



WASHINGTON STATE Department of Children, Youth, and Families



Report to the Washington State Legislature

DCYF Office of Contracts and Procurement Update on Network Administrator Procurement Efforts

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EXECUTIVE SUMMARY

This report is prepared in compliance SB 6407, Section 64 (12), which directs the Washington State Department of Children, Youth, and Families (DCYF) to expand the use of the Network Administrator Model in Eastern Washington. The annual report is to be submitted *“to the oversight board for children, youth, and families established pursuant to RCW 43.216.015 and the appropriate committees of the legislature ... detailing the status of the network administrator procurement and implementation process.”*

BACKGROUND

Beginning in 2015, an organization known as Family Impact Network (FIN), began providing Network Administration services to an eight county catchment area in Eastern Washington. The goal of the Network Administrator, at the direction of the legislature, was to implement a new management structure for client service contracts. Instead of DCYF directly managing the services, FIN would assume management and monitoring duties for certain contractors. Initially, FIN focused on the delivery of Parent Child Visitation Services (now known as Family Time). Over the course of three years, FIN has expanded their network to include Combined In-Home Services, which is mostly constituted of evidence-based practices.

PROCUREMENT PROCESS

Through 2018, DCYF worked to develop procurement documents that reflected both this legislative priority and the needs of our clients in Eastern Washington. To that end, Request for Proposals (RFP) 1835-002 was released on September 28, 2018. This RFP, attached as Exhibit A, garnered two complete responses. The low response rate was anticipated by DCYF because of the unique nature of these services and the geographic area that the agency is asking be covered. Once DCYF was in receipt of these written responses, both a written and oral evaluation was performed.

On November 15, 2018, FIN was notified that they were the Apparently Successful Bidder to the RFP. On that same day, November 15, 2018, the Unsuccessful Bidder was also notified.

IMPLEMENTATION PROCESS

As of the date of this report, January 31, 2019, DCYF and FIN are negotiating the terms of the contract. This negotiation will allow both parties to develop a Statement of Work which is fully reflective of the work to be performed; thus, ensuring an effective return on investment for the Washington State Taxpayer.

2019 PERFORMANCE FOCUS

DCYF plans to work with FIN on a higher degree of accountability and specific metrics tied to performance. This will allow the agency to establish a baseline as to performance and provide more fidelity as to a value and return on the state’s provision of \$1.8 million per year.

EXHIBIT A: NETWORK ADMINISTRATOR REQUEST FOR PROPOSAL

COMPETITIVE SOLICITATION RFP#1835-002 REQUEST FOR PROPOSALS

Project Title: *Network Administrator(s) for Catchment Areas in Regions 1 & 2*

Estimated Contract

Performance Period: January 1, 2019 through June 30, 2019. Amendments extending the period of performance, if any, shall be at the sole discretion of Department of Children, Youth, and Families (DCYF).

Response Due Date: All Responses **must be received in their entirety by 2:00 p.m.** Pacific Time on **October 19, 2018** unless an Amendment is issued modifying the Solicitation Schedule set forth in Section C.1 of this Solicitation Document.

Submit Response To: Responses must be submitted to:
Name, Andrea Goff, RFP Coordinator
Email: Andrea.Goff@dcyf.wa.gov

Solicitation and Amendments Will Be Posted on:

WEBS: WEBS Website: <https://fortress.wa.gov/ga/webs/>,

Applicable WEBS Commodity Codes: 952-85 Support Services; 952-43 Family and Social Services

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SECTION A. OVERVIEW, BIDDER QUALIFICATIONS, CONTRACT TERM

1. Purpose of Request for Proposals

This competitive solicitation is issued in order to assist the Washington State Department of Children, Youth, and Families (DCYF) in seeking qualified contractor(s) to provide family support and related services in support of Performance-based contracting. The goal is to have Network Administrator(s) to deliver Client Services in the following Catchment Area(s): 1 - Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Whitman, Garfield, and Asotin Counties; Catchment Area 2: Okanogan, Chelan, Douglas, Grant and Adams Counties; and Catchment Area 3: Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia and Kittitas Counties.

Background

DCYF currently has one (1) Network Administrator providing family support and related services in support of Performance-Based Contracting in eight (8) counties located east side of the crest of the Cascade mountain range. Under RCW 74.13b.020, as amended by HB 5083, DCYF is required to expand Network Administrator(s) to those counties east of the Cascade mountain range within DCYF Regions 1 and 2.

2. Project Scope

As part of their proposal, the Contractor should identify:

- a. Which of the family support and related services they intend to deliver:
 - (1) Family Time and/or Visit Services; and/or
 - (2) Combined In-Home Services.

- b. Where the Contractor intends to deliver those services:
 - (1) Catchment Area 1: Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Whitman, Garfield, and Asotin Counties.
 - (2) Catchment Area 2: Okanogan, Chelan, Douglas, Grant and Adams Counties
 - (3) Catchment Area 3: Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia and Kittitas Counties

- c. How the Contractor will ensure effective delivery of those services. In doing so, the Contractor shall provide evidence of internal expertise, or partnerships with service delivery organizations, to address each of the requirements outlined in the family support and related services they have chosen to bid on.

d. The Statements of Work and Program Requirements for each of the services has been attached to this document as follows:

(1) Network Administrator (Exhibit B & C of Attachment A Sample Contract;

(2) Family Time and/or Visit Services (Exhibit B, C & D of Attachment A Sample Contract); and

(3) Combined In-Home (Exhibit B & C of Attachment A Sample Contract).

Bidder shall identify the key personnel it shall utilize in performing this Contract, and their experience and qualifications, as part of its Proposal. If awarded a Contract, Bidder shall not make changes to such Key Personnel during the term of the Contract except as requested or approved by DCYF.

3. Bidder Minimum Qualifications

All Bidders must meet the following minimum qualifications:

- a. Must have three (3) years of experience working with families from a variety of cultures and communities.
- b. Must have three (3) years of recent experience providing oversight to the client services known as Family Time / Visit Services and Combined In-Home Services.
- c. Must be a Washington State registered business license prior to contract award.

Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered non responsive and will therefore be disqualified from further consideration.

4. Period of Contract Performance

DCYF intends to award up to three (3) Network Administrator Contracts to cover three catchment areas within Region 1 and 2 as a result of this Solicitation.

