care.

Clallam County seeks to assure that funds collected are expended in an accountable and transparent manner, and with measures to determine the effectiveness of these publicly funded investments. The County will require appropriate oversight, accountability, and status and progress reports for programs supported with the Behavioral Health Sales Tax. Each funded project or program will be partially evaluated according to performance measures for outcomes and cost effectiveness.

Programs shall achieve the following policy goals:

- Improve the health status and wellbeing of Clallam County residents.
- Reduce the incidence and severity of behavioral health disorders in adults and youth in Clallam County.
- Reduce the number of youth and adults suffering from substance use and mental health disorders from initial involvement with the criminal justice system.
- Reduce the number of people in Clallam County who re-cycle through our criminal justice systems, including jails and prisons.
- Reduce the number of people in Clallam County who use costly interventions including hospitals, emergency rooms, and crisis services.

2. Collective Impact

The Clallam County Board of Commissioners have recognized Collective Impact as a framework for making it possible for local service providers to work together to help solve complex social problems, such as behavioral health disorders. It is an innovative and structured approach to making collaboration work across government, business, philanthropy, non-profit organizations, and citizens to achieve significant and lasting social change. Collective Impact is a significant shift from the social sector’s current paradigm of "isolated impact" because the underlying premise of Collective Impact is that no single organization can create large-scale, lasting social change alone. Systemic social problems cannot be solved by simply scaling or replicating one organization or program.

V. DEFINITIONS

Behavioral Health - Means the prevention, treatment of, and recovery from any or all of the following disorders: substance use disorders, mental health disorders, or problem and pathological gambling disorders.

Best Practice - Method or technique that has been generally accepted as superior to any alternatives because it produces results that are superior to those achieved by other means or because it has become a standard way of doing things.

Collective Impact - 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.

Continuum of Care - The continuum of care describes the delivery of health care over a period of time. An integrated system of health care that follows a patient through time or through a range of services.

Evidence-Based Programs - Programs, services, strategies, activities, or approaches which have been shown through scientific research and evaluation to be effective at preventing and/or delaying an untoward outcome.

In-Kind Contributions - In-kind contributions include goods or services, other than cash. Examples of in-kind include:

- Goods, like computers, software, furniture, and office equipment, for use by your organization or for special event auctions
- Services, like meeting space, photocopy and mail services, and administrative/financial support
- Expertise, like legal, tax, or business advice; marketing and website development; and strategic planning
- Cash equivalents, like stocks, bonds, mutual funds

Innovative Programs – Programs that introduce new ideas, methods and concepts that have not yet been researched or have some scientific research or data showing positive outcomes.

Matching Funds – Contributions of cash or assets in the form of money.

Measurable Outcomes - Outcomes are benefits or changes for individuals or populations during or after participating in program activities. Outcomes may relate to behavior, skills, knowledge, attitude, values, condition, or other attributes. To measure outcomes, you must be able to provide evidence that the outcome was or was not achieved. Below is an example of an individual measurable outcome objective:

- 90% of participants successfully completing the program will not reoffend during the subsequent 18 months.

- 85% of participants remain substance free (for example, no positive UA results) during the current quarter.

Medicaid – The federally funded social health care program for families and individuals with limited resources.

Model Fidelity - The strategies that monitor and enhance the accuracy and consistency of an intervention to ensure it is implemented as designed, and that each component is delivered in a comparable manner to all study participants over time.

Promising Programs - Programs, services, strategies, activities, or approaches that have some scientific research or data showing positive outcomes in delaying an untoward outcome, but do not have enough evidence to support generalizable conclusions.

Return on Investment (ROI) - A performance measure used to evaluate the efficiency of an investment or to compare the efficiency of several different investments. ROI measures the amount of return on an investment relative to the investment's cost. To calculate ROI, the benefit (or return) of an investment is divided by the cost of the investment, and the result is expressed as a percentage or a ratio.

