



**REQUEST FOR APPLICATIONS (RFA)
RFA NO. 3728**

**PROJECT TITLE: STATEWIDE YOUTH LEADERSHIP NETWORK FOR
WASHINGTON STATE**

PROPOSAL DUE DATE: June 26, 2019 by 2:00 p.m. Pacific Time
Applications must be received via email and electronically date/time stamped on or before the due date to the following inbox: contracts@hca.wa.gov. Faxed bids will not be accepted. RFA, Exhibits, Amendments to RFA, Question/Answer process and ASB award notice will be posted in the Washington Electronic Business Solutions (WEBS) system.

ESTIMATED TIME PERIOD FOR CONTRACT: August 1, 2019 to January 31, 2020.
Contract to be amended for the period of February 1, 2020 through June 30, 2020.

APPLICANT ELIGIBILITY: This procurement is open to those Applicants that satisfy the minimum qualifications stated herein and that have or will be licensed for work in Washington State.

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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

The Washington State Health Care Authority (HCA), Division of Behavioral Health and Recovery (DBHR) is seeking a qualified, Community-Based Consumer-Ran Organization (CBCRO) or a Community Based Organization to develop and maintain a Statewide Youth Leadership Network (Youth Network). The intent of this network is to enhance the state's capacity and youth-driven infrastructure, in an effort to be responsive to the needs of children and youth experiencing serious emotional disturbances (SED) and their families. In addition, the Youth Network will also be responsive to the needs of the behavioral health system, including workforce development and providing technical assistance for creating mechanisms for youth to participate in state and local service planning and policy development.

Washington State Children's Behavioral Health Principles are a set of standards, grounded in the system of care values and principles, which guide how the children's behavioral health system delivers services to youth and families. These principles include:

- **Family and Youth Voice and Choice**: Family and youth voice, choice and preferences are intentionally elicited and prioritized during all phases of the process, including planning, delivery, transition, and evaluation of services. Services and interventions are family-focused and youth-centered from the first contact with or about the family or youth.
- **Team based**: Services and supports are planned and delivered through a multi-agency, collaborative teaming approach. Team members are chosen by the family and the youth and are connected to them through natural, community, and formal support and service relationships. The team works together to develop and implement a plan to address unmet needs and work toward the youth's and family's vision.
- **Natural Supports**: The team actively seeks out and encourages the full participation of team members drawn from the youth's and family members' networks of interpersonal and community relationships (e.g. friends, neighbors, community and faith-based organizations). The care plan reflects activities and interventions that draw on sources of natural support to promote recovery and resiliency.
- **Collaboration**: The system responds effectively to the behavioral health needs of multi-system involved youth and their caregivers, including youth in the child welfare, juvenile justice, developmental disabilities, substance abuse, primary care, and education systems.
- **Home and Community-based**: Youth are first and foremost safely maintained in, or returned to, their own homes. Services and supports strategies take place in the most inclusive, most responsive, most accessible, most normative, and least restrictive setting possible.

- **Culturally Relevant**: Services are culturally relevant and provided with respect for the values, preferences, beliefs, culture, and identity of the participant/youth and family and their community.
- **Individualized**: Services, strategies, and supports are individualized and tailored to the unique strengths and needs of each youth and family. They are altered when necessary to meet changing needs and goals or in response to poor outcomes.
- **Strengths Based**: Services and supports are planned and delivered in a manner that identifies, builds on, and enhances the capabilities, knowledge, skills, and assets of the youth and family, their community, and other team members.
- **Outcome-based**: Based on the youth and family's needs and vision, the team develops goals and strategies, ties them to observable indicators of success, monitors progress in terms of these indicators, and revises the plan accordingly. Services and supports are persistent and flexible so as to overcome setbacks and achieve their intended goals and outcomes. Safety, stability and permanency are priorities.
- **Unconditional**: A youth and family team's commitment to achieving its goals persists regardless of the youth's behavior, placement setting, family's circumstances, or availability of services in the community. The team continues to work with the family toward their goals until the family indicates that a formal process is no longer required.

A major part of developing a system of care community is to work toward being family-driven and youth guided in all areas from practice to policy. According to the Cooperative Agreements for Comprehensive Community Mental Health Services for Children and Their Families Program Request for Applications (RFA), "Youth Guided means that young people have the right to be empowered, educated, and given a decision making role in the care of their own lives as well as the policies and procedures governing care for all youth in the community, state and nation."

It is expected that all work completed under this proposal will be approached and completed in alignment with Washington's System of Care (SOC) core values and philosophy which are:

1. **Family driven and youth guided**
2. **Community based**
3. **Culturally and linguistically competent**

The purpose of the work completed, as a result of this proposal, will be to partner with DBHR in assisting and supporting systems and communities in bringing forward youth voice and leadership in Washington State through various methods including, but not limited to, technical assistance and training.

HCA intends to award one contract to a Community-Based Consumer-Ran Organization (CBCRO) or a Community Based Organization licensed to do business in Washington State who have demonstrated experience engaging youth and/or families and can also demonstrate their commitment to System of Care Values in their current work and in their bid for the work outlined in this Request for Application. The selected applicant will be expected to complete deliverables from a youth driven approach to maintain a quality and culturally competent Statewide Youth Leadership Network in Washington (the Statewide Youth Network). Any contract awarded as a result of this procurement is contingent upon grant Notice of Award at the time of contracting.

1.2. BACKGROUND

In 2012, the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services, awarded a four-year Cooperative Agreement to Washington State, the System of Care (SOC) Grant, to improve the behavioral health outcomes of children and youth with serious emotional disturbances and their families.

Washington State's specific goals for this System of Care (SOC) Grant were to:

- Infuse SOC values statewide in all child-serving systems.
- Expand and sustain leadership roles for families, youth, and system partners.
- Establish an appropriate array of services and resources statewide, including home and community based services.
- Develop and strengthen a workforce that will operationalize SOC values.
- Build a data management system for decision making and tracking outcomes.
- Develop sustainable financing and align funding to ensure services are seamless for children, youth, and families.

The Youth Network will be part of the sustainability of this previous grant and also be vital to the current SOC grant awarded in September 2018.