The initial term of the Contract(s) will be for six (6) months commencing upon the start date, January 1, 2019 or execution date, whichever is later. The term of the contract may be extended by amendment up to two (2) times for up to one (1) year per amendment, and will not exceed the date of June 30, 2023.

Additional services that are appropriate to the scope of this RFP, as determined by DCYF, may be added to the resulting contract(s) by a written amendment mutually agreed to and executed by both parties.

Furthermore, DCYF will not negotiate the Client Services for Family Time and Combined In-Home for the contract awarded to any Apparently Successful Bidder.

5. Funding

DCYF initial total amount for the Contract(s) shall not to exceed **\$1,208,500**. Additional funds may be available for a proposed amendment to the contract which results from this RFP, but would be obtained through a Legislative Proviso. No guarantees can be made about the addition of funds or the possibility of a supplemental legislative Proviso. DCYF may reject any Proposal in excess of that amount.

Network Admin Type	Split	6 month
PCV	51%	\$612,518
In-home	49%	\$595,982

Allocation by case/child		
In-Home	PCV	Catchment Area
49%	45%	1
31%	31%	2
20%	24%	3
6 month		
In-Home	PCV	Catchment Area
\$291,652	\$275,359	1
\$183,004	\$187,464	2
\$121,325	\$149,696	3

SECTION B. DEFINITIONS

Additional definitions for Contract-specific terms are found in the Sample Contract set forth as Attachment A to this Solicitation and shall apply to those terms as they are used in this Solicitation. The following terms have the meanings set forth below:

Agency or DCYF – The Washington State Department of Children, Youth, and Families.

Amendment – A unilateral change to the Solicitation that is issued by DCYF at its sole discretion and posted on WEBS.

Apparent Successful Bidder or ASB – A Bidder submitting a Response to this Solicitation that is evaluated and is identified and announced by DCYF as providing the best value to the Agency. Upon execution of a Contract, the ASB is referred to as the successful bidder or the Contractor.

Authorized Representative – An individual designated by the Bidder to act on its behalf who has the authority to legally bind the Bidder concerning the terms and conditions set forth in this Solicitation and related documents.

Bid - An offer, proposal or quote for goods or services and all related materials prepared and submitted by a Bidder in response to this Solicitation. The terms Bid, Quotation, Response and Proposal are all intended to mean the same thing.

Bidder– An individual, organization, public or private agency or other entity submitting a bid, quotation, response or proposal in response to this Solicitation.

Contract – A written agreement entered into between a successful Bidder and DCYF as a result of this Solicitation.

Combined In-Home Services – Services which include In-Home Services and Group-Based Services.

Complaint – A process that may be followed by a Bidder prior to the deadline for bid submission to alert DCYF of certain types of asserted deficiencies in the Solicitation.

Coordinator or Solicitation Coordinator – An individual or designee who is employed by DCYF within the DCYF Contracts Unit Office and who is responsible for conducting this Solicitation.

Debriefing – a short meeting an Unsuccessful Bidder may request with the Coordinator following the announcement of the ASB for the purpose of receiving information regarding the review and evaluation of that Bidder's Response.

Group-Based Services - Are services that are delivered in a structured group format.

In-Home Services – Services that include the capacity to quickly start providing support to the family.

Procurement - The broad process of identifying goods and services for purchase or acquisition, of effectuating the purchase or acquisition, and of managing the purchase or acquisition. This Solicitation is a part of an overall Procurement process. Despite the

broader meaning attributed to “procurement”, for purposes of this Solicitation, the terms Solicitation, RFP and Procurement are interchangeable.

Project - The undertaking or work for which contracted Services are being requested pursuant to this Solicitation.

Protest – A process that may be followed by a Bidder after the announcement of the apparent Successful Bidder to alert DCYF to certain types of alleged errors in the evaluation of the Solicitation.

RCW – The Revised Code of Washington. All references to RCW chapters or sections shall include any successor, amended, or replacement statute.

Responsible Bidder – An individual, organization, public or private agency, or other entity that has demonstrated the capability to meet all the requirements of the Solicitation and to meet the elements of responsibility. (See [RCW 39.26.160 \(2\)](#))

Responsive Bidder – An individual, organization, public or private agency, or other entity who has submitted a Bid that fully conforms in all material respects to the Solicitation and all its requirements, in both form and substance.

RFP – The request for proposals set forth in this Solicitation document.

Scope of Work – The Project or work scope set forth in this Solicitation Document that identifies DCYF’ contractual needs and requirements.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work.

Small Business - An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) fifty or fewer employees; or (ii) a gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter [39.19](#) RCW.

Solicitation or Competitive Solicitation – A formal process providing an equal and open opportunity for bidders culminating in a selection based upon predetermined criteria. A Competitive Solicitation requests the submission of bids, quotations or proposals for the consideration of DCYF in contracting to meet its needs. This RFP is a Solicitation.

Solicitation Document – This RFP document, including all attachments and all amendments that are issued by the Coordinator.

Statement of Work – The detailed description of services to be performed by the Contractor and set forth in the Contract.

Subcontractor – An individual or other entity contracted by Bidder to perform part of the services or to provide goods under the Contract resulting from this Solicitation. Subcontractors, if allowed, are subject to the advance approval of DCYF.

Visit Services – Services that safely provide visit services for children who are in the custody of DCYF and their parents. Services provided may include transportation of the child to the scheduled visit with the parent(s) or siblings.

WEBS – Washington’s Electronic Business Solution, the Bidder notification system found at <https://fortress.wa.gov/ga/webs/> and maintained by the Washington State Department of Enterprise Services.

SECTION C. EXPLANATION OF SOLICITATION PROCESS

1. Solicitation Schedule

The Solicitation Schedule set forth below outlines the tentative schedule for important events relating to this Solicitation. Except as modified in an Amendment issued by the Coordinator, the dates and times listed through the date of Response Submission are mandatory deadlines. The remaining dates are estimates and may change without the posting of an Amendment. Failure to meet the Response deadline will result in Bidder disqualification.