Supplanting - Means to “replace” or “take the place of.” Existing funds for a project and its activities may not be displaced by Behavioral Health Sales Tax funds and reallocated for other organizational expenses. Behavioral Health Sales Tax funds must not replace those funds that have been appropriated for the same purpose.

Sustainability - Refers to the continuation of a project's goals, principles, and efforts to achieve desired outcomes. Although many grantees think that guaranteeing the sustainability of a project means finding the resources to continue it “as is” beyond the grant period, ensuring sustainability really means making sure that the goals of the project continue to be met through activities that are consistent with the current conditions and workforce development needs of the region, including the needs of both workers and industry.

Sustainability Plan – Developing an action plan to increase the likelihood of program sustainability.

Behavioral Health Sales Tax – A sales and use tax for Mental Health, Substance Use, and Therapeutic Court Programs.

VI. PURPOSE AND SCOPE OF PROJECT

The purpose of this Request for Proposals is to fund a county-wide infrastructure for behavioral health treatment programs and services that benefit Clallam County youth and adults who are impacted by substance use and mental health disorders. Approximately \$2,000,000.00 for a 24-month period will be allocated for projects or programs which address the 2024 recommendations approved by the Behavioral Health Advisory Board. Proposals must identify one of the four priority areas recommended by the Behavioral Health Advisory Board.

Program Evaluation, Evidence Based programs and Collective Impact have been identified as improving and increasing the quality of program delivery. Although it is not a requirement to use Evidence Based programs, it is highly desirable.

1. Program Evaluation

Funded organizations must participate in a program evaluation for Behavioral Health Sales Tax Programs in the form of a quarterly data report which will be required within 30 days of the end of each quarter. The quarterly report will be recorded on a form created by the Kitsap Public Health District contracted Epidemiologist. Grantees must have performance measures developed for each proposal. The emphasis should be on capturing data at regular intervals that can be used to determine whether Behavioral Health Sales Tax funded programs met the expectations of the proposed project. Evaluation efforts must include standardized data collection and reporting processes that show outcomes of services provided.

See below for following types of information:

- Quantity of services (outputs) ***required***
- Level of change occurring among participants (outcomes) ***required***
- Return-on-investment or cost-benefit (system savings) ***required***
- Various demographics **“highly recommended”**
- Adherence to the model (fidelity) ***required if applicable***
- Common measures (to be identified by Clallam County HHS and the Behavioral Health Advisory Board). Common measures will be identified in the provider contract.

2. Evidence-Based Programs

The Board of Commissioners are committed to supporting programs and organizations who use Evidence-Based Programs that have been accepted as a best practice in the field of mental health, substance use disorder, and therapeutic courts and demonstrate fidelity to evidence-based standards. Promising Programs and Best Practice Programs include services, strategies, activities, or approaches that have some scientific research or data showing positive outcomes in delaying an untoward outcome, but do not have enough evidence to support generalizable conclusions. Innovative Programs introduce new ideas, methods and concepts that have not yet been researched. Promising, Best Practice and Innovative Programs will be considered for funding but must include a robust evaluation process. Preference will be given to evidence-based programs that maintain fidelity.

3. Collective Impact

Partnerships can be mutually beneficial, and a Collective Impact approach calls for multiple organizations or entities from different sectors to abandon their own agenda in favor of a common agenda, shared measurement, and alignment of effort. By working together with behavioral health partners from different sectors of the community, Clallam County can transform a fragmented system of behavioral health programs into a coordinated system that is working towards improving the overall health of the community.

VII. ANTICIPATED SCOPE OF WORK

Clallam County Health and Human Services Department is requesting proposals for Behavioral Health Sales Tax programs along a continuum of care including prevention, intervention, treatment, and recovery support services.

Unfunded or Underfunded Behavioral Health Services - Proposals must show that the services cannot be paid or covered by another source and why patients do not qualify for other resources (such as Medicaid) or are underfunded. Group, Individual or family counseling services provided in a non-residential substance use or mental health treatment facility. Includes services associated with case planning, case consultation and referral services, and other support services for the purpose of engaging and retaining clients in treatment or maintaining clients in treatment.

