



## Thurston - Mason County Developmental Disabilities Program

REQUEST FOR PROPOSAL 2019

Thurston County Public Health and Social Services  
412 Lilly Rd NE, Olympia, WA 98506  
[www.co.thurston.wa.us/health/ssdd/aboutus.html](http://www.co.thurston.wa.us/health/ssdd/aboutus.html)

---



## Thurston/Mason County Developmental Disabilities Program



### Thurston/Mason County Developmental Disabilities Program

#### Mission

The mission of the Thurston/Mason Developmental Disabilities (DD) Program is to work with people with developmental disabilities, families, and the community to promote everyone's well-being, rights, choices, and opportunities in living as valued, contributing and integrated members of our community.

#### Developmental Disabilities Program Funding

The Thurston/Mason County DD program utilizes Washington State Department of Social and Health Services (DSHS) grants and local property tax revenues (millage) to provide services consistent with this mission. Contracts with the Developmental Disabilities Administration (DDA) and the Division of Vocational Rehabilitation (DVR) provide employment, community inclusion and high school transition services for adults with developmental disabilities. Millage funds are utilized to pay for services (such as individual technical assistance, specialized training, etc.) that are not authorized under the DSHS contracts.

The Washington State Legislature provides funds for the coordination and provision of community services for persons with developmental disabilities through [RCW 71A.20](#). This statute directs the governing authority of each county in the state to levy a tax and create a community trust account specifically dedicated to ensuring availability and accessibility of services to individuals with developmental disabilities and their families. Successful proposals will be funded primarily through these county funds.

### Request for Proposal Overview and Current Program Funding Priorities

A Request for Proposal (RFP) is an opportunity for agencies/service providers to submit proposals to Thurston/Mason County for consideration to receive funding for specific programs and/or services. The purpose of the RFP funding process is to develop community partnerships which foster collaboration and enhance/expand services to support individuals in our local communities with developmental disabilities and align with the stated mission of the Thurston/Mason Developmental Disabilities Department. This RFP specifically requests proposals from programs or projects which provide innovative solutions and services in the following areas:

#### **EDUCATION AND PERSONAL SAFETY**

The intended partnership objective is to provide services which assist individuals with developmental disabilities in achieving personal goals by providing educational, personal interest, employment readiness, behavioral, and personal safety supports. Services may partner with school and community-based program staff to provide vocationally and/or personally relevant experiences and assisting individuals in navigating interpersonal and professional relationships.

Some examples may include:



---

## Thurston/Mason County Developmental Disabilities Program

---



### High School Transition Job Club

- ⇒ The intended partnership is to provide regularly scheduled meetings/activities to address pre-employment and job preparation activities to high school transition students with developmental disabilities.
- ⇒ Program content should include topics such as: interviewing, professional and interpersonal communication skills, identifying personal and professional strengths and preferences, employment field options and exploration, dressing for success, etc.
- ⇒ Materials and information should be presented in a way that can be easily understood, transferrable to professional settings, and accessible to participants.
- ⇒ Programs considered for funding will provide trainers/staff who have experience working with individuals with developmental disabilities and will provide training materials and meeting space in an accessible, community based, inclusive setting.

### Educational Partnership/Mentorship

- ⇒ The intended partnership goal is to provide individualized tutoring, mentorship, and training to assist individuals with developmental disabilities in identifying, understanding, and taking steps toward achieving their personal interest and/or educational goals.
- ⇒ Services/programs will provide individuals with developmental disabilities access to educational partners who can assist with identifying personal interests, developing an educational plan, and assisting individuals in achieving personal interest and/or educational goals.
- ⇒ Participants will obtain valuable information regarding researching and mapping their educational and personal interest goals, will gain knowledge and information in their chosen area(s) of study, and will be able to complete (or make significant progress toward completing) an educational program or personal interest project.
- ⇒ Programs considered for funding will provide dedicated, qualified staff/mentors and access to educational materials (either directly or in partnership with collaborative community partners) needed to meet participants' educational and personal interest goals.