Action	Date
Posts Competitive Solicitation	9/28/2018
Prospective Bidders should register as a Vendor on WEBS using one of the commodities code on the cover page of this Solicitation as soon as possible to receive notifications.	ASAP
Bidder may submit written questions or requests for change in Contract Requirements until 2 p.m. Pacific Time.	10/5/2018
DCYF will post responses to written questions.	10/11/2018
Bidders may submit written Complaints by 2 p.m. Pacific Time (five business days before Response is Due).	10/18/2018
Bidder must submit Response by 2 p.m. Pacific Time	10/25/2018
Evaluation of written Responses	10/30/2018-11/1/2018
Oral presentations, if requested by DCYF (Optional)	11/13/2018-11/14/2018
Announcement of Apparent Successful Bidder(s) on WEBS and beginning of contract negotiations	11/15/2018
DCYF notifies unsuccessful Bidder(s)	11/15/2018
Unsuccessful Bidders may request a debriefing conference until 2 p.m. Pacific Time	11/20/2018
Holds debriefing conferences, if requested	11/21/2018
Deadline for submission of Protests by unsuccessful Bidders who participated in a debriefing conference	Five business days after date of debriefing
Contract Execution/Start Date	1/1/2019

2. Posting of Solicitation Documents

DCYF shall post this Solicitation, and all amendments and announcements relating to this Solicitation, on WEBS. WEBS can be accessed at: <https://fortress.wa.gov/ga/webs/>.

All Bidders must register as a vendor on WEBS, using an appropriate commodities code listed on the front page of this Solicitation, and must download this Solicitation from WEBS. This should be done as soon as possible in order for Bidder to receive notifications automatically generated on WEBS, but no later than the date set forth on Section C.1., Solicitation Schedule for Announcement of the Apparent Successful Bidder(s).

3. Amendment, Cancellation/Rejection of Bids, Reissuance of Solicitation

DCYF may amend or add to, retract from or cancel this Solicitation at any time, in whole or in part, and without penalty. DCYF may reject all bids and cancel or rebid this Solicitation. All amendments and notifications of cancellation shall be posted on WEBS. In the event of a conflict between amendments or between an amendment and this Solicitation Document, the document issued latest shall control.

4. Communications regarding Solicitation

Upon the posting of this Solicitation, all communications concerning this Solicitation must be directed to the Coordinator listed on the cover page of this Solicitation document. With the exception of the Response, which shall be submitted as provided in Section D, Instructions Regarding Content, Format and Submission of Written Responses, communications with the Coordinator should be sent via email. DCYF may disqualify any Bidder who communicates with anyone in DCYF other than the Coordinator regarding this Solicitation.

DCYF considers all oral communications unofficial and non-binding on DCYF. Bidders should rely **only** on written statements issued by the Coordinator.

5. Questions and Answers

Bidders may send written questions concerning this Solicitation to the Coordinator by the date and time set forth on the Solicitation Schedule in Section C.1. for submission of Questions. Questions should be sent via email and should include the number and title of this Solicitation in the subject line.

DCYF may consolidate Bidder questions and shall respond by posting one or more Amendments on WEBS and on the DCYF Procurement website on or around the date specified in the Solicitation Schedule. Only Bidders who have properly registered and downloaded the original Solicitation directly via the WEBS system: <https://fortress.wa.gov/ga/webs/> will receive notification of Amendments and other correspondence pertaining to this Solicitation.

6. Request for Change in Mandatory Requirements

If Bidder believes that this Solicitation contains requirements which would

unreasonably prohibit or restrict Bidder's participation, or believes that different requirements would provide better value to the State, Bidder shall submit a written explanation of the issue together with proposed alternative requirements to the Coordinator no later than the deadline for Bidder Questions as stated in the Solicitation Schedule set forth in Section C.1. The Coordinator shall not be required to consider requests for changes after this date. If any changes are made to the Solicitation requirements, an Amendment setting forth those changes will be posted on WEBS.

7. Complaints

In the event a Bidder believes that this Solicitation either: (a) unnecessarily restricts competition; (b) contains an unfair or flawed evaluation or scoring process; or (c) contains inadequate or insufficient information to permit preparation of a Response, the Bidder shall submit a written complaint to the Coordinator. The Coordinator will forward the complaint to the Attorney General Office for review. The complaint shall include a proposed remedy and shall be submitted no later than five (5) business days prior to the date when Responses are due. DCYF shall post its response to the Complaint on WEBS.

Should a Bidder's complaint identify a change that would be in the best interest of DCYF to make, DCYF may issue an Amendment modifying this Solicitation. The DCYF decision regarding a complaint is final and no further administrative appeal is available. If no complaint is filed, a Bidder cannot later file a protest based on any of the above complaint criteria.

8. Minority & Women's Business Enterprises (MWBE) and Veteran-Owned Business Enterprises

In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, 39.26.240 and 39.26.245, the State of Washington encourages participation by veteran-owned business enterprises and Minority-Owned and Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority and Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veterans, minority and women's business communities.

Participation by veteran-owned and MWBE contractors may be either on a direct basis in response to this Solicitation or as a subcontractor to a contractor. However, no preference will be given in the evaluation of Bids, no minimum level of MWBE or veteran-owned business participation shall be required, and Bids will not be evaluated, rejected, or considered non-responsive on that basis.

Bidders may contact the Office of Minority and Women's Business Enterprises (OMWBE) at <http://omwbe.wa.gov/> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/veteran-owned-business-certification> to obtain information on certified firms for potential subcontracting arrangements or for information on how to become certified. Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.

9. Auxiliary Aids and Services

DCYF will provide access to this Solicitation document to individuals with disabilities. Please contact the Coordinator to request auxiliary aids and services.

If an individual believes that the Department has discriminated on the basis of a disability, please contact the DCYF Investigations Unit for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <https://www.dshs.wa.gov/sites/default/files/SESA/publications/documents/Non-discrim%2022-171.pdf>.

10. Cost to Prepare Response

DCYF will not be liable for any costs incurred by the Bidder in preparing, conducting a site assessment, or submitting a Response to this Solicitation.

11. Acceptance of Solicitation Terms

In submitting a Response, Bidder must include a signed Bidder Submission Letter in the form set forth on Attachment B, as well as signed Bidder Certifications in the form set forth on Attachment C. Bidder must acknowledge that in submitting a Response, it accepts all terms of this Solicitation Document, including all of its Attachments, and that Bidder's Response constitutes a binding offer.