In 2014, to be responsive to the needs of children and adolescents with serious emotional disturbances (SED) and their families, the Division of Behavioral Health and Recovery has developed and rolled out Wraparound with Intensive Services (WISe).

WISe is a set of intensive behavioral health services, in the last stages of implementation phase. The model provides intensive behavioral health services using a wraparound approach with a requirement that youth and/or family partners be a part of the WISe team. Services are provided in both home and community settings and are accessible to all children and youth with SED up to age 21 who receive or qualify for Medicaid. Through the implementation of this approach, DBHR also created a quality plan and Children's Behavioral

Health Governance Structure (the Governance Structure) that requires youth and family leadership and participation throughout the structures and all stages of implementation.

A Youth Network will be paramount in enhancing and contributing to the delivery of WISe, the quality plan, and the Governance Structure through its support of youth engagement, youth voice and youth leadership.

DBHR intends to grant up to \$232,000 to develop and maintain the Youth Network. DBHR reserves the right to negotiate with applicants for project scope and funding amounts. Any Contract awarded as a result of this procurement is contingent upon Grant Notice of Award at time of contracting.

The estimated award period for this grant is from August 1, 2019 to June 30, 2020. Funding will be distributed on an annual schedule. Funding for the second fiscal year is contingent on satisfactory completion of all contract requirements and project success.

Selected Applicant is required to submit an updated Action Plan and Budget to DBHR at the end of the contract year in order to receive funding for the next contract year.

If the grantee is found to not have completed all requirements identified in the RFA and subsequent contract, the grantee may not be awarded funds for the next contract year. Funding for the next contract year is contingent on continued federal funding.

HCA reserves the right to negotiate with applicants for project scope and funding amounts.

1.3. SCOPE OF WORK

The awarded Applicant will, at a minimum, do the following:

Develop and maintain the Statewide Youth Leadership Network for Washington State.

Hold an event for at least forty (40) attendees and utilize other effective venues to work with Washington youth and youth leaders to develop, mission, vision, purpose, annual goals, long term strategic plan and work plan on how best to network (for example, frequency of face to face meetings, webinars, trainings or meetings via the use of technology, etc.).

Engage youth, families and child serving system partners in a community mapping activity and develop a professional, easily readable document or platform to share with the youth network and community members to identify already developed youth led programs, groups or organizations in Washington.

Develop social media and modern technology plan used to continually recruit, engage and sustain youth and young person voice and leadership in the Children's Behavioral Health System as well as child-serving cross systems that may be connected to Children's Behavioral Health System.

Two (2) large events, with a minimum of forty (40) attendees, designed by youth for youth with the purpose of enhancing and growing youth leadership and workforce development.

Events will also serve the purpose of recruiting, engaging and sustaining youth for regional FYSPRT's and other venues that will benefit from youth voice and leadership to include WISE youth partner requirements.

Provide consultation to youth serving systems connected to Children's Behavioral Health to include the creation of youth and family friendly resource guide as requested.

Develop a process to select participants to attend national, state and local conferences to include but not limited to Federation of Families annual conference.

Develop a distribution list and keep updated with the eventual goal of having a data base to support the work.

Provide all reports, documentation and deliverables required and submit to DBHR on or prior to their due date.

Participate in monthly check in meetings with DBHR (more frequent meetings can be requested if needed).

After the Youth Network is established provide technical assistance regarding engaging and sustaining youth leadership to regional Family, Youth, System Partner Round Tables (FYSPRT).

Performance Statement of Work

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

August 2019 – September 2019

- a. Establish an interim .5 FTE within the organization dedicated to this project. Interim Period is estimated from August 1, 2019 through September 29, 2019.
- b. In collaboration with DBHR Youth Liaison create a process to select 3 candidates who are individuals who have relevant lived-experience as a youth experiencing behavioral health needs and/or child-serving systems to attend the 30th Annual Federation of Families Conference to be held in Phoenix Arizona in November 2019. Submit selection process and timeline.
- c. Ensure that travel is consistent with Washington State Office of Financial Management mileage, food and travel per diem current rates as of October 1, 2018 located at following link: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>. Arrange all travel by pre-paying for all expenses whenever possible.
- d. In collaboration with DBHR Youth Liaison, create a job description and hiring selection process for minimum of .5 FTE to be selected no later than September 29, 2019 with a start date no later than October 1, 2019. In the selection process please articulate a plan to have individuals with lived experience as a youth who have experienced behavioral health needs and/or child-serving system(s) involved in the hiring process

- e. Create a sign in sheet/roster template that can be collected electronically to reflect the name, region or zip code, role (youth, family, system partner, etc.), phone number and email address of all participants in attendance at network meetings, events and activities related to this project.
- f. Create a paper and electronic evaluation form to be utilized for quality improvement purposes for network meetings and events.
- g. In August of 2019 host network meeting webinar #1 to collect and assess needs that are identified by the Statewide Youth Leadership Network for Washington State in collaboration with DBHR Youth Liaison. Targeted participants are individuals who have relevant lived experience as a youth experiencing behavioral health needs and/or child-serving systems and may also include others who are interested in the success of the network.
- h. In September 2019 host network meeting webinar #2 to collect and assess needs that are identified by the Statewide Youth Leadership Network for Washington State, in collaboration with DBHR Youth Liaison. Targeted participants are individuals who have relevant lived experience as a youth experiencing behavioral health needs and/or child-serving systems and may also include others who are interested in the success of the network
- i. Participation support (e.g. travel, child care services) shall be provided by pre-payment or reimbursement. No later than September 29, 2019 submit all participant support for travel and other expenses for participation, and as requested by DBHR completed prior to September 29, 2019 not to exceed \$2,000 and as documented in the Participant Support Reimbursement Form. Form provided to the awarded Contractor.

October 2019 – January 2020

- a. Ensure .5 FTE Project Director to complete deliverables and tasks outlined in this Performance Work Statement. The candidate in this .5 FTE position must be able to demonstrate relevant lived experience as a youth experiencing behavioral health needs. Submit the name and all information collected during the application process to DBHR Youth Liaison for approval prior to final offer.
- b. Submit the name of candidate selected for the position and all other applicants and their resume's no later than October 10, 2019.
- c. In collaboration with DBHR Youth Liaison, develop a series of surveys to be distributed by email or other electronic method using technology to collect and assess needs that are identified by the Statewide Youth Leadership Network for Washington State. Targeted participants are individuals who have relevant lived experience as a youth experiencing behavioral health needs and/or child-serving systems and may also include others who are interested in the success of the network.
- d. Create a draft policy and procedure for the Statewide Youth Leadership Network for Washington State that consists of more than 51% of individuals who have relevant lived experience as a youth experiencing behavioral health needs. The draft policy and procedure should focus on payment of Steering Committee members. Please include constituents of the youth network in the development.