### Behavioral Support/Life Skill Services

- ⇒ The intended partnership goal is to provide individualized behavioral support and life skill services for adults with developmental disabilities who are participating in high school transition and/or individual supported employment programs.
- ⇒ Services will be directed toward providing individual assistance and support in developing interpersonal communication, self-advocacy, conflict resolution and personal safety skills.
- ⇒ Via referrals from Thurston/Mason County DD, providers will complete intake/assessments to determine appropriate services for individuals with developmental disabilities, develop goals in collaboration with individuals and families, schedule and provide direct service sessions, and make recommendations for future services.
- ⇒ Programs considered for funding will provide well-qualified staff who have experience working with individuals with developmental disabilities and their families and will provide on-going feedback to Thurston/Mason County DD Program regarding participants' progress, needs, and any recommendations for on-going/supplemental services.



---

## Thurston/Mason County Developmental Disabilities Program

---



### Healthy Relationship Education

- ⇒ The intended partnership goal is to provide information and education regarding creating and maintaining healthy interpersonal relationships (i.e. friendships, romantic partnerships, family relationships, and general community interaction) in an integrated, community setting accessible to the general public with a target audience of individuals with developmental disabilities and their families.
- ⇒ Course content should include topics such as: setting and understanding healthy personal boundaries, learning and utilizing effective communication skills, developing and practicing self-advocacy skills, learning self-respect and respect for others, personal safety, how to report abuse/concerns, general sexual education, and effective conflict resolution skills.
- ⇒ Materials and information should be presented in a way that can be easily understood, transferrable to daily interpersonal interactions, and accessible to participants.
- ⇒ Programs considered for funding will provide well-qualified trainers/staff who have experience working with individuals with developmental disabilities, instructors who have attended a Healthy Relationships certified training course, and classes will be held in a safe community setting that is ADA accessible.

### COMMUNITY ACCESSIBILITY AND INCLUSIVITY

The intended partnership objective is to facilitate community inclusion and accessibility for individuals with developmental disabilities. The goal is to connect communities on an individual level and assist people in engaging in meaningful activities.

Some examples may include:

### Transportation

- ⇒ The intended partnership goal is to provide additional transportation services to individuals with developmental disabilities living in rural communities to increase community accessibility
- ⇒ Services will provide employment related transportation for adult supported employees
- ⇒ Transportation services shall be accessible for a minimum of 5 days per week, 7 hours per day and will be ADA accessible.
- ⇒ Programs considered for funding will provide certified, licensed drivers who have training/experience working with individuals with developmental disabilities.

### Inclusive Community Arts

- ⇒ The intended partnership goal is to provide an inclusive, integrated community art space where individuals with developmental disabilities are free to express themselves through various artistic mediums.
- ⇒ Programs will allow artists to work independently or with appropriate levels of support to conceptualize their own creative vision.
- ⇒ Participants will gain increased confidence, experience enhanced independence, and gain valuable communication skills via art and interaction with class participants and instructors.
- ⇒ Programs considered for funding will provide accessible workshop space, art materials/supplies and will offer a collaborative environment that fosters healthy communication, personal expression, friendships, and a sense of community/belonging.



---

## Thurston/Mason County Developmental Disabilities Program

---



### **Inclusive Wellness/Social Programs**

- ⇒ The intended partnership goal is to provide adults with developmental disabilities access to activities and programs in the community which foster a sense of community through various activities (such as day trips, social events, special interest clubs, fitness classes, etc.).
- ⇒ Participants will gain increased independence, confidence, develop friendships, gain increased communication/interpersonal skills and develop valuable life skills through participation in activities with program participants and community members.
- ⇒ Programs considered for funding will provide accessible, inclusive community space, class/program materials, and will offer a collaborative environment which fosters a sense of community and belonging for all participants.

### **Services or Supports That Benefit Individuals with Developmental Disabilities**

- ⇒ The intended partnership goal is to provide and expand access to and participation in varied community opportunities for people with developmental disabilities and their families.
- ⇒ Services that support people with developmental disabilities to become more independent and to live healthier lives.

