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**Technical Assistance, Training and Policy Support for Foundational Community Supports (FCS)**

**RFP No. 2023HCA28**

**Amendment No. 1**

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**Date Issued:** 2/5/2024

**To:** RFP Bidders

**From:** Heidi Jones, RFP Coordinator

**Purpose:** **Error Correction, HCA Responses to Bidder Questions, Webinar Presentation**

This amendment hereby modifies and is attached to RFP No. 2023HCA28. All other terms, conditions, and specifications remain unchanged.

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The above referenced solicitation is amended as follows:

1. **Error Correction.** There are no page limits associated with submitting Proposals for this RFP.

1.1 RFP, section 3, Proposal Contents and Requirements, subsection 3.8, Written Proposal is amended to read as follows:

**3.8 WRITTEN PROPOSAL (MANDATORY, SCORED)**

Exhibit C, Written Proposal must be completed in its entirety. Bidder should respond using Exhibit C as its template, to ensure compliance with the formatting requirements outlined in Section 3.2(B).

2. **Questions and Responses from Emails.** HCAs responses to Bidder questions received via email to the [HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov) email box.

2.1 **Bidder Question:** We are interested in the employment piece only and it looks like you can submit an RFP that way...just wanted to confirm that is possible.

**HCA Response:** HCA will accept Proposals for either Supported Employment (SE), Supportive Housing (SH) or both. If you are able to provide technical assistance, training and/or policy support, please specify SE or SH where prompted in Exhibit D, Written Proposal and Exhibit D, Cost Proposal.

**3. Questions and Response from Pre-Bid Conference webinar.**

**3.1 Bidder Question:** Can an organization just propose to work in SH or SE or are you looking for organizations that can do both?

**HCA Response:** HCA will accept Proposals for either Supported Employment (SE), Supportive Housing (SH) or both. If you are able to provide technical assistance, training and/or policy support, please specify SE or SH where prompted in Exhibit D, Written Proposal and Exhibit D, Cost Proposal.

**3.2 Bidder Question:** Are proposals due on 3/21 or 3/14? the cover slide said 3/14 but the RFP says 3/21. Thanks!

**HCA Response:** The cover slide was in error. The presentation included in this Amendment has been revised to reflect the correct dates.

**3.3 Bidder Question:** Pg. 32 of the RFA says that the Written Proposal questions each have the same maximum point value. It then says "Current score/weight is 5". Does this mean that each of the questions is worth 5 points?

Because that doesn't add up to the total score listed of 1,180

**HCA Response:**

Page 32 of the RFA is a placeholder for Exhibit B, Draft Contract.

Page 34, Exhibit B, Written Proposal reads "Current score/weight is 5."

Confirming that the scoring in Section 4.2, Evaluation Weighting and Scoring is correct. Evaluators of the proposals will rank each question in Exhibit C, Written Proposal and Exhibit D, Cost Proposal using a scoring rubric of 0-10. Beyond that, HCA uses the weight to establish the priority level of categories of questions, so that when the 0-10 score is written, it is multiplied by the weight number. Below is some additional information about weight.

# (A)	Description (B)	Number of Questions (C)	Max Score (D)	Weight (E)	Max Possible Score (Cx Dx E)
1	Exhibit A - Bidder Forms and Certifications (Required, Not Scored)	1 task (filled out or not)	0	N/A	0
2	Exhibit B - Draft Contract (Optional, Not Scored)	1 task (provide track changes or not)	0	0	0
3	Exhibit C - Written Proposal (Required, Scored)	25			<b>1,180</b>
3	<i>Section 1 (Mgmt Response) Bidder Qualifications and Experience, TA/Training/Policy</i>	18	10	5	900
4	<i>Section 2 (Technical Response) Bidder's Solution and Proposed Approach</i>	7	10	4	280

5	Exhibit D - Cost Proposal (target 15%) (Required, Scored)	1	10	21	<b>210</b>
4	Executive Order (EO) 18-03 from WA Governor 2018, indicating that applicants who do NOT require arbitration agreements get more points (target is 3-5% of overall score) (Required, Scored, Pass/Fail). The question is part of Exhibit A.	1	50	1	<b>50</b>
Subtotal, without Oral Presentation					<b>1,440</b>
5	Oral Presentation (If Applicable, Scored)	1	10	10	100
Subtotal, with Oral Presentation					1,540
<b>Maximum Points, Exhibit C, Written Proposal</b>					<b>1,540</b>

**3.4 Bidder Question:** Where can Attachments A, B, and C be found?

**HCA Response:**

We posted the RFP document on the HCA website, which includes Exhibit C, Written Proposal. All other attachments, not included in the body of the RFP, are located in WEBS.