12. Joint Proposals

If Bidders submit a joint Response with one or more other persons or entities, these persons or entities must designate a prime Bidder. The prime Bidder will be DCYF sole point of contact through the Procurement process. If selected as the Apparent Successful Bidder, the prime Bidder shall sign the contract and any amendments and will be liable and responsible to DCYF for all performance under the contract.

13. Withdrawal of Responses

After a Response has been submitted, Bidders may withdraw their Response at any time up to the Response due date and time as specified in Section C.1, Solicitation Schedule. A written request to withdraw the Response, signed by an authorized representative of the Bidder, must be submitted to the Coordinator. After withdrawing a Response, the Bidder may submit another Response at any time up to the Response submission date and time.

14. Ownership of Responses

All materials submitted in response to this Solicitation become the property of DCYF, unless received after the deadline in which case the Response shall be returned to the sender. DCYF shall have the right to use any of the ideas presented as part of the process in any manner as it deems appropriate or beneficial, regardless of whether it is contained in a Response that results in selection for a Contract.

15. Award Options; Improvement of Bid Offers

After Responses are received and written evaluations are completed, DCYF may (but shall not be required to) request best and final offers from one or more Responsible and Responsive Bidders. The written Responses of Bidders invited to provide a best and final offer may be re-evaluated and the point values may be adjusted based upon changes to pricing or proposed services, deliverables or methodologies that are included in a best and final offer, prior to DCYF' determination of the Apparent Successful Bidder.

Alternatively, after reviewing all Responses, DCYF may enter into negotiations with the highest ranked Responsive and Responsible Bidder in order to determine if the Bid may be improved before identification of the Apparent Successful Bidder.

DCYF shall not be required to request best and final offers or to enter into negotiations and reserves the right to make a Contract award without further discussion of the Response. Therefore, the Response should be submitted on the most favorable terms that Bidder intends to offer.

16. Announcement of Successful Bidder(s)

DCYF shall announce the Apparent Successful Bidder(s) on WEBS on the date indicated in Section C.1., Solicitation Schedule. All announcements of Apparent Successful Bidders are subject to the negotiation of a Contract satisfactory to DCYF.

Bidders who are not announced as an Apparent Successful Bidder may request a debriefing conference with the Coordinator concerning the evaluation of their bid and may, under certain circumstances, file a formal protest requesting that DCYF provide an identified remedy if Bidder believes certain types of errors occurred. A more detailed description of these processes is set forth in Section F, Debriefing and Protest Procedure.

17. Ethics, Policies and Law

This Solicitation, the evaluation of Responses, and any resulting contract will be made in conformance with applicable Washington State laws and Policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Bidders should familiarize themselves with the requirements prior to submitting a Response. Bidders must include, in their Letter of Submittal, information regarding any current or former state employees who are employed by, or subcontracted with, Bidder.

SECTION D. PROPOSAL CONTENT, FORMAT AND SUBMISSION

Bidders shall submit their Responses utilizing the forms set forth on Attachments B, C, D and E to this Competitive Solicitation. Each Attachment represents a separate section of the Response. Failure to complete and submit all required Attachments, and to sign them, if applicable, may result in Bidder disqualification. Responses should be neatly typed in **12-point font**, using proper grammar, spelling and punctuation and should be submitted in the following order with each section of the Response clearly labeled.

1. Attachment B: Bidder Submission Letter (Required, not scored)

All Bidders must submit a completed Bidder Submission Letter in the form and with the minimum contents set forth on Attachment B, which must include all of the required acknowledgments and information. The Bidder Submission Letter must be signed by an individual authorized to bind the Bidder contractually. Bidder's completed and signed Attachments B and C, together with any documents that are required to be attached, and Bidder's answers to administrative questions set forth on Attachment D, Bidder Questionnaire, comprise the Administrative component of the Response.

2. Attachment C: Bidder Certifications and Assurances (Required, not scored)

All Bidders must submit the Bidder Certifications and Assurances form set forth on Attachment C, signed by an individual authorized to bind the Bidder contractually.

3. Attachment D: Bidder Response Form (Required; Portions Scored)

Using Attachment D, Bidders must provide answers to the questions set forth on the Bidder Response Form to demonstrate satisfaction of administrative requirements and, as applicable to this Solicitation, their qualifications, approach and proposed pricing to provide the services as outlined in this Competitive Solicitation, including the Sample Contract set forth on Attachment A. The number of points allocated to each answer is indicated next to the question.

The Bidder Response Form is posted separately from this Solicitation document in Microsoft Word format. Except for limits that are noted on the Bidder Response Form, Bidders may utilize as much space as is reasonably required to respond to each question, provided all questions are repeated and remain numbered and ordered as set forth in Attachment D. If additional pages are needed, they should be attached to the page containing the initial portion of the response to a question and should be marked clearly to indicate that they provide a continuation of Bidder's answer to a specific numbered question. Bidders should not submit product brochures, white papers, customer testimonials, cut sheets, or other pre-prepared materials in response to any of the questions.

Bidders must submit complete, well-organized explanatory answers that address all of the specific questions asked in the Bidder Response Form. Bidders should not assume that evaluators will be familiar with their businesses before conducting the evaluation.

Use of Attachment D assures that Bidder responds to specific questions in space immediately below those questions and helps to avoid confusion among evaluators about the question that is being responded to. In awarding points, evaluators shall not be obligated to search through the Bidder's answers to questions other than the one being reviewed in order to locate text that is responsive to the question being reviewed. Failure to use the form set forth on Attachment D (with the applicable questions set forth immediately above Bidder's answers), failure to respond to all questions and/or failure to submit any documents requested in the Bidder Response Form may result in Bidder disqualification.

If Bidder is awarded a Contract, DCYF may require that Bidder's Response to the Bidder Response Form be incorporated, in whole or in part, into the Contract.

4. Attachment E: Contractor Information Form (Required, Not Scored)

All Bidders must complete and sign the Contractor Information Form attached to this competitive Solicitation as Attachment E. Any copy of any business license is acceptable. However, unless Bidder is not required to have a business license, the successful Bidder will need to have a Washington Business License before the contract begins. Prior to performing any work, Bidder will need to obtain a business license, if one is required, through the Washington Department of Licensing. Their web address is: <http://www.dol.wa.gov/> Bidder can provide its Washington business license, if required, after award.

