



REQUEST FOR PROPOSAL 2024/2025 CONTRACT TERM



Thurston County Public Health and Social Services
412 Lilly Road NE
Olympia, WA 98506

[https://www.thurstoncountywa.gov/departments/
public-health-and-social-services/social-services/developmental-disabilities](https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/developmental-disabilities)



RFP Release Date:	August 30, 2023	
Due Date:	September 29, 2023	
Application Submission:	DDFunding@co.thurston.wa.us	
Summary of Expected Results:	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.	
Timeline for Selection:	Proposal Review/Evaluation Contract Award Notification Contract Start Date	October 2 – 31, 2023 By November 15, 2023 January 1, 2024
Exhibits and Attachments:	County Coversheet Proposal Overview Budget Sheet Spending Plan Sample County Professional Services Agreement	
Eligibility:	<p>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 goal, the Respondent will not be considered for funding under this RFP. To be eligible for consideration, Respondents must:</p> <ol style="list-style-type: none"> 1. Demonstrate the ability to provide the service(s) to individuals with developmental disabilities and their families as described in the proposal. 2. Demonstrate an understanding of and the ability to comply with the County Guidelines. 3. Demonstrate the potential to provide services that are consistent with the goals and objectives of the Thurston/Mason County Developmental Disabilities program. 	
Proposal Materials:	https://www.thurstoncountywa.gov/departments/public-health-and-social-services/administration/fiscal/funding-announcements	
Contact:	Mark Moffett, Program Manager (360) 867-2597 mark.moffett@co.thurston.wa.us	

Our mission in the Thurston/Mason County Developmental Disabilities (T/MCDD) program is to work with people with developmental disabilities, their families, and the community to promote everyone's well-being, rights, choices and opportunities in living as valued, contributing and integrated members of the community.

T/MCDD program utilizes Washington State Department of Social and Health Services (DSHS) grants and local property tax revenue (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 transition services to adults with developmental disabilities. Millage funds are utilized to pay for services that are not authorized under these contracts. Some examples of these services may include individual technical assistance, specialized training, and benefits planning.

The Washington State Legislature provides funds for the coordination and provision of community services for persons with developmental disabilities through [RCW 71A.20.170](#). 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.

A Request for Proposal (RFP) is an opportunity for agencies to submit proposals 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 expansion of services that support individuals in our local community with developmental disabilities. This RFP specifically requests proposals from programs or projects which provide innovative solutions and services in the following areas:

Inclusive Community Arts

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

Educational Partnership

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

Behavioral Support and Life Skill Services

- ⇒ The goal is to provide individualized behavioral support and/or life skill services to adults with developmental disabilities who are participating in the High School Transition program and/or Individual Supported Employment services.
- ⇒ Services will be directed toward providing individual assistance and support in developing interpersonal communication, self-advocacy, and conflict resolution skills.
- ⇒ Through a referral from T/MCDD, program providers will complete an intake/assessment to determine appropriate services for the individual, develop goals in collaboration with the individual and their family, schedule and provide direct service sessions and make recommendations for future services.
- ⇒ Program providers will have well-qualified staff who have experience working with individuals with developmental disabilities and their families and will provide on-going feedback to T/MCDD regarding each participants' progress.

Healthy Relationship Education

- ⇒ The goal is to provide information and education regarding creating and maintaining healthy, interpersonal relationships.
- ⇒ Services will be in an integrated, community setting that is accessible to all with a target audience of individuals with developmental disabilities and their families.
- ⇒ Program content should include topics such as:
 - Setting and understanding healthy personal boundaries
 - Learning and utilizing effective communication skills
 - Developing and practicing self-advocacy skills
 - Personal safety
 - How to report abuse and/or concerns
- ⇒ Materials and information should be presented in a way that can be easily understood, transferred to daily interactions and accessible to participants.
- ⇒ Program providers will have well-qualified staff who have experience working with individuals with developmental disabilities and instructors who have attended a Healthy Relationships certified training course.

All proposals will be assessed and scored by a volunteer panel comprised of individuals who do not have a vested interest in the process, who do not have a current proposal pending and who have knowledge of community needs regarding individuals with developmental disabilities. Upon completion of the review process, the panel members will submit recommendations to the Thurston County Board of County Commissioners (BoCC) for consideration. T/MCDD staff provide technical and administrative support to the panel but do not participate in the process of selecting proposals for recommendation to the BoCC.

The panel will review and discuss all proposals to:

- Assess the level of need for the proposed services
- Determine how each proposal will fulfill the need of available services to individuals with developmental disabilities
- Evaluate whether the proposed services align with T/MCDD's 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 panel may request additional information to be presented in writing or may request to interview the applicant. For proposals requesting a continuance of currently provided services, the panel will additionally take into consideration factors measuring current contract performance and may suggest alterations to the proposal. The panel's final recommendation will be forwarded to the BoCC for approval.

Contracts are for a maximum of two years and are scheduled to begin on January 1, 2024 and end no later than December 31, 2025. Up to \$1,000,000 will be available for Thurston County contracts and up to \$500,000 will be available for Mason County contracts. These amounts only apply to funding years 2024 and 2025. Future and continued funding is not guaranteed.

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

Submission Instructions

Completed proposal packets, including the application and any supporting documents, should be emailed in a **single pdf attachment** to DDFunding@co.thurston.wa.us. All submissions should be sent by no later than **5:00pm PST on Friday, September 29, 2023**. Proposal packets not emailed to this email address or that are received after this date will not be considered for funding.

All proposal packets must contain the following:

- County Coversheet and Narrative Questions
- Proposed Budget Spreadsheet
- Proposed Salary Spending Plan Spreadsheet

T/MCDD program reserves the right to modify, reject or negotiate any proposal submitted with the proposing organization prior to recommending funding of the proposal.