West End Behavioral Health Treatment – Group; Individual or family counseling services provided in a non-residential substance use or mental health treatment facility. Includes services associated with case planning, case consultation and referral services, and other support services for the purpose of engaging and retaining clients in treatment or maintaining clients in treatment. Proposals must show that the services cannot be paid or covered by another source and why patients do not qualify for other resources (such as Medicaid). Proposals will indicate services for individuals within the West End of the County.

Prevention and Early Intervention - This may include evidence-based mental health and substance use early prevention and intervention parent programs; community and school-based curriculums; and coordinated outreach and education to school aged children and youth. Programs must demonstrate linkages to mental health and/or substance use disorder programs.

Behavioral Health Housing and Shelter - Includes a focus on providing support needs of people with substance use and mental health disorders for them to access housing and shelter. Examples of Housing/Shelter Services may include:

- Subsidized housing and support services for individuals with behavioral health disorders that are homeless or at risk of homelessness.
- Establish stabilization transition housing for individuals with behavioral health disorders moving from jail to treatment.

(These are only examples and not an all-inclusive list of services.)

This includes; modification of existing facilities to address health & safety needs necessary for the provision, operation, or delivery of substance use disorder or mental health treatment programs or services. “Programs and services” includes, but is not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated substance use disorder or mental health treatment program or service.

VIII. MINIMAL TECHNICAL REQUIREMENTS

All responses to this Request for Proposals (RFP) must be complete and meet the following minimum technical requirements to be further reviewed. All proposals shall be on plain white bond paper (8.5 x 11 inches) using 12 font with 1 inch margins. Pages should be numbered, including all attachments. Pages may be double sided. Binder clips may be used to keep pages together. Also, an electronic PDF version of the proposal must be sent to **Christine Dunn at christine.dunn@clallamcountywa.gov**. **One (1) original proposal including all supporting material** (including most recent audit) must be three hole punched, sealed in an envelope, and submitted to:

MAILING ADDRESS:

Clallam County Board of Commissioners
Attn: Behavioral Health Proposal 2024
223 East 4th Street; Suite #4
Port Angeles, WA 98362

PHYSICAL ADDRESS:

Clallam County Board of Commissioners
Clallam County Courthouse
Attn: Behavioral Health PROPOSAL 2024
223 East 4th Street; Room 150
Port Angeles, WA 98362

Please clearly mark the mailing address on envelope. Proposals must be **received BY 3:00 p.m. Monday, October 2, 2023 at the physical address. Proposals not received by the deadline will not be considered for review. If a proposal is mailed to a location or office that is not designated for receipt of the proposal and, as a result, the designated office does not receive the proposal by the deadline, the proposal will be considered late and ineligible for review.**

IX. GRANT PROPOSALS

All grant proposals will be screened and rated based on the following narrative information. In addition, audits submitted with each grant proposal will be evaluated to determine an agency's solvency and be utilized to aid in the overall scoring process.

Instructions for Completing the Grant Proposal Project Narrative:

Using Attachment B: Narrative Template for Grant Proposals, please provide the following information. The Narrative is limited to a maximum of 10 pages (excluding attachments).

Narrative Information

1. Organizational Capacity

20 Points

A. Organizational Governance

Provide a description of your internal governance and leadership structure.

B. Financial

Provide a description of your basic managerial and fiscal structure including program management, accounting, and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit **one hard (original) and one electronic copy of the agencies most recent audit report**, including any "Management Letter" and/or all other correspondence referred to in the audit report, along with the applicant's response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified "Current Financial Statement" must be submitted in lieu of an audit report.

C. History of Project Management

Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.

D. Staffing Capacity

Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staffs have demonstrated experience with and understand the service needs of the mentally ill or substance abusing population.