5. Proprietary Information/Public Disclosure

Materials submitted in response to this Solicitation shall be deemed public records as defined by RCW 42.56. All Responses and accompanying documentation shall become the property of DCYF upon receipt, and will not be returned.

The Bidder's Response must include, on Attachment D, a statement identifying the pages of its Response, if any, which contain information the Bidder considers proprietary. Each page claimed to be proprietary must be clearly marked by stating the word "Proprietary" on the lower right hand corner. Bidders must be reasonable in designating information as proprietary or confidential. **Bidders may not mark their entire Response proprietary. Doing so will not be honored and will disqualify your Response from further consideration.**

If DCYF receives a request to view or copy a Bidder's Response, DCYF will respond according to applicable law and DCYF's policy governing public disclosure. DCYF will not disclose any information marked "Proprietary" in a Response without giving the Bidder ten (10) days' notice to seek relief in superior court per RCW 42.56.540.

Bidders may not include any DCYF client information in their Responses. Doing so will result in disqualification of the Response from further consideration. If you wish to include examples of any forms or processes, use a blank form or ensure that all client information is completely redacted.

6. Submission of Responses

Bid Responses must be stored in an acceptable electronic format and, if

applicable, hard copy format, as set forth in Section 9, below. Bid Responses must be emailed directly to the Coordinator at the email address provided on the cover sheet of this Solicitation Document. Bid Responses must be received by the Coordinator in their entirety on or before the due date and time set forth in Section C.1., Solicitation Schedule, unless a posted Amendment to this Competitive Solicitation changes this due date and time. Bidder's completed version of each of the Attachments B, C, D and E to this Competitive Solicitation shall be included as a separate attachment to the Bidder's email(s).

Bidders assume all risks for the timely submission of the Response. Bidders are responsible for allowing sufficient time to ensure timely electronic receipt of their Response by the Coordinator and, in Solicitations that also require that hard copies of the Response be submitted, to ensure timely receipt via other delivery methods. DCYF does not assume responsibility for problems with the Bidder's email, network or problems with the mail, parking, traffic or the services of any third party courier. However, if DCYF email is not working properly, appropriate allowances will be made.

DCYF will not accept late Responses, nor grant time extensions for individual Bidders. DCYF will disqualify any Response and withdraw it from consideration if it is received after the Response submission due date and time.

7. Acceptable Electronic Formats for Submission of Responses

Attachment D, Bidder Response Form, should be submitted in Microsoft Word. Other Response documents must be formatted in Portable Document Format (Adobe Acrobat PDF) or Microsoft Word, Excel, or PowerPoint. Spreadsheet documents must be submitted in Microsoft Excel and in a live, unprotected file that includes all formulas, macros, and computations that are relied on or used to calculate any rates or values presented therein. When scanning documents to be submitted in PDF format, scanner resolution should be set to at least 200 dots per inch.

NOTE: DCYF cannot receive emails that are larger than 30MB. To keep file sizes to a minimum, Bidders are cautioned not to use unnecessary graphics in their Responses. If your Response approaches or exceeds 30MB, you must break it up and send it by more than one email so that no single email exceeds 30MB.

8. Alternative Submission Methods

Bidders wishing to request an alternative method for submitting their Response must contact the Coordinator at least ten (10) days before the Response Submission Date. No alternative submission method will be accepted unless agreed to by the Coordinator in writing prior to the Response deadline.

SECTION E. EVALUATION OF PROPOSALS

1. Bid Responsiveness; Administrative Review

All Responses will be reviewed by the Coordinator to determine compliance with administrative and minimum qualification requirements and instructions specified in this Solicitation. DCYF may reject a Response as nonresponsive at any time for any of the following reasons:

- a. Incomplete Response;
- b. Submission of a Response that proposes services that deviate from the scope and technical requirements set forth in this document and Attachment A, Sample Contract, except as permitted in an Amendment to this Solicitation;
- c. Failure to meet the minimum Bidder qualifications or to comply with any requirement set forth in this Solicitation Document, including Attachments;
- d. Submission of incorrect, misleading, or false information; and
- e. History of prior unsatisfactory contractual performance.

The Coordinator may contact any Bidder for clarification of the Response. If a Response is **deemed non-responsive**, it shall be removed from further consideration. DCYF shall notify non-responsive Bidder(s) of this determination and the supporting reasons. Bidders whose Responses are found to be non-responsive shall be disqualified from further evaluation and shall be notified in writing.

If a Response meets all administrative and Bidder qualification requirements and submittal instructions, DCYF shall continue with the Written Evaluation and, if applicable, the Oral Evaluation.

2. Errors in Bidder Response

Bidders are responsible for all errors or omissions contained in their Responses. Bidders will not be allowed to alter Response documents after the deadline for Response submissions.

DCYF reserves the right to contact any Bidder for clarification of Response contents. In those cases where it is unclear to what extent a requirement has been addressed, the evaluation panel may, in their discretion and acting through the Coordinator, contact a Bidder to clarify specific matters in the submitted Response.

DCYF reserves the right to waive minor administrative irregularities contained in any Bidder Response.

3. Evaluation Criteria and Scoring of Responses

Following the administrative review, Responses shall be evaluated and points shall be awarded for the management, technical and cost proposal components of the

Response, as applicable, based upon Bidder's responses to the questions set forth in Attachment D, Bidder Response Form. Additional evaluation points may be awarded for specific criteria not included in Attachment D, Bidder Response Form only if set forth in this Section.

The maximum number of points available for each Bidder is 390 Points. The maximum number of points that may be assigned with respect to specific questions is set forth on Attachment D, Bidder Response form. The overall breakdown for assignment of points in evaluating Responses to this Solicitation is as follows:

Network Administrator Qualifications Proposal		
A. Management/Experience		290 Points
B. Quotation Response		Not Scored
<i>Sub-Total for Written Evaluations</i>		290 Points
Oral Presentations/ Demonstrations/ Interviews (Optional)		100 Points
Reference Checks (Optional)		Not Scored
TOTAL		390 Points

4. Scoring method for Management/Qualifications Experience

If a score is 40 points per question then 40 points = excellent, 35 points = good, 20 points = fair, 10 points or less = partial answer to the question. 0 points = did not answer the question.