- Submit draft policy and procedure and include the detailed process used to create the policy and procedure to DBHR for approval.
- e. After October 1, 2019 and before November 30, 2019, host a face to face event that includes a training component relevant to the youth movement and includes training related to infrastructure/organizational development. This training event shall also include activities to collect and assess needs that are identified by the Statewide Youth Leadership Network for Washington State. Targeted participants are individuals who have relevant lived experience as a youth experiencing behavioral health needs and/or child-serving systems and may also include others who are interested in the success of the network.
 - f. Submit the names of 3 participants who were selected to attend the Federation of Families Conference.
 - g. The following categories shall be included in the assessing and collecting of needs that are identified by the Statewide Youth Leadership Network for Washington State in section 3.c-3.g. and 3.l. Submit a final report that included outcomes of all activities and includes the following components categorized with these headings:
 - Education needs for Network, please categorize in a proposed timeline
 - Education needs for Community, please categorize in a proposed timeline
 - Internal communication needs/plan for the youth network
 - External communication needs/plan for the larger community
 - Support that is needed to participate in the network and in external activities to ensure youth voice in policy and decision making to enhance quality system improvement
 - Advocacy around current initiatives youth are interested in
 - Connection, networking and sustained engagement of the youth network
 - Skill building to enhance leadership within the youth network
 - Technical assistance needs the youth network identifies that would be helpful
 - Recommendations for structure (infrastructure) for the youth network for the next two years
 - Selection process for steering committee members
 - Proposed design of an annual large event (a portion of this event must include training for network)
 - Submit roster/electronic table (word or excel) of names, contacts and demographics of participants for network meetings and other events.
 - h. Utilizing input from activities for collecting and assessing needs in section 3.c-3.g and 3.l., develop a youth driven section process to select Statewide Youth Leadership Network for Washington State Steering Committee that consists of more than 51% of individuals who have relevant lived experience as a youth experiencing behavioral health needs. The steering committee will continue to be

a required element of this project throughout its entirety. Submit the names and roles of steering committee members with a description of each role to DBHR for approval. Submit the youth driven selection process used to select members.

- i. In January 2020, host a joint webinar with WA State Children’s Behavioral Health Statewide Family Network to explore ways to connect, collaborate and partner.
- j. Participation support (e.g. travel, child care services) shall be provided by pre-payment or reimbursement. This section is for participation that occurs from September 29, 2019 through January 31, 2020. Submit all participant support for travel and other expenses for participation, and as requested by DBHR as documented in the Participant Support Reimbursement Form. Form will be provided to the awarded Contractor.

1.4. MINIMUM QUALIFICATIONS

The following are the minimum qualifications for Applicants:

- a. Be licensed to do business in the state of Washington and has been issued, or will provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Applicant (ASA).
- b. Comply with the Washington State Office of the Chief Information Office (OCIO) safety standards.
- c. Community-Based Consumer-Ran Organizations (CBCROs) or a Community Based Organization who have demonstrated experience engaging youth and/or families with System of Care Values located in Washington State that can equitably serve the entire state.
- d. Private for profit or public for profit community based organization whose purpose includes youth engagement as demonstrated by mission/vision statements or other contractual documents that lend to that experience.
- e. Consumer/Family Operated Organization with an existing youth ran/led/driven programming.
- f. Consumer/Family Operated Organization with a demonstrated ability to be youth friendly and to articulate those connections.
- g. All applicants must be willing to create and maintain a Youth Ran Advisory board that contains no less than 51% of youth with lived experience with behavioral health and/or child-serving systems.

1.5. FUNDING

HCA intends to award up to \$232,000 to one selected applicant to develop and maintain a Statewide Youth Leadership Network. HCA reserves the right to negotiate with applicants for project scope and funding amounts. Payment will be approved upon completion and acceptance of deliverables, see Exhibit C. Special consideration during selection will include community geographic location(s) to provide for project distribution statewide and overall risk ranking.

Funding for future amendments for the next federal contract year is contingent upon future federal funding awards and on satisfactory completion of all contract requirements and project success.

The selected applicant is required to submit an updated Action Plan and Budget to HCA by December 15, 2019 in order to receive an Amendment to the Contract and funding for the next contractual period.

If the selected applicant is found to not have completed all requirements identified in the RFA and subsequent contract, the grantee may not be awarded funds for the next contract period.

1.6. PERIOD OF PERFORMANCE

The initial period of performance of any contract resulting for this RFA is tentatively scheduled to begin on or about August 1, 2019 through January 31, 2020. Upon mutual party agreement, an Amendment will be generated to reflect the balance of available funding for the period of February 1, 2020 through June 30, 2020.

Extending the period of performance, if any, will be at the sole discretion of HCA. For administrative purposes, HCA reserves the right to distribute award of funds across multiple contracts over the time period of the grant.

Any contract awarded as a result of this RFA is contingent upon the availability of funding.

1.7. GENERAL DEFINITIONS

Allowable Costs means costs that may be reimbursed with the funding that is provided under a Contract awarded pursuant to this Request for Application. Allowable costs shall be those costs allowed under the cost principles of Part 200—Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards.

Applicant means an entity or organization that submits a Proposal in response to this Request for Application.

Application or Application Package or Proposal means a set of completed information submitted by an Applicant in response to this RFA.

Apparent Successful Applicant (ASA) means the Applicant selected as the entity to perform the anticipated services under this RFA, subject to completion of contract negotiations and execution of a written contract.

Children’s Behavioral Health Governance Structure means the inter-agency members on an Executive Team of state administrators, the Statewide Family, Youth, System Partner Round Table (FYSPRT), Regional FYSPRTs, an advisory team, and various policy workgroups who collaborate to inform and provide oversight for high-level policy-making, program planning, and decision-making in the design, development, and oversight of behavioral health care services and for the implementation of the T.R. v. Strange and Birch (originally Dreyfus and Porter) Settlement Agreement.