2. Project Description

40 Points

A. Project Design

Describe your project. Include what services you will provide, when you will provide them and where services will be delivered. Provide a timeline for implementation.

B. Evaluation

Describe your plan for program evaluation, including data collection, management and analysis. Use the Evaluation Worksheet (**Attachment C**) to describe: 1) Goals; 2) Activities and; 3) Objectives. Objectives must be measurable and include both outputs and outcomes. One output should be the number of individuals served. Outcomes are benefits or changes for program participants and may relate to behavior, skills, knowledge, attitude, values, conditions, or other attributes.

C. Evidence-Based, Promising, or Best Practices

What evidence-based, promising, or best practice(s) will you use to serve your target population? Please describe the practice(s) briefly and provide one or more resource that details evidence or support for the practice.

Promising and best practices will be considered for funding but must include a robust evaluation process.

D. Innovative Practices

What innovative practice(s) will you use to serve your target population? Please describe the practice(s) briefly and provide one or more resource that details support for the practice. Robust evaluation process must be included.

E. Previous Outcomes

If you received funding in 2022-2023 from Behavioral Health funds for this same project, briefly describe the outcomes obtained by the use of those funds.

F. Community Collaboration, Integration and Collective Impact

Describe any other organizations that will participate in this project and their roles and responsibilities. Describe how this project will be integrated with other programs in the community that are working to achieve the identified goals and outcomes and establish mutually beneficial programming. What kind of impact will the project have?

3. Community Needs and Benefit

30 Points

A. Needs Assessment and Target Population

What do you identify as the community need? How do you quantify and measure the need? The statement of need should include a clearly established baseline for the project with data and identified point in time when the data was collected (if data is

available). What is the target population you intend to serve, and what is that population's unmet need or gap in services you propose to address? How many people in Clallam County are in need of the service you propose, and what method did you use to estimate that number? How many individuals within this target population will you serve during the grant period?

B. Outreach

Describe your outreach plan for your target population and how it ensures that eligible persons learn about and have access to your program.

C. Link between Community Need and Gaps in Service

Describe how the identified need is consistent with meeting Community Need and Gaps in Service in Clallam County.

4. Project Financial Feasibility

10 Points

A. Budget Narrative

Provide a narrative justification of the items included in your proposed budget (**Attachment D**) and a description of existing resources and other support you expect to receive for the proposed project. Provide clear evidence that the project scope will not supplant current project funding and confirm that other funding sources are exhausted prior to the utilization of these funds.

B. Additional Resources and Sustainability

Describe how the project leverages other federal, state, local or private financial and/or in-kind resources. Funding under this grant program is allocated for a 24-month period. Initial funding is not an assurance or guarantee of ongoing operational funding. Describe the organization's plan to sustain basic levels of service after the conclusion of the grant period. What efforts will be made to secure other funding to support services?

Grant Proposal Checklist

ONE (1) ORIGINAL PROPOSAL (three ring hole punched) AND ONE (1) ELECTRONIC COPY ARE REQUIRED.

Grant Proposals must include the following required components in the following order:

- Attachment A – Grant Summary Page**
Directions – Complete Attachment A. Limited up to one page.
- Attachment B – Narrative Template for Grant Proposals**
Directions – Using Attachment B: Narrative Template for Grant Proposal, provide responses to all Narrative questions including Organizational Capacity, Community Needs and Benefit, Project Description and Project Financial Feasibility. Limited up to 10 pages. Attach copy of your most recent financial audit. Include any responses to any findings, etc.
- Attachment C – Evaluation Worksheet**
Directions – Using Attachment C, submit detailed information in response to Narrative sections: Community Needs and Benefit and Project Description.
- Attachment D – Project Budget Form**
Directions – Project budget must include all expenses, in detail, for the proposed budget. All funds being requested need to be identified and any match or in-kind going towards the project. Staffing should include salaries and benefits separately and include titles of all staff. Indirect may be applied only to salaries in any project and cannot exceed 10% of total salaries.
- Audit**
One hard and one electronic copy of the agencies most recent audit report, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be submitted in lieu of an audit report.