### **PERSONAL GROWTH AND INDEPENDENCE**

The intended partnership objective is to support individuals with developmental disabilities in accessing community resources, achieving independent living goals, and gaining financial and personal responsibility.

Some examples include:

### **Financial Advocacy/Benefits Planning**

- ⇒ The intended partnership goal is to provide adults (ages 20 and up) with developmental disabilities understand how earned income may affect state/federal financial benefits and/or provide assistance regarding basic needs and community services (i.e. budgeting and managing state/federal financial and supplemental benefits).
- ⇒ Services will provide clients with critical information regarding rights, responsibilities, and options pertaining to public benefits and assist clients in making informed financial decisions
- ⇒ Programs considered for funding will provide trained staff who are knowledgeable and who have received training in a variety of public assistance programs (such as SSI, SSDI, Medicaid/Medicare, food stamps, etc.) and who have experience and who are cleared to work with individuals with developmental disabilities.

### **Advocacy and Mentorship**

- ⇒ The intended partnership goal is to provide parents/caregivers of individuals with developmental disabilities access to a network of parents and community members who are specially trained and able to provide mentorship and advocacy assistance services based on the needs of the individual and family.
- ⇒ Services should include informational meetings, access to relevant resources and services, crisis support information and resources, peer support, and social inclusion in inclusive and public settings.
- ⇒ Programs considered for funding will provide trained staff who are knowledgeable in working with individuals with developmental disabilities and shall provide access to events/services in inclusive, community settings.



## Thurston/Mason County Developmental Disabilities Program



### Proposal Selection Process and Funding

#### Proposal Selection Process

All proposals will be assessed and scored by a volunteer Review Panel comprised of individuals who do not have a vested interest in the process, who do not have current proposals pending, and who have knowledge of community needs regarding individuals with developmental disabilities. Review Panel members typically include: one self-advocate or family member, one representative from the Thurston/Mason (Region 3 South) Field Service or Developmental Disabilities Administration/Division of Vocational Rehabilitation Office, and one Developmental Disabilities Program county employee from a county other than Thurston or Mason. Upon completion of the review process, the Panel will submit recommendations to the Thurston County Board of County Commissioners for consideration. Thurston/Mason County Developmental Disabilities Program staff provides technical and administrative support to the Review Panel, but do not participate in the process of selecting proposals for recommendation to the Board.

The Review Panel will review and discuss all proposals to:

- ⇒ Assess the level of need for the proposed services
- ⇒ Determine how each proposal will fulfill the needs of or supplement services available to individuals with developmental disabilities
- ⇒ Evaluate whether the proposed services align with and will further enhance Thurston/Mason County's Developmental Disabilities Program stated mission
- ⇒ Consider whether the proposal is well-articulated and identifies realistic, attainable goals
- ⇒ Evaluate if the anticipated benefit to the community is in line with the cost of services

To fully understand any proposal, the Review Panel may request more information to be presented in writing or may request an opportunity to interview the applicant. For proposals requesting a continuance of currently provided services, the Review Panel will additionally take into consideration factors measuring current contract performance. The Review Panel may suggest alterations in a proposal. The Review Panel's final recommendations will be forwarded to the Thurston County Board of County Commissioners for approval.

#### Funding Availability

Contracts are scheduled to begin on January 1, 2020 and end no later than December 31, 2021, for a maximum of two years. Up to \$375,000.00 will be available for Thurston County DD contracts and up to \$95,000 will be available for Mason County DD contracts. These amounts only apply to funding years 2020 and 2021. Future/continued funding is not guaranteed.

Resources are limited and typically there is insufficient resources to fund all of the submitted proposals. The County prefers to award several smaller contracts rather than a limited number of larger contracts.