The following attachments were included in the WEBS posting:

- RFA (including Exhibit C, Written Proposal)
- Exhibit A – Bidder Forms and Certifications
- Exhibit B – Draft Contract
- Exhibit D – Cost Proposal

Within the body of the RFA document, you will find Exhibit C – Written Proposal

**3.5 Bidder Question:** RFP states that some of the work should take place in WA - how much virtual vs onsite work are they hoping for.

**HCA Response:** A majority of the work can be done virtually. However, contracts may include in-person training and/or stakeholder meetings. Bidders have the opportunity to include travel considerations in Exhibit C, Written Proposal, and/or the overall costs in Exhibit D, Cost Proposal.

**3.6 Bidder Question:** Can proposers choose and propose subcontractors?

**HCA Response:** If HCA identifies any Apparent Successful Bidder(s) at the conclusion of the evaluation period for this procurement, and both parties agree, HCA plans to enter into contracts directly with the ASB(s). HCA's contract will be with the contractor, not subcontractors. If a Bidder uses subcontractors, they will need to comply with section 2.14, Subcontractor Participation Monitoring and Reporting, and with Exhibit B, Draft Contract, section 4.35, Subcontracting.

**3.7 Bidder Question:** The RFP mentions a section 3.2 E which seems to be missing?

**HCA Response:** The reference to 3.2 E was an error. Please refer to section 1.1, Error Correction of this amendment related to page limits.

**3.8 Bidder Question:** Is there a policy regarding indirect costs?

**HCA Response:** Exhibit D, Cost Proposal, prompts Bidders to provide a single aggregated costs total for each line. HCA does not require Bidders to break down aggregated totals to provide how direct and/or indirect costs are identified and split out.

**3.9 Bidder Question:** So any indirect cost would be included in the cost for service?

**HCA Response:** Correct.

**3.10 Bidder Question:** I may have missed it but did hear you say you could potentially get two contracts. Is that related to a business being allowed to receive two or more of the contracts?

**HCA Response:** HCA wrote this RFA with a goal of having three (3) contracts, one (1) for Supported Employment, one (1) for Supportive Housing, and one (1) for policy, with each contract valued at \$144,333. Depending on Proposals received and evaluated, if a contractor is able and has the capacity to perform work for more than one (1) topic area, HCA will combine the work into one (1) single contract for that contractor.


**3.11 Bidder Question:** Could that also mean that the TA applications should be in one application for each and the policy application would be a separate application as well?

**HCA Response:** A Bidder who is submitting a Proposal for more than one (1) topic area should combine all statements into one (1) single Proposal, not separate Proposals.

**3.12 Bidder Question:** And the budget will be for each?

**HCA Response:** The budget estimated contract amount will not exceed \$144,333 for each topic area. For example: one (1) topic area would be for up to \$144,333; two (2) topic areas would be for up to \$288,666; and three (3) topic areas would be for up to \$432,999.

#### 4. Presentation for 1/29/2024 Pre-Proposal Conference



Washington State  
Health Care Authority


## Pre-Application Conference

February 1, 2024  
RFP 2023HCA33 – Law Enforcement Assisted Diversion (LEAD)

Heidi Jones (she/her)  
RFA Coordinator  
[HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov)

Proposals are due February 22, 2024

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Washington State  
Health Care Authority

## Disclaimer

HCA will be bound only by written answers to questions provided by the RFP Coordinator.

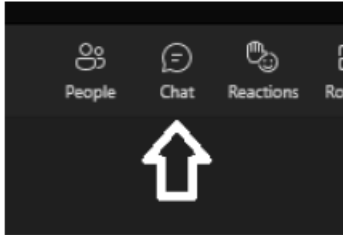
Questions arising during this webinar, as well as email questions, will be documented and answered in written form as an amendment to the solicitation posted on WEBS.

Please use the Q & A or Chat function to submit your questions, so that we may capture it in writing.

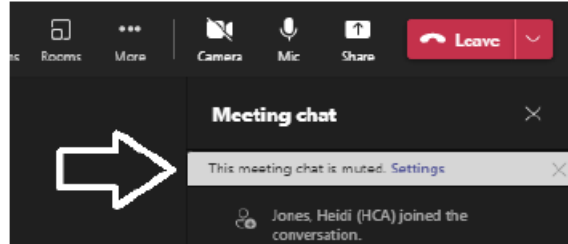
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## How to use Teams to participate: type a question

Click the "Chat" button



Enter your question or comment

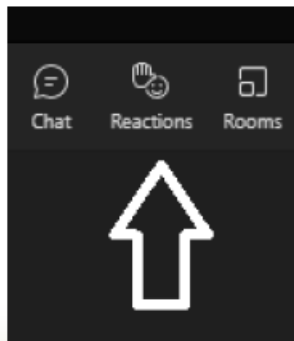


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## How to use Teams to participate: raise your hand