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

X. REVIEW AND SELECTION CRITERIA

The Clallam County Behavioral Health Advisory Committee will convene a review committee and evaluate eligible proposals and make recommendations to the Clallam County Board of Commissioners. Only individuals who do not have a conflict of interest will participate on the review committee.

Grant Proposals will be evaluated as per section IX. GRANT PROPOSAL of this RFP packet. The review committee will convene to develop written questions they have regarding each

proposal. Proposers will be notified of the date and time to appear before the committee for a question and answer session. Proposers will give a 5-10 minute summary of their proposed project and then have time to address the questions from the committee. The sessions are used to further the evaluation process and clarify questions raised by the written proposals. Be prepared to respond to questions about the proposal related to project design, community collaboration, audit and the budget. Please bring the persons within the organization that can provide a response to such questions.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit a proposal at the next grant cycle.

1. Important factors include:

- a. The degree the proposal addresses gaps in services.
- b. Effectiveness of proposed services demonstrated by strategies to obtain realistic projected measurable outcomes.
- c. Proposal cost versus services provided.
- d. Efficacy of program design and the degree to which the agency demonstrates an understanding of the program/project requested by the RFP.
- e. Compliance of proposal with the requirements contained within the RFP.
- f. Evidence of successful collaboration with other organizations in the community that provide similar or complementary services that will assist in making the project a success.

In evaluating each proposal, the County reserves the right to consider past County contract performance if the provider has had a contract for services in the past.

2. Unacceptable Proposals

Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- a. Does not address the essential requirements as part of the *Project Narrative Questions* in the RFP.
- b. Does not address the essential requirements of the particular project.
- c. Demonstrates that the applicant does not understand the requirements of the RFP or the project.
- d. Deficient in approach.
- e. Contains inappropriate or unreasonable costs.
- f. Does not meet the deadline for submittal.
- g. Does not meet the prescribed manner of copy submittal (one hard copy and one electronic).

XI. PROPOSAL TERMS AND CONDITIONS AND INSURANCE REQUIREMENTS

A. Authorship

All proposals submitted become the property of Clallam County, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.

B. Subcontracting

Proposers must include any plans for subcontracting of services or activities of the programs. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. Clallam County reserves the right to approve all subcontractors.

C. Rejection of Proposal

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Clallam County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of Clallam County to do so.

D. Appeal Process

Any agency may appeal the selection of proposals by filing a complaint, in writing, to the Clallam County Behavioral Health Committee. The Committee will meet to review all complaints and render a decision of how to proceed. If a decision is rendered that is not agreeable to the agency, they may file a complaint with the Clallam County Board of Commissioners.

E. Cancellation of Award

Clallam County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

F. Price Warranty

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

G. Waivers

The right is reserved by Clallam County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

H. Nondiscrimination in Programs and Employment

It is the policy of Clallam County to encourage and support equal opportunity in employment.

No person shall, on the grounds of race, color, religion, sex, handicap, sexual orientation, national origin, age, citizenship, political affiliation or belief, be denied employment or benefits, or be discriminated against as a participant, administrator, or staff person under any program or activity receiving funds under Clallam County.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in the admission, access, treatment, or employment in any program or activity.

The proposer agrees to comply with all provisions of the Americans with Disabilities Act and regulations interpreting or enforcing such Act.

The proposer agrees to provide equal opportunity in the administration of the contract, and its subcontracts, purchase orders or other agreements, and in the delivery of services to applicants/participants.

The proposer agrees to make every feasible effort to remove artificial barriers to employment, including, but not limited to, the elimination of sex stereotyping in employment and architectural barriers for the handicapped. Every effort shall be made to employ members of the eligible population in the staffing and administration of the project.

I. Addenda to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all proposers who received the RFP.

J. Limitation

This Request for Proposals does not commit Clallam County to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

K. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

L. Contract Award

Clallam County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Clallam County reserves the right to request additional data, discussion or presentation in support of written proposals.

