

**AMENDMENT NO. 1  
RFP NO. 2022HCA34**

Date Issued: November 18, 2022  
 To: RFP Applicants  
 From: Heidi Jones, RFP Coordinator  
 Purpose: Questions & Answers, Pre-Bid Conference Presentation

This amendment hereby modifies the RFP to include the presentation used at HCA's Pre-Bid Conference webinar on November 14, 2022 and HCA's responses to questions received during the webinar and received via email by the deadline of November 17, 2022.

All other terms, conditions and specifications remain unchanged.

**Section 1. Questions & Answers**

<b>RFP – 2022HCA34</b>			
<b>#</b>	<b>Section</b>	<b>Applicant Questions</b>	<b>HCA Responses</b>
1	1.3, Purpose and Objectives	For clarity, will the contract be for one provider?	Yes, that is correct. HCA intends to award one (1) contract.
2	1.3, Purpose and Objectives  Exhibit B, Written Proposal, Section 3, Provider Plan and 4, Services Plan	Is the contract more of an administrator role?	Per the language the state legislature provided in its proviso language, HCA was given funding to, "establish a program to expand behavioral health counseling to uninsured individuals with incomes below 300 percent of the federal poverty level, and to leverage local and philanthropic funding to sustain operational support for the program beyond June 30, 2023."  The Proviso isn't specific to the administrator role, and the RFP allows for a variety of proposal configurations.

**Section 2. Pre-Bid Conference Presentation – November 14, 2022**

Washington State  
Health Care Authority

# Pre-Proposal Webinar

November 14, 2022  
RFP 2022HCA34 – Increasing Access to Behavioral Health Counseling

**Welcome! ~We will begin shortly**

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

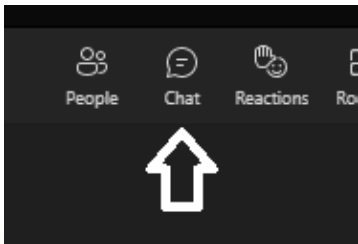
Proposals are due December 14, 2022

1

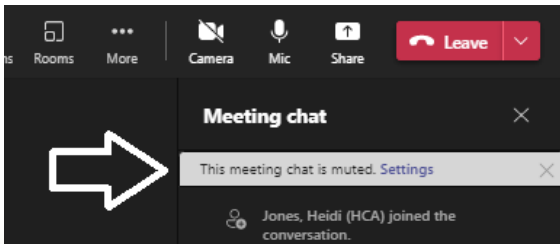
Washington State  
Health Care Authority

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

Click the "Chat" button



Enter your question or comment

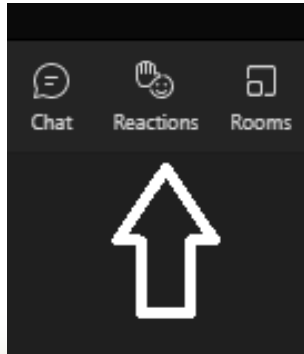


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2

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

Click the “Reactions” button    Click the hand button



3

3

## 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.

4

4

## Today's Webinar - Agenda

- Welcome and Introductions
- Procurement Process Overview – required sections
- Project Overview
  - Intention of the RFP
  - Work to be carried out through the resulting contract
- Evaluation Overview
- Solicitation Timeline
- Questions/Discussion

5

5

## Introductions

- Heidi Jones, RFP Coordinator
- Wyatt Dernbach, HCA Contract Manager

6

6

## Procurement Process - WEBS Registration

- All communications are through WEBS
- No-cost registration process in WEBS
- Select 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,

Code	Category	Commodity Title
952-74	Referral Services	Human Services
952-21	Counseling	Human Services

7

7

## Procurement Process – Submitting Questions

- Transparency and public records
- Questions answered in formal amendments
- The best way to send us a question

To	hcaprocurements@hca.wa.gov
Subject	RFP Question   2022HCA34

8

8

## Procurement Process – Interested Subcontractors List

- Goals
- What “Minimum Qualifications” means
- Responses due December 1, 2022
- List posted December 6, 2022
- Section 2.3 process and instructions

Interested Subcontract Name	Contact Name	Contact Address, Phone Number, and Email Address	Summary of your capabilities as it relates to the Scope of Work

9

9

## Purpose and Background

### 📌 Purpose:

Establish a program to expand behavioral health counseling to uninsured individuals with incomes below 300 percent of the federal poverty level, and

Leverage local and philanthropic funding to sustain operational support for the program beyond June 30, 2023.

### 📌 Background:

2018 Washington State Health Assessment

2022 ESSB 5693, state legislature allocated HCA \$500,000

10

## Opportunity

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- ▶ One contract will be awarded
- ▶ Up to \$500,000 for a one (1) year contract period
  - ▶ Year 1: Develop a pro bono counseling program in Washington to reach uninsured individuals who are also at or below 300% of the poverty level.
  - ▶ Year 2: Optional, depending on success of the program, philanthropic funding, and HCA funding

11

## Eligible Entities

HCA/DBHR may award to the following entities:

- **Must be a Non-Profit**
- **Can be:**
  - **Tribal government or Urban Indian Organizations**
  - **Public or Private Community-Based Organizations**
  - **Government Organizations**
    - School districts
    - Law enforcement agencies
    - County/City governments
    - Educational Service Districts (ESDs)

12

12

## Minimum Qualifications

- Licensed to do business in Washington state or provide a commitment that it will become licensed within 30 calendar days of being selected as the Apparent Successful Applicant
- Educational qualifications of the counselors and interns
- Per the Washington State proviso, “experience in leveraging local and philanthropic funding to coordinate pro bono health services within Washington.”

13

13

## Procurement Process – RFP Timeline

Action	Date
RFP released	November 7, 2022
Questions due	November 17, 2022, 2:00 p.m. Pacific Time
HCA posts Q&A amendment to WEBS and HCA website	November 22, 2022
<b>PROPOSALS DUE</b>	<b>December 14, 2022, 2:00 p.m. Pacific Time</b>
Evaluation period	December 15, 2022 – January 6, 2023
ASB announced	January 16, 2023
Estimated contract start date	February 13, 2023

14

14



## Procurement Process – Evaluation Overview

- Total of 415 points available
- 3 main components:
  - Written Proposal (320 points)
  - Cost Proposal (80 points)
  - Executive Order 18-03 (15 points – Points awarded if Bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver)
- Must include all required attachments, in order

15

15

## Procurement Process – Cost Proposal

- The proviso allocated \$500,000 to HCA to get this program in place
- Bidders will need to describe how the money will be spent in the following categories:
  - Direct Counseling Costs
  - Indirect Operational Costs
- Scoring is included in the RFP documentation

16

16

## Procurement Process – Evaluation Overview

Responses to RFP components will be evaluated and scored based on the following rubric. See RFP for more details.

Score	Description
5	Excellent, far exceeds requirements
4	Very good, exceeds requirements
3	Acceptable, meets requirements
2	Marginal, below requirements
1	Unacceptable, substantially below requirements
0	No value

17

17

## Procurement Process – Evaluation and Scoring

RFP Section	Component Name	Maximum Points Available
Exhibit A	Bidder Profile	0
Exhibit B	<b>Written Proposal</b>	
	Experience	40
	Regional Needs Assessment	70
	Provider Plan	70
	Services Plan	70
	Funding Plan	70
	<b>Subtotal, Written Proposal</b>	<b>320</b>
Exhibit C	Cost Proposal	80
Exhibit D	Executive Order 18-03 Certification	15
	Total	415 points

18

18

## Questions



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

19

19

## THANK YOU!

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20

20