Community-Based Organization or CBO means a public or private nonprofit organization of demonstrated effectiveness that is representative of a community, or of significant segments of a community, and that provides educational or related services to individuals in the community. This includes faith-based and religious organizations.

Community-Based Consumer-Ran Organization or CBCRO means a community-based organization in which the board is made up of at least 51% of members with lived experience.

Complaint means a process that may be followed by a prospective Applicant that alerts HCA of certain types of asserted deficiencies in the Request for Application.

Contract or Funded Program Contract means an agreement between HCA and a Selected Applicant to carry out the Selected Applicant’s Proposal.

Contractor means [Contractor Name], its employees and agents. Contractor includes any firm, provider, organization, individual or other entity performing services under this Contract. It also includes any Subcontractor retained by Contractor as permitted under the terms of this Contract.

DBHR means Washington State Health Care Authority - Division of Behavioral Health and Recovery.

Debriefing means a meeting process where an Applicant who is not selected for a Contract may request with the Coordinator following the announcement of the Selected Applicants, for the purpose of receiving information regarding the review and evaluation of that Applicant’s Proposal.

Effective Date means the first date this Contract is in full force and effect. It may be a specific date agreed to by the parties; or, if not so specified, the date of the last signature of a party to this Contract.

Health Care Authority or HCA Means the Washington State Health Care Authority, any division, section, office, unit or entity of HCA, or any officers or other officials lawfully representing HCA, and is the executive agency of the state of Washington that is issuing this RFA.

Project Narrative means a requirement to provide written answers to the questions on Exhibit B titled; Project Narrative, that describe the programs an Applicant seeks to carry out if awarded a Contract.

Proposal/Application means a formal offer submitted in response to this solicitation.

Proprietary Information means information owned by Contractor to which Contractor claims a protectable interest under law. Proprietary Information includes, but is not limited to, information protected by copyright, patent, trademark, or trade secret laws.

Protest means a process described in this RFA whereby an Applicant who is not selected for a Contract and has participated in a Debriefing may alert HCA to specific types of alleged errors in the evaluation of the Application.

RCW means the Revised Code of Washington. All references in this Contract to RCW chapters or sections include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at: <https://apps.leg.wa.gov/rcw/>

Regional Family Youth System Partner Round Table or Regional FYSPRT means an essential part of the Governance Structure that meaningfully engages families and youth, system partners, governmental partners, tribal governments, tribal organizations and others who are interested in and committed to the success of youth and families in an equitable forum to identify regional needs, review regional data, problem-solve and address issues at the regional levels to improve outcomes, and bring unresolved needs forward to the Statewide FYSPRT with recommendations about how to meet those needs. Regional FYSPRTs are grounded in the Washington State Children’s Behavioral Health Principles. One of their primary responsibilities is to meaningfully engage youth and families in the implementation of the T.R. v Strange and Birch (originally Dreyfus and Porter) Settlement Agreement.

Request for Applications (RFA) means a formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFA is to permit the applicant community to suggest various approaches to meet the need at a given price.

RFA Coordinator means an employee of the HCA who is designated on the cover page of this RFA and is who responsible for conducting this RFA Process.

RFA Notification Websites – Washington Electronic Business Solutions (WEBS) means an electronic state government website listed at the bottom of page 1 of this RFA, on which notifications relating to this RFA shall be posted. HCA encourages all Applicants to participant in the WEBS system. RFA will also be posted in the HCA website.

Subrecipient means a contractor operating a federal or state assistance program receiving federal funds and having the authority to determine both the services rendered and disposition of program. See OMB Super Circular 2 CFR 200.501 and 45 CFR 75.501, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for additional detail.

Wraparound with Intensive Services or WISE means a program model that provides intensive mental health services and supports, in home and community settings, for Medicaid eligible individuals, up to twenty-one (21) years of age, with complex behavioral health needs and their families, in compliance with the T.R. v Strange and Birch (originally Dreyfus and Porter) Settlement Agreement.

2. PROPOSAL INFORMATION

2.1 RFA COORDINATOR

The RFA Coordinator is the sole point of contact in HCA for this procurement. All communication between the Applicant and HCA upon release of this RFA must be with the RFA Coordinator, as follows:

Name	Laura Shayder
E-Mail Address	contracts@hca.wa.gov
Mailing Address	P O Box 42702 Olympia, WA 98501
Physical Address for Delivery	626 8 th Avenue SE Olympia, WA 98501
Phone Number	(360) 725-0882

Any other communication will be considered unofficial and non-binding on HCA. Applicants are to rely on written statements issued by the RFA Coordinator. Communication directed to parties other than the RFA Coordinator may result in disqualification of the Applicant.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Schedule of Procurement Activities	
Issue Requests for Application	June 12, 2019
Letter of Intent to Apply Due	June 17, 2019 at 2:00pm
Applicants Questions Due	June 17, 2019 at 2:00pm
HCA Responses to Questions Posted	June 18, 2019
Applications Due	June 26, 2019, 2:00 pm
Evaluate Written Applications	June 27 – July 1, 2019

Presentations/Oral Interviews with top 3 candidates either in person at HCA in Olympia or Applicant coordinates a Web Conferencing (e.g. GoTo Meeting)	July 10-11, 2019
Announce “Apparent Successful Applicant” and send notification via e-mail to unsuccessful Applicants	July 12, 2019
Hold Debriefing Conferences (if requested)	July 15-17, 2019
Begin Contract Work	August 1, 2019

HCA reserves the right in its sole discretion to revise the above schedule.

2.3 LETTER OF INTENT TO APPLY (M) Mandatory

To be eligible to submit an Application, an Applicant must submit a Letter of Intent to Apply. The Letter of Intent to Apply must be emailed to the RFA Coordinator, listed in Section 2.1, and must be received by the RFA Coordinator no later than the date and time stated in the Procurement Schedule, Section 2.2. **The subject line of the email must include the following:** [Application #] – Letter of Intent to Apply – [Your entity’s name].

The Letter of Intent to Apply is preferred to be attached to the email as a separate document, in Word or PDF, or the information may be contained in the body of the email.

