



## Thurston - Mason County Developmental Disabilities Program

REQUEST FOR PROPOSAL 2021

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 supplemental and expanded services (such as transportation, specialized training, inclusive social programs, 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 requests proposals from programs or projects which provide innovative solutions and services in the following areas. The categories listed below exemplify areas where service gaps have been identified but are not intended to be an exhaustive list of programs that may be considered for funding.

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

The intended partnership objective is to provide services that assist individuals with developmental disabilities in achieving personal goals by offering 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, but are not limited to:



## Thurston/Mason County Developmental Disabilities Program



### Life Skills and Healthy Relationship Programs

- ⇒ The intended partnership goal is to provide information and education to assist individuals with developmental disabilities to create and maintain healthy interpersonal relationships, learn new skills, and develop new social connections in an integrated setting accessible to the general public with a target audience of individuals with developmental disabilities and their families.
- ⇒ Program/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 all 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 and/or virtually accessible.

### 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, will provide training materials, and will offer accessible, inclusive options for attendance.

### COMMUNITY ACCESSIBILITY AND INCLUSIVITY

The intended partnership objective is to facilitate 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 program examples may include, but are not limited to:

### 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 and who have successfully passed the Washington State DSHS Background Check.



## Thurston/Mason County Developmental Disabilities Program



### **Inclusive Arts, Sports, Health/Wellness, Social, Skills Training and Educational Support Programs**

- ⇒ The intended partnership goal is to provide and expand inclusive, integrated community arts, sports, health/wellness, social, skills training and educational support programs where individuals with developmental disabilities are free to express themselves through various mediums, connect with others in the community and have opportunities to gain new skills.
- ⇒ Programs will allow individuals to work independently or with appropriate levels of support to conceptualize their own projects, achieve personal educational/health/social/academic goals, and develop/enhance social connections.
- ⇒ Participants will gain increased confidence, experience greater independence, and gain valuable communication skills via interaction with program participants and instructors.
- ⇒ Programs considered for funding will provide staff who have experience working with individuals with developmental disabilities of various ages, accessible space, program materials/supplies and will offer a collaborative environment that fosters healthy communication, personal expression, friendships, and a sense of community/belonging.

### **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 independence.

Some examples include, but are not limited to:

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

- ⇒ The intended partnership goal is to provide adults with developmental disabilities representative/protective payee services and to 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 in and who have received training in a variety of public assistance programs (such as SSI, SSDI, Medicaid/Medicare, food stamps, etc.), who demonstrated experience in these fields, who have successfully passed the required DSHS Background Check, and who are authorized to work with individuals with developmental disabilities.

#### **Advocacy and Mentorship**

- ⇒ The intended partnership goal is to provide individuals with developmental disabilities access to a network of peers 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, have accessible meeting spaces and methods of communication for clients.



## Thurston/Mason County Developmental Disabilities Program



### Parent Coalition and Parent/Caregiver Support Services

- ⇒ The intended partnership goal is to provide parent/caregiver access to support services, increase awareness of and accessibility to community resources, help foster and develop connections with other families, and increase personal independence for individuals with developmental disabilities.
- ⇒ Programs will offer access to early learning services and support programs, habilitative services to help individuals learn/improve daily living skills, and community-based volunteer opportunities as a few examples.
- ⇒ Services/programs will provide parents/caregivers support and enhance community connections and will include and engage individuals with developmental disabilities with meaningful, community-based opportunities for growth and development.
- ⇒ Programs considered for funding will provide dedicated, qualified staff/mentors, accessible meeting space, inclusive and accessible resources and information, and opportunities for parents/caregivers and individuals with developmental disabilities to connect and collaborate to achieve personal and common goals.

## 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 additional information from the applicant 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.



## Thurston/Mason County Developmental Disabilities Program



### Funding Availability

Contracts are scheduled to begin on January 1, 2022 and end no later than December 31, 2023, for a maximum of two years. Up to \$600,000.00 will be available for Thurston County DD contracts and up to \$200,000 will be available for Mason County DD contracts. These amounts only apply to funding years 2022 and 2023. 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.

### General Information

<b>Release Date:</b>	August 31, 2021	
<b>Proposal Contact:</b>	Anneliese Cole, Developmental Disabilities Program Specialist II Phone: 360.870.3582 Email: <a href="mailto:anneliese.cole@co.thurston.wa.us">anneliese.cole@co.thurston.wa.us</a>	
<b>Due Date:</b>	September 30, 2021	
<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	August 31, 2021 September 30, 2021 October 11-22, 2021 November 12, 2021 January 1, 2022
<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>	<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 goals, the Respondent will not be considered for funding under this RFP. To be eligible for consideration under this contract, Respondents must:</p> <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</li> </ol>	



## Thurston/Mason County Developmental Disabilities Program



	goals and objectives of the Thurston/Mason Counties Developmental Disabilities Program.
<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

Once you have completed your proposal, submit your proposal packet (including application and supporting documentation) in PDF format via email to [anneliese.cole@co.thurston.wa.us](mailto:anneliese.cole@co.thurston.wa.us) **no later than 5:00 pm (PST) on Thursday, September 30, 2021.** 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 fully understand 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:  
Anneliese Cole at (360) 870-3582 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.