Click the "Reactions" button    Click the hand button



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## Agenda

- Welcome and Introductions
- WEBS Registration
- Project Overview
- Solicitation Schedule
- Evaluation Overview
- Questions/Discussion

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## Introductions

- Heidi Jones, RFP Coordinator
- Ryan Keith, Recovery Navigator Program Administrator
- Sarah Melfi-Klein, Supervisor of the Criminal Legal Systems & Blake Projects Unit

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## WEBS Registration

- Registration process in WEBS
- Selecting as many commodity codes that describe the work you do
- When we/agencies seek vendors using the same commodity codes, we find each other so we can work together.
- Commodity Codes used for this solicitation:
  - 952-62 Human Services Mental Health Services: Vocational, Residential, Etc.
  - 952-55 Human Services Homelessness Prevention Services
  - 952-74 Referral Services Human Services
  - 952-21 Counseling Human Services
  - 952-61 Law Enforcement Community Relations Services Human Services

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## Purpose

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### ◉ Goal

Identify multiple vendors to provide engagement and outreach services prior to arrest in alignment with the Law Enforcement Assisted Diversion (LEAD) program model.

### ◉ Learn more about who is out there

- Similar programs, goals
- Unique characteristics to certain communities

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## Background

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### 2019

SSB 5380 established a pilot program to expand Law Enforcement Assisted Diversion in Washington State

RFP → Resulted in LEAD programs operating in four counties: Mason, Snohomish, Thurston, and Whatcom

### 2023

SB 5536 included additional funding for expansion of the LEAD, converting the pilot project into a grant program, to support existing sites and expand geographic coverage

### 2024 - 2028

RFP → The next grant cycle will help identify new areas where LEAD can grow to support individuals disproportionately impacted by legal system consequences and expand geographic reach

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## Opportunity

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- ▶ Multiple contracts will be awarded.
- ▶ Funding will be provided through the 2023-2025 biennium, with possibility of extending for four (4) additional years.
  - ▶ Year 1 (startup), April 2024 through June 30, 2024  
This time period is available for the initial rollout of the project. It should cover initial hiring and planning, as well as outreach to program partners.
  - ▶ Year 2 (implementation), July 1, 2024 – June 2025  
The first full operational year should focus on the development of the program and continued outreach and engagement with community and law enforcement partners
  - ▶ Years 3 and Beyond, July 1, 2025 – June 30, 2029  
Data collected through this phase should be used in support of further expansion

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## Geographic Reach

- There are some questions in the Application Narrative that address the geographic reach of the communities that are being served.
- LEAD programs, funded by HCA, are currently active in 4 counties. Other LEAD programs operate under separate funding but similar program structures, while other pre-arrest diversion programs are active in every county across the state.
- Our hope is to use geographic information and community need to help inform how HCA can best expand and enhance prebooking diversion efforts statewide.

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## Eligible Entities

*"Cities, counties, and tribes, subdivisions thereof, public development authorities, and community-based organizations demonstrating support from necessary public partners, may serve as the lead agency applying for funding. Funds may be used to scale existing projects, and to invite additional jurisdictions to launch law enforcement assisted diversion programs."*

HCA/DBHR may award to entities with the following characteristics:

1. City, County, or Tribe within the State of Washington
2. Public development authorities or community based organizations demonstrating support from necessary public partners

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## RFP Schedule – Key Dates

- RFP Released: January 22, 2024
- Questions Due from Bidders: February 7, 2024, 2:00 p.m., Pacific Time
- HCA Posts Q&A Amendment to WEBS: February 12, 2024
- **Applications Due: February 22, 2024, 2:00 p.m., Pacific Time**
- Evaluation Period: February 23 - March 1, 2024
- ASA Announced: March 18, 2024
- Estimated Contract Start Date: April 1, 2024

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## Evaluation Overview – Total Points Possible

- Total of 4,700 points available
  - Application Narrative (4,100)
  - Budget (400 points)
  - Executive Order 18-03 (200 points)

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## Evaluation Overview – Required Forms

- Proposals must include all attachments, completed, and in order
  - ✓ Attachment A – Bidder Forms & Certifications
  - ✓ Attachment B – Draft Contract (Optional)
  - ✓ Attachment C – Written Proposal
  - ✓ Attachment D – Cost Proposal

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## Evaluation Overview

Responses to RFP components will be evaluated and scored based on the rubric shown here

Score	Description
10	Far Exceeds Requirements
7	Exceeds Requirements
5	Meets Requirements
3	Below Requirements
1	Substantially Below Requirements
0	No Value

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## Questions



- Please use Chat or Q & A function for questions
- All questions and responses will be documented and posted as an Amendment on WEBS

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## THANK YOU!

Heidi Jones  
RFP Coordinator  
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