Information in the Letter of Intent to Apply should be placed in the following order:

- Applicant’s Organization Name;
- Applicant’s authorized representative for this RFA (who must be named the authorized representative identified in the Applicant’s Application);
- Title of authorized representative;
- Address, telephone number, and email address;
- Statement of intent to propose; and
- A statement of how the Applicant meets ALL of the minimum requirements specified in Section 1.4 of this RFA.

HCA may use the Letters of Intent to Apply as a pre-screening to determine whether Minimum Qualifications are met.

2.4 PRESENTATION/ORAL INTERVIEW OF UP TO THE TOP 3 CANDIDATES

All presentation/oral interviews are anticipated to be on July 10 and July 11. Interview times will be approximately 1 to 1.5 hours in length and the schedule is to be determined. Successful Applicants moving to the Oral Interview phase will be contacted by the RFA Coordinator. The location of these mandatory scored presentation/oral interviews will be held at the WA State Health Care Authority, located at 626 8th Avenue, Olympia, Washington, 98501.

Up to three (3) Applicants will be given an opportunity to interview. All prospective Applicants should arrange their schedule to attend at HCA. However, if unable to attend, Applicant must schedule a web-conference for their designated timeframe.

A copy of the questions will be emailed to each prospective Applicant prior to the presentation/oral interview.

HCA will be bound only to HCA written answers to questions. Questions arising from these presentation/oral interviews or in subsequent communication with the RFA Coordinator will be documented and answered in written form.

2.5 APPLICATION CONTENTS

The application must be received by the RFA Coordinator no later than the Proposal Due deadline in Section 2.2, Estimated Schedule of Procurement.

Applications must be submitted electronically as an attachment to an e-mail to the RFA Coordinator at the e-mail address listed in Section 2.1. Attachments to e-mail should be in Microsoft Word format or PDF. Zipped files cannot be received by HCA and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Applicant to the offer. HCA does not assume responsibility for problems with Applicant's e-mail. If HCA e-mail is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the RFA Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless HCA e-mail is found to be at fault. All proposals and any accompanying documentation become the property of HCA and will not be returned.

Application submission shall include the following:

- | | |
|-----------|---|
| Exhibit A | Letter of Submittal |
| Exhibit B | Project Narrative |
| Exhibit D | References of Similar Work and Letters of Support |
| Exhibit E | Certifications and Assurances |
| Exhibit F | Diverse Business Inclusion Plan |

Exhibit G Federal Funding Accountability Form (FFATA)

If you need technical assistance using or accessing these documents, please email contracts@hca.wa.gov HCA will not accept late Applications, nor grant time extensions for individual Applicants. HCA will disqualify any Application and withdraw it from consideration if it is received after the Response submission due date and time.

- a. **Exhibit A: Letter of Submittal. (Mandatory - Not Scored)** Contractor must complete this form and be signed and dated by a person authorized to legally bind Applicant to a contractual relationship, and indicate its selection of the Programs it proposes to carry out.
- b. **Exhibit B: Project Narrative (Mandatory - Up to 200 points available).** The Project Narrative will be scored according to how well the Applicant answers each question using the criteria below. Each narrative question will be assessed when determining the score for each question. If an applicant cannot answer a specific question, then the reason for this must be explained within the answer to the question. Responses to the questions in the Project Narrative should be no longer than ten (10) pages total. If the Project Narrative is incomplete or includes federally unallowable costs, the application will be subject to disqualification.
- c. **Exhibit D: References of Similar Work and Letters of Support (Mandatory – Not Scored).** Applicant must provide letters from Coalition or Community representatives demonstrating support for the proposed Program.
- d. **Exhibit E: Certifications and Assurances. (Mandatory – Not Scored)** Contractor must complete this form, and indicate its selection of the Programs it proposes to carry out.
- e. **Exhibit F: Diverse Business Inclusion Plan (Mandatory - Not Scored)**
- f. **Exhibit G: FFATA Form (Mandatory - Not Scored)** Contractor must complete this form, and indicate its selection of the Programs it proposes to carry out.

2.6 Oral Presentations (Scored)

All presentations/oral interviews are estimated to take place on July 10-11, 2019. The RFA Coordinator will contact the Applicants who are moving forward for specific dates and times.

Up to three (3) Applicants will be given an opportunity to interview. All prospective Applicants should arrange their schedule to attend at HCA. However, if unable to attend, Applicant must schedule a web-conference for their designated timeframe.

A copy of the questions will be email to each prospective Applicant prior to the presentation/oral interviews.

HCA will be bound only to HCA written questions and answers. Questions arising from these presentations/oral interviews or in subsequent communication with the RFA Coordinator will be documented and answered in written format.

3. EVALUATION AND CONTRACT AWARD

3.1 EVALUATION PROCEDURE

Scoring Criteria

Responsive Applications will be evaluated strictly in accordance with the requirements stated in this RFA and any addenda issued. The evaluation of Applications will be accomplished by an evaluation team(s), to be designated by HCA, which will determine the ranking of the Applications. Evaluations will only be based upon information provided in the Applicant's Application.

All Applications received by the stated deadline, Section 2.2, *Estimated Schedule of Procurement Activities*, will be reviewed by the RFA Coordinator to ensure that the Applications contain all of the required information requested in the RFA. Only responsive Applications that meet the requirements will be evaluated by the evaluation team. Any Applicant who does not meet the stated qualifications or any Application that does not contain all of the required information will be rejected as non-responsive.

The RFA Coordinator may, at his or her sole discretion, contact the Applicant for clarification of any portion of the Applicant's Application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Responsive Applications will be reviewed and scored by an evaluation team using a weighted scoring system, Section 3.1, *Evaluation Procedure*. Applications will be evaluated strictly in accordance with the requirements set forth in this RFA and any addenda issued.

HCA, at its sole discretion, may elect to select the top-scoring Applicants as finalists for an oral presentation.

Place all responses and required information under the correct question. Do not direct reviewers to information related to one question in another question or section. Each question must be answered in its entirety within the numbered question's answer. All pertinent information must be included in the response in the respective section for appropriate scoring.