If a score is 20 points per question then 20 points = excellent, 10 points = good, 5 points = fair, 3 points or less = partial answer to the question. 0 points = did not answer the question.

If a score is 10 points per question then 10 points = excellent, 5 points = good, 3 points = fair, 2 points or less = partial answer to the question. 0 points = did not answer the question.

5. Written Bid Evaluation Process

DCYF shall designate an evaluation team of at least three (3) evaluators to review, evaluate, and score the written question responses. These evaluators will be selected based on their qualifications, experience, capability and background. If oral interviews or presentations are conducted, additional evaluators may supplement or replace some or all of the individuals performing the written evaluation.

Evaluators shall assign scores up to the maximum points available. Individual evaluator points will be totaled and the average points for each Bidder will be calculated. The Bidder's average points earned for each question will be added together to determine the Bidder's total written evaluation points.

Sum of Evaluators' Scores for Written Question #1	= Bidder's Score (points earned) for Written Questions #1
Divided by the Number of Evaluators	

6. Oral Presentations/Demonstrations/Interviews (*Optional)

DCYF may, after evaluating the written Responses, elect to schedule oral presentations, demonstrations, interviews, or a combination of all three with the top finalist(s). The Solicitation Coordinator will notify finalist(s) of the date, time, and location. A tentative date is set in Section C.1., Solicitation Schedule. Oral presentations/demonstrations/interviews may be conducted in person or via video conference.

DCYF will select evaluators for the oral presentations/demonstrations/interviews based on their qualifications, experience, and background relevant to this solicitation. These evaluators may include evaluators who reviewed the written Proposals and/or DCYF staff who will work with the successful Bidder. Evaluators will score oral presentations/interviews in accordance with the solicitation requirements.

In addition to evaluating the written response, DCYF may invite one or more of the highest scoring Bidders to make an oral presentation which shall be separately evaluated.

7. Bidder's References (*Optional)

Once the written evaluations are completed, DCYF may contact the references provided by the top-ranked Bidder(s) in order to investigate past performance and validate information in Bidder Responses. In submitting a Response, Bidder agrees that it shall hold harmless DCYF and any individuals identified as references from and against liability resulting from the provision of information or the receipt and use of that information in evaluating Bidder's Response.

While additional points may be awarded for superior performance and reliability as demonstrated through references (see paragraph 3, above), references are generally evaluated on a pass/fail basis. DCYF may reject a bid if a reference provides negative information about a Bidder's past performance.

DCYF may, at any time, require additional or substitute references to determine the Bidder's experience and level of responsibility. If the reference check process reveals information that should properly be considered in evaluating Bidder's responses, DCYF may, in its sole discretion, reconvene the evaluation panel to reconsider the evaluation scoring in light of the information obtained.

8. Selection of Apparent Successful Bidder

The Bidder that receives the highest total number of possible points will be considered the ASB and presented to DCYF management for consideration. In the event multiple Contracts will be awarded, the applicable number of top-scoring Bidders will be considered.

The selection process shall determine which Bidder provides the best value in meeting the needs of DCYF. Selection of the ASB(s) depends upon DCYF's assessment of multiple factors, including Bidders' qualifications, capabilities, efficiency, experience, reliability, responsibility, integrity, quality of proposed services and deliverables, timeliness, cost and potential impact on DCYF's needs. DCYF may consider whether the Response encourages diverse contractor participation; whether the Bid provides competitive pricing, economies and efficiencies; whether the Bidder considers human health and environmental impacts; whether the Response appropriately weighs cost and non-cost considerations; and life cycle cost, as applicable. DCYF may also consider a Bidder's performance on prior State or other contracts and may reject Responses of any Bidder who has failed to perform satisfactorily under any previous contract with the state or another party. DCYF reserves the right to select a Bidder whose Response is deemed to offer the best overall value and that is in the best interests of DCYF and the State of Washington.

DCYF management shall make the final determination as to which Bidder(s), initially designated as finalist(s), shall be officially selected and announced on WEBS as the Apparent Successful Bidder(s) on or about the date and time set forth in Section C.1., Solicitation Schedule. DCYF may also notify the Apparent Successful Bidder(s) and the unsuccessful Bidder(s) of its determination via email on or about the date and time specified in Section C.1., Solicitation Schedule.

DCYF's decision will be subject to the execution of a Contract satisfactory to DCYF within a reasonable period of time following the announcement of the Apparent Successful Bidder on WEBS. In the event the parties are unable to reach agreement on the final details of a Contract, consistent with Attachment A, Sample Contract, DCYF shall have the option of negotiating with the next highest ranked Bidder and of revising the announcement of the Apparent Successful Bidder.

SECTION F. DEBRIEFING AND PROTEST PROCEDURE

1. Debriefing Conferences

No later than **2:00 p.m. (Pacific Time)**, on the third business day following the posted announcement of Successful Bidder(s) on WEBS, Bidders who are not selected as a Successful Bidder may send an email to the Coordinator requesting a Debriefing Conference. Unless a different date is agreed upon by the Coordinator, the Debriefing Conference will be held on a date designated in Section C.1., Solicitation Schedule. Discussion at the debriefing conference will be limited to the following:

- a. Evaluation and scoring of the Bidder's Response
- b. Critique of the Response based on the evaluation
- c. Review of Bidder's final score in comparison with the other final scores

No comparisons between Bids will be allowed during the Debriefing Conference, which shall be conducted by telephone, unless the Coordinator agrees to an in-person meeting, and shall last for a maximum period of thirty **(30) minutes**. Since debriefing conferences pertain to the formal evaluation process, Bidders who were disqualified as nonresponsive and therefore did not go through the formal evaluation process shall only be entitled to request a debriefing on the issue of their disqualification for non- responsiveness.