M. Insurance Requirements

The Contractor shall purchase and maintain such insurance as will provide protection from claims set forth below which may arise out of or result from Contractor's operations under this Agreement whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under Workers' Compensation, disability benefit and similar employee benefit acts which are applicable to the work to be performed.
 - b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees under any applicable employer's liability law.
 - c. Claims for damages because of bodily injury or death of any person other than employees.
 - d. Claims for damages insured by usual personal injury liability coverage.
 - e. Claims for damages because of injury to or destruction of tangible property, including loss of use therefrom.
 - f. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
1. Coverage Forms
 - a. With respect to Workers' Compensation insurance in the state of Washington, the Contractor shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. If the Contractor is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, the Contractor shall so certify by a letter signed by a corporate officer. Such letter shall set forth the limits of any excess insurance covering its employees.

With respect to the performance of this Agreement as to claims against the County, its officers, elected and appointed officials, employees, agents, and volunteers, the Contractor expressly waives its immunity under RCW, Title 51, the Industrial Insurance Act, for injuries to its employees and agrees that the

obligations to defend, indemnify and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds. As with other provisions of this Agreement, this provision was mutually negotiated between the parties to this Agreement.

- b. General Liability insurance shall be written on an insurance industry standard Commercial General Liability Occurrence policy form, and shall provide insurance for bodily injury and property damage liability to include the following: premises and operations; blanket contractual liability insuring obligations assumed under this section; explosion, collapse and underground hazard perils; broad form property damage; and personal injury liability. In addition, the following coverage extensions shall also be included: Amendment of Contractual Liability for Personal Injury Liability, Per Project Aggregate limits, and Stop Gap Employers Liability.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds with respect to work performed by or for Contractor on behalf of the County.

Contractor's General Liability insurance shall be primary with respect to the County, and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance.

- c. If automobiles are used in the rendering of services, auto liability insurance shall be written on an insurance industry standard Business Auto Liability policy form or equivalent. Covered autos shall be designated as "Symbol 1" - Any Auto.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds on the policy.

- d. Errors and Omissions liability insurance, providing coverage for claims for professional acts, errors or omissions arising out of services performed by Contractor, shall be written on a Professional Liability policy form appropriate to the Contractor's profession. Contractor shall maintain professional liability coverage for a period of at least thirty-six months following completion of Contractor's work.

If such policy is written on a claims made form, the retroactive date shall be prior to or coincidental with the date of this Agreement. The policy shall state that coverage is provided on a claims made coverage basis, and shall also state the retroactive date.

- 2. Contractor's liability insurance, as required by subparagraphs above shall be written for not less than the following limits of liability:

- a. Workers' Compensation
Statutory Bodily Injury including Death by Accident or Disease

 - b. Stop Gap Employers' Liability
 - \$1,000,000 Bodily Injury including Death by Accident - Each Accident
 - \$1,000,000 Bodily Injury including Death by Disease - Policy Limit
 - \$1,000,000 Bodily Injury including Death by Disease – Each Employee

 - c. General Liability - Bodily Injury, Personal Injury & Property Damage
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal Injury
 - \$1,000,000 Each Occurrence

 - d. Automobile Liability
 - \$1,000,000 Bodily Injury including Death and Property Damage - Per Accident

 - e. Professional Liability
 - \$ 2,000,000 Per Occurrence
 - \$ 2,000,000 Annual Aggregate
 - or
 - \$ 1,000,000 Per Occurrence
 - \$ 3,000,000 Annual Aggregate
3. Certificates of Insurance evidencing the above coverages that identify the County as an additional insured must be filed with the County prior to commencement of the work. Such certificates shall state that the County, its officers, elected and appointed officials, employees, agents and volunteers have been named as additional insureds on all the liability policy forms, and that the general liability policy provides primary coverage as respects the County and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance. In addition, such certificates shall provide the County with 30 days prior written notice in case of cancellation or non-renewal, except 10 days for non-payment of premium.