The following weighting and points will be assigned to the proposal for evaluation purposes:

	Weighting	Maximum Points
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Exhibit B – Project Narrative	50	200
Oral Presentations	50	200
Total		400

Scoring Points and Point Standards:

Total points available are as follows:

Score	Qualifier	Description for Project Narrative
4	Exceptional	The Applicant has provided an innovative, detailed, outstanding, efficient approach or established, by presentation of material, far superior capability in this area.
3	Above Average	The Applicant has demonstrated an elevated, better than average, capability of solution to meet this criterion and has described its approach in sufficient detail “as substantially” meeting minimum requirements.
2	Average	The Applicant has established the “baseline starting point” showing some mode of capability to perform the requirement but descriptions regarding their approach are not sufficient to grade a higher score.
1	Substantially Below Minimum	The Applicant has not established the capability to perform the requirement, has marginally described its approach, or has simply restated the requirement.
0	No Value Failing	The Applicant has omitted any discussion of this requirement or the information provided is of no value.

4. GENERAL APPLICATION INFORMATION

4.1. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Applicants should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

4.2. ADA

HCA complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFA Coordinator to receive this RFA in Braille or on tape.

4.3. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Proposals submitted in response to this RFA will become the property of HCA. All Applications received will remain confidential until the Apparently Successful Applicant is announced; thereafter, the Applications will be public records available to the public under chapter 42.56 of the RCW.

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of a document or information, must be clearly designated. In a cover letter to the Application, the specific information must be clearly identified in a table or list and the particular exemption from disclosure upon which the Applicant is making the claim must be cited. In addition, each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information," "Confidential Information," or the like, printed on the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information," HCA will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, HCA will release the requested information on the date specified. If the Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, HCA will maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in chapter RCW 42.56. No fee will be charged for inspection of contract files, but one (1) business days' notice to the RFA Coordinator is required. All requests for information should be directed to the RFA Coordinator.

The submission of any public records request to HCA pertaining in any way to this RFA will not affect the procurement schedule, as outlined in Section 2.2, unless HCA, in its sole discretion, determines that altering the schedule would be in HCA's best interests.

4.4. REVISIONS TO THE RFA

If HCA determines in its sole discretion that it is necessary to revise any part of this RFA, then HCA will provide addenda via e-mail to all individuals who have made the RFA Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Bid System (WEBS), at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information will be provided as an addendum to the RFA and will be placed on the website.

HCA also reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of a contract.

4.5. ACCEPTANCE PERIOD

Applications must provide one-hundred twenty (120) calendar days for acceptance by HCA from the due date for receipt of Applications.

4.6. NOTIFICATION TO APPLICANTS

HCA will notify the ASAs of their selection in writing upon completion of the evaluation process. Applicants whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.7. COMPLAINT PROCESS

Vendors may submit a complaint to HCA based on any of the following:

- The RFA unnecessarily restricts competition;
- The RFA evaluation or scoring process is unfair or unclear; or
- The RFA requirements are inadequate or insufficient to prepare a response.

A complaint must be submitted to HCA prior to five (5) business days before the Application response deadline. The complaint must:

- Be in writing;
- Be sent to the RFA Coordinator in a timely manner;
- Clearly articulate the basis for the complaint; and
- Include a proposed remedy.

The RFA Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the RFA will be posted on WEBS. The Director of HCA will be notified of all complaints and will be provided a copy of HCA's response. An Applicant cannot raise during a bid protest any issue that the Applicant raised in a complaint. HCA's action or inaction in response to a complaint will be final. There will be no appeal process.

4.8. RESPONSIVENESS

The RFA Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFA. An Applicant's failure to comply with any part of the RFA may result in rejection of the proposal as non-responsive.

HCA also reserves the right at its sole discretion to waive administrative irregularities.

4.9. CONTRACT AND GENERAL TERMS & CONDITIONS

A Contract for the services provided under this RFA will be provided to those Applicants selected as ASAs. HCA and the ASAs will then negotiate the terms and conditions of the awarded services.

If, after the announcement of the ASAs, and after a reasonable period of time, the ASA and HCA cannot reach agreement on acceptable terms for the Contract, the HCA may cancel the selection and Award the Contract to the next most qualified Applicant.

4.10. COSTS TO APPLY

HCA will not be liable for any costs incurred by the Applicant in preparation of An Application submitted in response to this RFA or any other activities related in any way to this RFA.

4.11. RECEIPT OF INSUFFICIENT NUMBER OF APPLICATIONS

If HCA receives only one responsive Application as a result of this RFA, HCA reserves the right to either: 1) directly negotiate and contract with the Applicant; or 2) not award any contract at all. HCA may continue to have the Applicant complete the entire RFA. HCA is under no obligation to tell the Applicant if it is the only Applicant.

4.12. NO OBLIGATION TO CONTRACT

This RFA does not obligate HCA to enter into any contract for services specified herein.

4.13. REJECTION OF PROPOSALS

HCA reserves the right, at its sole discretion, to reject any and all proposals received without penalty and not to issue any contract as a result of this RFA.

4.14. COMMITMENT OF FUNDS

The Director of HCA or his/her delegate is the only individual who may legally commit HCA to the expenditures of funds for a contract resulting from this RFA. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

4.15. INSURANCE COVERAGE (ADD OTHER INSURANCE AS REQUIRED)

A requirement of the resulting contract is the ASA is to furnish HCA with a Certificate(s) of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The ASA must, at its own expense, obtain and keep in force the minimum required insurance coverage based on entity which will be maintained in full force and effect during the term of the contract. The ASA must furnish evidence in the form of a Certificate of Insurance that

insurance will be provided, and a copy must be forwarded to HCA within 15 days of the contract effective date.

4.16. WORKERS' COMPENSATION COVERAGE

The ASA will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The state will not be held responsive in any way for claims filed by the ASA or their employees for services performed under the terms of this contract.

4.17. DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Any Applicant who has submitted an Applications and been notified it was not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFA Coordinator no later than 2:00 p.m. Pacific Time within three (3) business days after the Unsuccessful Applicant Notification is e-mailed to the Applicant. The debriefing will be held within three (3) business days of the request, or as schedules allow.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Application;
- Critique of the Application based on the evaluation; and
- Review of the Applicant's final score in comparison with other final scores without identifying the other Applicants.