2. Grounds and Filing of Protests

A Bidder who has participated in a Debriefing Conference may file a formal Protest if the Bidder asserts that there are facts that indicate error in the evaluation of Bids on one or more of the following grounds:

- a. Bias, discrimination or conflict of interest on the part of the evaluator or in the process
- b. Mathematical errors in computing the score
- c. Non-compliance with procedures described in the Solicitation document or in DES policy

Protests must be emailed to the Solicitation Coordinator and must be received no later than **2:00 p.m. (Pacific Time)** on the fifth (5th) business day following the day of the Bidder's Debriefing Conference. The Protest must adhere to the requirements set forth in this Section or it will not be considered. This Protest procedure constitutes the sole administrative remedy available to Bidders from DCYF under this Solicitation.

Protests must include the protestor's mailing address and phone number and the name of the individual responsible for filing the Protest. The Protest must state the Solicitation number and title, the grounds for the protest, specific facts to support

these grounds, and a description of the relief or corrective action being requested.

Protests not based on one of the grounds set forth in this Section will be rejected. It is not grounds for a protest to question an evaluator's professional judgment on the quality of a Response or DCYF' assessment of its own needs or requirements.

3. Protest Review Process

The Coordinator will immediately forward any Protest to the Attorney General Office to assign to a Protest Coordinator for review. The Protest Coordinator, an individual who was not involved in the Solicitation, will consider the record and all available facts and will endeavor to issue a decision within ten (10) business days following receipt of the Protest. If additional time is required, the protesting party will be notified of the delay.

In the event a Protest may involve the conduct of or information submitted by another Bidder that also submitted a Response, such Bidder will be given an opportunity to submit its views and any relevant information on the issue(s) raised by the protest to the Solicitation Coordinator.

4. Determination of Protests

The Protest Coordinator shall issue a written determination regarding the Protest. This written determination shall include one or more of the following determinations:

- a. Upholding DCYF determination of the ASB(s) on the basis that there are insufficient facts to establish the alleged error; or
- b. Upholding DCYF's determination of the ASB(s) on the basis that there are only technical or harmless errors in DCYF' evaluation process; or
- c. Finding errors and identifying actions which may be taken by DCYF, such as:
 - (1) Correction of errors and reevaluation of all bids,
 - (2) Cancellation and reissuance of the Solicitation (in which case all the Bidders will be notified), or
 - (3) Other corrective actions as may be appropriate

There is no further administrative process or remedy available within DCYF to appeal the determination that resulted in a Protest. If the protesting party does not accept DCYF's determination, the protesting party can seek relief from Superior Court in Thurston County, WA.

SECTION G. CONTRACTING PROCEDURES

1. Contract Execution

The Apparent Successful Bidder(s) is expected to sign a contract(s) with DCYF that is substantially the same as Attachment A, Sample Contract(s), included with this Solicitation, and to enter into any subsequent Contract amendments that may be required to address specific work or services.

DCYF may incorporate some or all of the Bidder's Responses into the Contract(s), and may negotiate the specific wording of the **Statement of Work and Program Requirements within the Network Administrator Contract only**, based on the requirements of this Solicitation and the terms of the Response submitted by the Apparent Successful Bidder. If changes are requested as part of the Bid Response, DCYF may consider, but shall be under no obligation to, agree to modifications to the Statement of Work and Program Requirements of Attachment A, Sample Contract, Network Administrator.

If the Apparent Successful Bidder fails or refuses to sign a Contract within **ten (10) business days** of delivery by DCYF, DCYF may elect to designate the next highest-ranked finalist as the Apparent Successful Bidder.

2. Insurance

The Apparent Successful Bidder shall provide evidence of its compliance with the insurance requirements included in Attachment A, Sample Contract.

3. Non-Endorsement

The award of a Contract is not an endorsement by the State or DCYF of the Bidder or Bidder's Services and shall not be represented as such by Bidder in any advertising or other publicity materials.

By submitting a Response to this Solicitation, the Bidder agrees to make no reference to DCYF in any literature, promotional materials, brochures, sales presentations or the like without the prior written consent of DCYF

4. Background Checks

Individuals who will be performing the Contract on behalf of the Apparent Successful Bidder may be required to undergo background checks. Individuals who have disqualifying results (showing crimes and/or negative actions) may not be permitted to provide Services under the Contract.

5. Electronic Payment

The State prefers to utilize electronic payment in its transactions. The successful Bidder will be required to register in the Statewide Vendor Payment system, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>, prior to submitting a request for payment under their Contract. No payment shall be made until the registration is completed.



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1115 Washington Street SE • PO Box 40983 Olympia, WA 98504 -0983

DATE: October 11, 2018

TO: RFP #1835-002 Bidders

FROM: RFP #1835-002 Solicitation Coordinator

SUBJECT: RFP #1835-002 Amendment No. 1
(Revision to the Solicitation Document and Q&A:
Questions and Answers)

The purpose of this Request for Proposal (RFP) Amendment is to revise the Solicitation Document; Attachment D Bidder Response Form, Attachment A Sample Contract Network Administrator and provide DCYF official responses to Bidders' clarifying questions regarding the Foster Parent Recruitment and Retention Solicitation.

Revision to the Solicitation Document

To further clarify, Response Due Date on page 1 is deleted in its entirety and replaced with the following:

All Responses **must be received in their entirety by 2:00 p.m.** Pacific Time on **October 25, 2018** unless an Amendment is issued modifying the Solicitation Schedule set forth in Section C.1 of this Solicitation Document.

Revision to the Attachment D Bidder Response Form, Section D-3

To further clarify, Attachment D Bidder Response Form, Section D-3 question 8 is deleted in its entirety and replaced with the following:

Bidder must demonstrate recent experience in the provision of services identified in in Attachment A, Exhibit B Combined In-Home Contract and Attachment A, Exhibit B Family Time Services Contract. More specifically, describe the financial expertise you would utilize to support these services; including professional accounting and bookkeeping staff.

Revision to the Attachment A Sample Contract, Network Administrator, Exhibit B

To further clarify, Exhibit B Statement of Work, Section 3.b. (4) is deleted in its entirety from the Sample Contract.

(4) For cycles two-four (2-4), payment shall be tied to the successful implementation, and DCYF approval, of each Action Plan.

Bidder Questions

DCYF received several questions from interested parties regarding this Solicitation. These questions are stated below exactly as written by the potential Bidders; DCYF's official response follows.

