



# Community Project Grants Proposal Process Overview

## Thurston and Mason Counties Developmental Disabilities

### **Overview of Process:**

A Request for Proposals (RFP) is issued upon approval by the Board of County Commissioners. Public notice of the RFP is published in the official Thurston County and Mason County newspapers, distributed to 70 local agencies and posted on the Thurston County web site. The Developmental Disabilities Program Staff will select a Community Project Grants Proposal Review Panel. This panel will review the proposals submitted and then make recommendations to the Thurston County Board of County Commissioners. Final authority for approval of contracts rests with the Thurston Board of County Commissioners.

### **Composition of Community Project Grants Proposal Review Panel:**

The Review Panel will consist of community members who meet the following criteria:

- Knowledgeable on the needs of people with developmental disabilities and their family members
- Do not have a conflict of interest in the process or applications submitted
- Committed to furthering the mission of Developmental Disabilities in Thurston and Mason Counties.

In addition, we would like to fill the panel with the following representatives:

- One self-advocate or family member
- One representative from the Thurston Field Services Office of the Region 3 South Developmental Disabilities Administration
- One representative from the Mason Field Services Office of the Region 3 South Developmental Disabilities Administration
- One Developmental Disabilities Program county employee from a county other than Thurston or Mason.

### **Community Project Grants Proposal Review Panel Role:**

The Review Panel is expected to review and score each proposal fairly and equitably with regard to the provided criteria. The Review Panel may choose to interview applicants if further clarification is needed. The panel's ultimate responsibility is to make a series of contract recommendations to the Board of County Commissioners.

Panel members will not be compensated for their time. Panel volunteers must be willing to commit fully to the expected 10 to 20 hours of time required to read and score the proposals and attend all scheduled meetings.



**Role of County Staff:**

The primary role of County staff is to support the work of the Review Panel. County staff will review all proposals for completeness and compliance with the RFP requirements. County staff will assemble, package and deliver the proposals to Review Panel Members with score sheets and instructions. County staff will ask questions of the applicants on behalf of the Review Panel, clarify instructions and answer questions about process and protocol. County staff will make all arrangements for meetings, and will facilitate and record the work of the Review Panel. County staff will convey the final set of recommendations to the Board of County Commissioners.