Topics an Applicant could have been raised as part of the complaint process (Section 4.7) cannot be discussed as part of the debriefing conference, even if the Applicant did not submit a complaint.

Comparisons between proposals, or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

4.18. PROTEST PROCEDURE

A bid protest may be made only by Applicants who submitted a response to this RFA and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five business days to file a protest with the RFA Coordinator. Protests must be received by the RFA Coordinator no later than 2:00 p.m. Pacific Time on the fifth business day following the debriefing. Protests may be submitted by e-mail or by mail.

Applicants protesting this RFA must follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this RFA.

All protests must be in writing, addressed to the RFA Coordinator, and signed by the protesting party or an authorized agent. The protest must state (1) the RFA number, (2) the grounds for the protest with specific facts, (3) complete statements of the action(s) being protested, and (4) the relief or corrective action being requested.

Only protests alleging an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score; or
- Non-compliance with procedures described in the RFA or HCA requirements.

Protests based on anything other than those items listed above will not be considered. Protests will be rejected as without merit to the extent they address issues such as: 1) an evaluator's professional judgment on the quality of a Proposal; or 2) HCA's assessment of its own needs or requirements. Topics an Applicant could have been or were raised as part of the complaint process (Section 4.718) can't be included as part of the protest process.

Upon receipt of a protest, HCA will undertake a protest review. The HCA Director, or an HCA employee delegated by the HCA Director who was not involved in the RFA, will consider the record and all available facts. If the HCA Director delegates the protest review to an HCA employee, the Director nonetheless reserves the right to make the final agency decision on the protest. The HCA Director or his or her designee will have the right to seek additional information from sources he or she deems appropriate in order to fully consider the protest.

If HCA determines in its sole discretion that a protest from one Applicant may affect the interests of another Applicant, then HCA may invite such Applicant to submit its views and any relevant information on the protest to the RFA Coordinator. In such a situation, the protest materials submitted by each Applicant will be made available to all other Applicants upon request.

The final determination of the protest will:

- Find the protest lacking in merit and uphold HCA's action; or
- Find only technical or harmless errors in HCA's acquisition process and determine HCA to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide options to the HCA Director, which may include:
 - Correct the errors and re-evaluate all Proposals; or
 - Issue a new solicitation document and begin a new process; or
 - Make other findings and determine other courses of action as appropriate.

If the protest is not successful, HCA will enter into a contract with the ASA(s), assuming the parties reach agreement on the contract's terms.

EXHIBIT A

Letter of Submittal

- The Letter of Submittal must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Applicant and any proposed subcontractors:
 - Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
 - Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
 - Legal status of the Applicant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
 - Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Applicant does not have a UBI number, the Applicant must state that it will become licensed in Washington within 30 calendar days of being selected as the Apparently Successful Applicant.
 - Location of the facility from which the Applicant would operate.
 - Identify any state employees or former state employees employed or on the firm's governing board as of the date of the Application. Include their position and responsibilities within the Applicant's organization. If following a review of this information, it is determined by HCA that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.
 - Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified and the particular exemption from disclosure upon which the Applicant is making the claim must be listed. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary" printed on the lower right hand corner of the page. In your Letter of Submittal, please list which pages and sections that have been marked "Proprietary" and the particular exemption from disclosure upon which the Applicant is making the claim.

EXHIBIT B

Project Narrative

Please provide complete information to the following questions to describe the proposed program(s) selected. The weight for each question as well as the maximum total points are reflected next to each question. The Project Narrative will be scored according to how well the applicant answers each question and Section 3 of the RFA. If an applicant cannot answer a specific question, then the reason for this must be explained within the answer to the question.

Responses to the questions in this Exhibit B, Project Narrative should be no longer than 10 pages total. Be sure to include page numbers, RFA short-title, RFA number, and the name of the applicant community on the footer of each page.

Questions	Weight	Maximum Points
1. Provide a list of the grants the Applicant has applied for, as well as the list of all the grants/contracts the Applicant has been awarded in the last five (5) years. The list should include: the amount received, the purpose, description of the successes and challenges of each.	4	16
2. Provide the Applicant's mission/vision statements, policies and procedures and previous contract requirements and anything else the Applicant feels is relevant to youth engagement and leadership that is on record within the Applicant organization. Include origination dates of the policies and procedures and well as a description of the evolution of these policies and procedures.	7	28
3. Describe the Applicant's knowledge of the function of Regional FYSPRT's and the various roles of those involved with the FYSPRT's.	7	28
4. Describe the Applicant's understanding of System of Care Values and Guiding Principles and how the Applicant's organization has incorporated and modeled these values in daily work. Include experience you have had related to System of Care.	10	40
5. Describe organizational efforts to engage youth in the past; including successes and challenges.	7	28
6. Describe how the Applicant would engage youth for this project.	15	60
Total		200

EXHIBIT C

Budget

Sample Budget and Deliverables Table Activities from August 1, 2019 to January 31, 2020			
Deliverable		Due Date	Payment
3.a.	Submit the name of Interim .5 FTE. Interim Period will be from August 1, 2019 through September 29, 2019.	August 10, 2019	7,500
3.b.	Submit selection process with timeline for 3 individuals to attend Federation of Families Conference.	August 10, 2019	8,000
3.c.	Submit a job description and hiring selection process for .50 permanent FTE. Please articulate your plan to have individuals with lived experience as a youth, participate in the hiring process.	August 31, 2019	5,000
3.d.	Submit final sign in sheet/roster electronic template to be used to collect names, contacts and demographics of participants for network meetings and other events.	August 31, 2019	4,200
3.e.	Submit evaluation templates (paper and electronic) to be utilized for quality improvement purposes for network meetings and events.	August 31, 2019	4,200
3.f.	Submit sign in sheet/roster for network meeting webinar 1	August 31, 2019	2,100
3.g.	Submit sign in sheet roster for network meeting webinar 2	September 29, 2019	2,100
3.h.	No later than September 29, 2019 submit all participant support for travel and other expenses for participation, and as requested by DBHR on the Participant Support Reimbursement Form.	September 29, 2019	up to 2,000
3.i.	Submit names and qualifications of the final candidate for a minimum .5 FTE to DBHR for approval, prior to an offer of employment. Complete all hiring steps for the .5 FTE. Submit a report that includes all candidates' that applied and their resumes. Submit the name of candidate selected for the position and	October 10, 2019	15,000