Acceptance by the County of deficient evidence of insurance does not constitute a waiver of contract requirements as provided by the conditions of this contract Agreement.

The County may, upon the Contractor's failure to comply with all provisions of this contract relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.

If the proof of insurance or certificate indicating the County is an “additional insured” to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County with 30 days of the execution of the contract.

XIII. ATTACHMENTS

(Attachments available in Word Document format)

ATTACHMENT A – Grant Summary Page

ATTACHMENT B – Narrative Template for Grant Proposals

ATTACHMENT C – Evaluation Worksheet

ATTACHMENT D – Project Budget Form 2022

Project Budget Form 2023

**2024 – 2025 NARRATIVE TEMPLATE FOR GRANT PROPOSALS
BEHAVIORAL HEALTH RFP
CLALLAM COUNTY**

All Proposals will be screened and rated based on the following Narrative information using the template below. The Narrative is limited to a maximum of 10 pages.

1. Organizational Capacity

- A. Organizational Governance
- B. Financial - Copy of your most recent financial audit. Include any responses to any findings, etc.
- C. History of Project Management
- D. Staffing Capacity

2. Project Description

- A. Project Design
- B. Evaluation
 - Goals
 - Activities
 - Objectives
- C. Evidence-based or Promising Practices (Explain)
- D. Innovative Practices (Explain if applicable)
- E. Previous Outcomes
- F. Community Collaboration, Integration and Collective Impact

3. Community Needs and Benefit

- A. Needs Assessment & Target Population
- B. Outreach
- C. Community Need (Gaps in Services)

4. Project Financial Feasibility

- A. Budget Narrative
- B. Additional Resources and Sustainability

2024 - 2025 EVALUATION WORKSHEET

BEHAVIORAL HEALTH RFP CLALLAM COUNTY

INSTRUCTIONS:

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program.

DEFINITIONS:

Goal:	A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal.
Activity:	Actions taken or work performed to produce specific outputs and outcomes.
Objective:	A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound).
Output:	Results of program activities; the direct products or deliverables of program activities, such as number of: sessions completed, people served, materials distributed.
Outcome:	Effect of a program (change) - can be in participant satisfaction, knowledge, attitude, skill; practice or behavior; overall problem; or a measure of return-on-investment or cost-benefit. Identify any measures that are “fidelity” measures for an evidence-based practice.
Reporting:	How and from where will data be collected? How will you measure your desired/stated output/outcome to show success and/or progress?

PROJECT NAME: Click here to enter text.

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE Output/Outcome	E. SOURCE/REPORTING How will you measure your stated output/outcome to indicated success and/or progress? (Every 6 months)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Behavioral Health Funds
January 1, 2024 – December 31, 2024
 PROJECT BUDGET FORM

Agency Name:

Project Name:

Enter the Associated Cost of your Project

Personnel/Benefits	Proposed Cost	FTE	Requested Funds	Matching Funds	Comments
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Indirect (max. 10%)					
Total Benefits					
SUBTOTAL	\$ -	0.00	\$ -	\$ -	
Supplies and Equipment	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	

Program/Other	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
Operations & Maintenance	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
OTHER EXPENSES	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
TOTAL	\$ -	0.00	\$ -	\$ -	

Behavioral Health Funds
January 1, 2025– December 31, 2025
 PROJECT BUDGET FORM

Agency Name:

Project Name:

Enter the Associated Cost of your Project

Personnel/Benefits	Proposed Cost	FTE	Requested Funds	Matching Funds	Comments
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Indirect (max. 10%)					
Total Benefits					
SUBTOTAL	\$ -	0.00	\$ -	\$ -	
Supplies and Equipment	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	

Program/Other	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
Operations & Maintenance	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
OTHER EXPENSES	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
TOTAL	\$ -	0.00	\$ -	\$ -	