Thurston/Mason County  
Developmental Disabilities Program



**General Information**

<b>Release Date:</b>	<b>September 19, 2019</b>	
<b>Proposal Contact:</b>	Jennifer Popchockhakim, Developmental Disabilities Program Specialist III Phone: 360.876-2597 Email: <a href="mailto:popchoj@co.thurston.wa.us">popchoj@co.thurston.wa.us</a> Anneliese Cole, Developmental Disabilities Program Specialist I Phone: 360.867.2518 Email: <a href="mailto:anneliese.cole@co.thurston.wa.us">anneliese.cole@co.thurston.wa.us</a>	
<b>Due Date:</b>	<b>October 21, 2019</b>	
<b>Summary of Expected Results:</b>	This RFP is seeking proposals for services which provide support to individuals with developmental disabilities and their families in our local community. The purpose is to carry out the stated mission by supporting innovative solutions and funding additional services that foster community involvement in alignment with the goals and objectives of our shared counties	
<b>Timeline for Selection:</b>	RFP Release Date Proposal Due Date Proposal Review/Evaluation Period Contract Award Notification Contract Start Date	September 19, 2019 October 21, 2019 October 28-November 8, 2019 December 2-6, 2019 January 01, 2020
<b>RFP Exhibits and Attachments</b>	<b>Exhibits</b>	<b>Attachments</b>
	Proposal Coversheet Proposal Overview	Budget form Salary Spending Plan form Sample Professional Services Agreement
<b>Respondent Eligibility</b>	Respondents must demonstrate the capacity and readiness to deliver the services proposed within the RFP timeframe in accordance with all contractual requirements. If the Respondent is unable to demonstrate a comprehensive plan for achieving the intended goals, the Respondent will not be considered for funding under this RFP. To be eligible for consideration under this contract, Respondents must: <ol style="list-style-type: none"> <li>1. Demonstrate the ability to provide the service to individuals with developmental disabilities and their families, as described in the proposal.</li> <li>2. Demonstrate an understanding of and ability to comply with the <a href="#">County Guidelines</a>.</li> <li>3. Demonstrate the potential to provide services that are consistent with the goals and objectives of the Thurston/Mason Counties Developmental Disabilities Program.</li> </ol>	
<b>Proposal Materials</b>	To obtain a copy of all RFP materials, please contact the Proposal Contact listed above or download all materials from <a href="http://www.co.thurston.wa.us/health/ssdd/RFP.html">http://www.co.thurston.wa.us/health/ssdd/RFP.html</a>	

**Proposal Submission Instructions**



---

## Thurston/Mason County Developmental Disabilities Program

---



Once you have completed your proposal, submit your proposal packet (including application and supporting documentation) in PDF format via email to : [popchoj@co.thurston.wa.us](mailto:popchoj@co.thurston.wa.us) and [anneliese.cole@co.thurston.wa.us](mailto:anneliese.cole@co.thurston.wa.us) no later than **Monday, October 21, 2019**.. Applications received after this date will not be considered.

### Respondents must complete the following documents when submitting proposals to the County:

- Cover sheet and narrative questions
- Budget
- Spending plan for salaries and wages

You may provide additional information that you feel is relevant or important for the RFP Review Panel to consider in fully understanding your proposal. Please limit additional information to no more than five (5) typed pages, not including the cover sheet or budget pages.

An electronic version of this RFP and the required documents can be obtained at:  
<http://www.co.thurston.wa.us/health/ssdd/RFP.html>

For questions regarding this RFP, contact:  
Jennifer Popchockhakim at (360) 867-2597 or [popchoj@co.thurston.wa.us](mailto:popchoj@co.thurston.wa.us)  
Anneliese Cole at (360) 867-2518 or [anneliese.cole@co.thurston.wa.us](mailto:anneliese.cole@co.thurston.wa.us)

The Thurston/Mason County Developmental Disabilities Program reserves the right to modify, reject, or negotiate any proposals submitted with the proposing organization prior to recommending funding of the proposal.

***Note: As a requirement of any County contract, all contractors must carry liability insurance, specifically listing Thurston/Mason County as endorsed as insured under the contractor's policy. Also, all staff, volunteers or parties that participate in awarded contracts must complete and pass a criminal background check.*** Other requirements for contractors are contained in the County Professional Services Agreement, of which a sample is attached. A signed professional services contract will be required prior to initiating services for contract grantees.