



Cowlitz County Health & Human Services Department

1952 9th Avenue
Longview, WA 98632
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www.co.cowlitz.wa.us/hhs

Board of County Commissioners

Arne Mortensen	District 1
Dennis Weber	District 2
Joe Gardner	District 3

August 17, 2021

To Interested Parties:

Cowlitz County is soliciting this Request of Qualifications (RFQ) for service providers for possible addition to the Cowlitz County Developmental Disabilities Program Qualified Provider List. The County contracts with qualified service providers utilizing funding from the State of Washington Department of Social and Health Services, Developmental Disabilities Administration (DSHS-DDA) and the County to provide the following services:

- Individual Supported Employment
- Individualized Technical Assistance
- Community Inclusion Services

The County requires firms on the Qualified Provider List to be fully licensed and bonded in the State of Washington to provide these particular services.

This is an open and continuous RFQ. Documentation of qualifications can be submitted at any time. Documentation of qualifications shall be delivered to the Health & Human Services Departments at 1952 9th Avenue, Longview WA 98632.

Please provide Cowlitz County with the following to be considered for addition to the Qualified Provider List:

For Adult Employment or Day Program Services

(As defined in Department of Social & Health Services, Developmental Disabilities Administration Policy 6.13)

- 1 The name and contact information of the agency
- 2 Plans to deliver services and establish relationships within the county
- 3 A list of adult employment or day program services the agency offers
- 4 A list of the child development services the agency offers – such as specialized instruction, occupational therapy, physical therapy, audiology, and speech, hearing, and language services
- 5 Evidence, as requested by DDA or the county, of how the provider meets qualifications under this policy
- 6 A copy of the agency's organization chart
- 7 Monitoring reports and audits
- 8 Job descriptions for each position within the agency
- 9 A copy of the agency's business license
- 10 The name of the agency's signature authority
- 11 A copy of the agency's insurance certificate
- 12 The agency's debarment certification statement
- 13 Evidence that shows the agency has a credit line or cash reserves that enable the agency to provide services for at least two months
- 14 A projected budget for one year of services

For Adult Employment Individualized Technical Assistance

(As defined in Department of Social & Health Services, Developmental Disabilities Administration Policy 6.21)

- 1 Proof of criminal history background clearance in accordance with RCW 43.43.830 through 845 and RCW 74.15.030. Background checks are required in situations where there may be unsupervised contact with the client. DDA requires the DSHS Background Check Central Unit (BCCU) be used to obtain background clearances.
- 2 Exhibit ability, education, and/or experience to successfully develop and implement a plan for providing technical assistance that assists in removing any identified barrier(s) to employment or community participation.
- 3 Provide proof of the following:
 - a. Business license
 - b. Professional certification or credentialing as applicable
 - c. Insurance certificate
 - d. Debarment certification statement
- 4 Provide proof of training or have confirmed knowledge of the following areas and administration policies as applicable:
 - a. Client confidentiality
 - b. DDA Policy 5.06, Client Rights
 - c. DDA Policy 6.08, Mandatory Reporting Requirements Services Providers

The County will not be liable for any cost incurred in the preparation of the proposal.

Proprietary Information: If a proposal contains information that Respondent does not wish disclosed to the public, or used for any purpose other than the evaluation of this proposal, all such information must be submitted with indications on each page that the material is "Proprietary," "Confidential" and/or a "Trade Secret." Cowlitz County will take reasonable steps within the limitations of Public Disclosure laws to assure that information contained in the proposal remains confidential throughout the proposal evaluation process. County is a Public Agency. Respondent acknowledges that County is a public agency and any information or documents provided to County may be subject to the Public Disclosure Act of the State of Washington. RCW 42.56.010 et seq. Proprietary materials provided to the County which Respondent wishes to protect against public disclosure shall be conspicuously marked as "Confidential Proprietary Information," or other similar marking. County will promptly notify Respondent of any request for said 'marked' materials so as to allow Respondent an opportunity to claim an exemption or protection of such Confidential Information within the courts of the State of Washington. Upon such public disclosure request notice by County, Respondent shall take such legal action as it deems necessary and appropriate to prevent the release of such information, and County shall have no further obligations in this regard. In the event disclosure is required by law or court order or Respondent fails to take action or is unsuccessful in preventing such disclosure, County shall not be liable to Respondent if such information is released; PROVIDED, County has otherwise complied with this provision and all applicable laws and rules including those related to RCW 42.56.010 et seq. and U.S. copyright and trade secrets law.

Please direct all questions to the Program Manager listed below:

Gena James
Deputy Director
360-414-5599
HHSContracts@co.cowlitz.wa.us

QUALIFICATIONS

MINIMUM QUALIFICATIONS

In order for the proposal to be considered responsive to this RFQ, respondents must possess the following minimum qualifications:

1. Licensed and certified to conduct business in the State of Washington.
2. At the time of submission, be a qualified developmental disability service provider with Department of Social & Health Services, Developmental Disabilities Administration as defined in Policy 6.13 and 6.21 located: <https://www.dshs.wa.gov/dda/policies-and-rules/policy-manual>

EVALUATION

1. The department will review responses to the RFQ in approximately March and September of each year.
2. Evaluation process will include an initial screening of the responses, based on the minimum qualifications including compliance with Department of Social & Health Services, Developmental Disabilities Administration Policy 6.13 and 6.21 located: <https://www.dshs.wa.gov/dda/policies-and-rules/policy-manual>. See attachment "Developmental Disabilities RFQ Evaluation Tool". All qualified written responses will be evaluated by the Program Manager.
3. The final determination will be made by the Program Manager.