	all other applicants and their resume's no later than October 10, 2019.		
3.j.	Submit proof of Survey distributions for this project	October 31, 2019	6,000
3.k.	Submit draft policy and procedure to DBHR for approval that guides payment of Steering Committee members	December 15, 2019	3,000
3.l.	After October 1, 2019 and before November 30, 2019, host a face to face event that includes a training component relevant to the youth movement and includes training related to infrastructure/organizational development. This training event shall also include activities to collect and assess needs that are identified by the Statewide Youth Leadership Network for Washington State. Submit final agenda and sign in sheet	December 15, 2019	15,000
3.m.	Submit a final report that included outcomes of all activities and includes the components categorized. Submit roster/electronic table (word or excel) of names, contacts and demographics of participants for network meetings and other events.	December 15, 2019	2,000
3.n.	Submit the names of 3 participants who attended the Federation of Families Conference.	December 15, 2019	2,000
3.o.	Submit the youth driven selection process used to select members of the Steering Committee. Submit the names and roles of steering committee members with a description of each role to DBHR for approval.	January 31, 2019	2,000
3.p.	Submit a report of discussion and outcomes from webinar with Family Network.	January 31, 2019	2,000
3.q.	This section is for participation that occurs from September 29, 2019 through January 31, 2020. Submit all participant support for travel and other expenses for participation, and as requested by DBHR on the Participant Support Reimbursement Form.	January 31, 2019	up to 2500

EXHIBIT D

References of Similar Work and Letters of Support

Applicants are required to provide three (3) Work References demonstrating effective youth engagement and System of Care values implementation. Submit one page per Work Reference.

Applicants are required to provide Letters of Support from a Coalition or Community representatives demonstrating their support for the Applicant's project proposal.

Up to a total of three (3) Letters of Support will be submitted, one page per letter for a total of three (3) pages.

EXHIBIT E

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the Application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the Application are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single Application.
3. The attached Application is a firm offer for a period of 120 days following receipt, and it may be accepted by HCA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120-day period.
4. In preparing this Application, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this Application or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that HCA will not reimburse me/us for any costs incurred in the preparation of this Application. All Applications become the property of HCA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Application.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Applicant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Applicant or to any competitor.
7. I/we agree that submission of the attached Application constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit an Application for the purpose of restricting competition.
9. I/we grant HCA the right to contact references and other, who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFA.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

We (circle one) **are** / **are not** submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Applicant submitting this Application, my name below attests to the accuracy of the above statement. *If electronic, also include: We are submitting a scanned signature of this form with our Application.*

Signature of Applicant

Title

Date

EXHIBIT F

Diverse Business Inclusion Plan

DIVERSE BUSINESS INCLUSION PLAN (MANDATORY)

Do you anticipate using, or is your firm, a State Certified Minority Business?	Y/N
Do you anticipate using, or is your firm, a State Certified Women’s Business?	Y/N
Do you anticipate using, or is your firm, a State Certified Veteran Business?	Y/N
Do you anticipate using, or is your firm, a Washington State Small Business?	Y/N

If you answered No to all of the questions above, please explain:

Please list the approximate percentage of work to be accomplished by each group:

Minority	___%
Women	___%
Veteran	___%
Small Business	___%

Please identify the person in your organization to manage your Diverse Inclusion Plan responsibility.

Name: _____
Phone: _____
E-Mail: _____

EXHIBIT G

Federal Funding Accountability and Transparency Act Data Form

This Contract is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at www.dnb.com.

Required Information about your organization and this contract will be made available on USASpending.gov by the Washington State Health Care Authority (HCA) as required by P.L. 109-282. As a tool to provide the information, HCA encourages registration with the Central Contractor Registry (CCR) because less data entry and re-entry is required by both HCA and your organization. You may register with CCR on-line at <https://www.uscontractorregistration.com/>.

Contractor must complete this form and return it to the Health Care Authority (HCA).

CONTRACTOR

1. Legal Name	2. DUNS Number								
3. Principle Place of Performance	3a. Congressional District								
3b. City	3c. State								
3d. Zip+4	3e. Country								
4. Are you registered in CCR (https://www.uscontractorregistration.com/)? <input type="checkbox"/> YES (skip to page 2. Sign, date and return) <input type="checkbox"/> NO									
<p>5. In the preceding fiscal year did your organization:</p> <ul style="list-style-type: none"> a. Receive 80% or more of annual gross revenue from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and b. \$25,000,000 or more in annual gross revenues from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and c. The public does not have access to information about the compensation of the executives through periodic reports filed with the IRS or the Security and Exchange Commission per 2 CFR Part 170.330 <p><input type="checkbox"/> NO (skip the remainder of this section - Sign, date and return)</p> <p><input type="checkbox"/> YES (You must report the names and total compensation of the top 5 highly compensated officials of your organization).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 70%;">Name Of Official</th> <th style="width: 30%;">Total Compensation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>		Name Of Official	Total Compensation	1.		2.		3.	
Name Of Official	Total Compensation								
1.									
2.									
3.									
<p>Note: "Total compensation" means the cash and noncash dollar value earned by the executive during the sub-recipient's past fiscal year of the following (for more information see 17 CFR 229.402 (c)(2)).</p>									

By signing this document, the Contractor Authorized Representative attests to the information.

Signature of Contractor Authorized Representative	Date
---	------

HCA will not endorse the Contractor's subaward until this form is completed and returned.

FOR HEALTH CARE AUTHORITY USE ONLY

HCA Contract Number: _____
Sub-award Project Description (see instructions and examples below)

Instructions for Sub-award Project Description:

In the first line of the description provide a title for the sub-award that captures the main purpose of the subrecipients work. Then, indicate the name of the subrecipient and provide a brief description that captures the overall purpose of the sub-award, how the funds will be used, and what will be accomplished.

Example of a Sub-award Project Description:

Increase Healthy Behaviors: Educational Services District XYZ will provide training and technical assistance to chemical dependency centers to assist the centers to integrate tobacco use into their existing addiction treatment programs. Funds will also be used to assist centers in creating tobacco free treatment environments.