Bidder Question #1: Response due date, it is listed as October 19, 2018 on page 1 of the Competitive Solicitation and as 10/25/18 on the Solicitation Schedule on page 9 of the Competitive Solicitation.

Question: Bidder would like to confirm the response due date, it is listed as October 19, 2018 on page 1 of the Competitive Solicitation and as 10/25/18 on the Solicitation Schedule on page 9 of the Competitive Solicitation.

DCYF's Answer: The Response Due Date is 10/25/2018. Page 1 has been replaced and revised above.

Bidder Question #2: Question 8 of the Bidder Response Form, Attachment D

Question: Bidder would like confirm the section and exhibit referenced in Question 8 of the Bidder Response Form, Attachment D. It currently reads "Bidder must demonstrate recent experience in the provision of services identified in (section ?, Exhibit ?)."

DCYF's Answer: Question 8 has been replaced and revised above.

Bidder Question #3: Section D-4 of Attachment D Bidder Response Form

The table available to the select the Catchment Area and Services states: "*This Quotation Proposal is for this DCYF Catchment Area(s) (**check only one box**):*"

Question: Bidder is planning to apply for more than one catchment area. Can the Bidder(s) select more than one option to identify each catchment area we are applying for?

DCYF's Answer: No, all Bidder(s) need to submit a separate D-4 for each catchment area they would like to bid on.

Bidder Question #4: Section D-4 Attachment D Bidder Response Form

Bidders must submit a Quotation Proposal (one for each Catchment Area and Service(s) they wish to serve) to provide Network Admin

And:

*Bidder must provide 2 sample budgets based the Catchment Area(s) checked above; **one** for the remaining 6-month Fiscal Year (FY) FY19 (January 1, 2019-June 30, 2019) and Annual FY20 (July 1, 2019-June 30, 2020)*

Question: Bidder is planning to apply for more than one catchment area and will have infrastructure costs that will support each catchment area (i.e. administration, billing processes, technology support, etc). Are you looking for a separate budget for each catchment area that allocates these shared costs or one budget that shows the entire cost of all catchment and services we are proposing?

DCYF's Answer: Yes, DCYF would like all Bidder's to submit a budget for each Catchment Area selected, based on the services also selected. The budget will need to capture all costs that the Network Administrator will provide. Attachment D, Section D-4 has the Quotation Proposal structure for Budget submission.

Bidder Question #5: Attachment A Sample Contract for Network Administrator, Exhibit B Statement of Work, Section 2 d (3), page 35, it states:

(3) Redistribute referrals, within the network, based on provider performance while addressing gaps in the service array, subject to the approval of the department.

Language in the law regarding network administrator's states "*Network Administrators shall, directly or through subcontracts with services providers: ... (iv) Have the authority to redistribute funding within the network based on provide performance and the need to address service gaps, if approval is provided by the department.*"

Question: Bidder's question is regarding the word referral in this sentence. They would like to get clarification of the intent of "referral" in this context. The current practice the referral is the authorization of services from the agency social worker. Bidder would request to clarify the intent of this statement in the Sample Contract for Network Administrators?

DCYF's Answer: Network Administrators may have the authority to distribute referrals where a particular provider is not indicated by the agency social workers. The current contracts are mostly fee for service so don't allow for redistributing funding across services beyond what is ordered by agency Social Workers. However, the Network Administrator may work to develop additional providers or services upon approval by the department resulting in redistribution of referrals across these new providers and services.

Per RCW 74.13B.030, the Network Administrator must:

"For those services included in contracts under RCW 74.13B.020, the service providers must be chosen by the department caseworker from among those in the network administrator's provider network. The criteria for provider selection must include the geographic proximity of the provider to the child or family, and the performance of the provider based upon data collected and provided by

the network administrator. If a reasonably qualified provider is not available through the network administrator's provider network, at the request of a department caseworker, a provider who is not currently under contract with the network administrator may be offered a provisional contract by the network administrator, pending that provider demonstrating that he or she meets applicable provider qualifications to participate in the administrator's provider network."

Bidder Question #6: Attachment A Sample Contract for Network Administrator, Exhibit B Statement of Work, Section 3.b. (4) page 35, it states:

3. Transition

b. Failure to develop a mutually agreeable transition plan may result in the suspension or termination of this contract. The agreement shall identify the:

- (1) Process for transitioning services to the management of the contracting within ninety (90) days;
- (2) Process for resolving disputes at the lowest level possible;
- (3) Sharing data regarding the performance of providers within their network; and
- (4) For cycles two-four (2-4), payment shall be tied to the successful implementation, and DCYF approval, of each Action Plan.

Question: Bidder would to clarify what cycles two-four (2-4) are?

DCYF's Answer: (4) has been deleted from the Attachment A Sample Contract, Network Administration. Please see above.

Bidder Question #7:

Question: Bidder is asking what is payment structure?

- a. They see both monthly and annual proposed payments to grantee.

DCYF's Answer: In the RFP1835-002 Solicitation Document, Section A, Section 5 Funding provides the cost for the 6-month term and funding allocation base by case/child for Combined In- Home and Family Time Services. In the Attachment D Bidder Response Form is requesting bidders to provide 2 sample budgets based the Catchment Area(s) checked above; **one** for the remaining 6-month Fiscal Year (FY) FY19 (January 1, 2019-June 30, 2019) and Annual FY20 (July 1, 2019-June 30, 2020)

Bidder Question #8:

Question: Bidder is asking if there will be any advance on funds?

DCYF's Answer: The contract states on page 6 that DCYF shall not make any payments in advance or anticipation of the delivery of services to be provided pursuant to this contract. There is funding to support the startup period of the contract. As identified in the Attachment A Sample Contract

Network Admin, Special Terms, Section 7.c, (3), the Contractor will identify the funds necessary, within the amount allocated for NA, to support activates during the Transition. Exhibit B, Section 3 defines the activities allowable and expectation from a period of transition.

Bidder Question #9:

Question: Bidder is asking there are additional startup funds for setting up systems?

DCYF's Answer: There is funding to support the startup period of the contract. As identified in the Attachment A Sample Contract Network Admin, Special Terms, Section 7.c, (3), the Contractor will identify the funds necessary, within the amount allocated for NA, to support activates during the Transition. Exhibit B, Section 3 defines the activities allowable and expectation from a period of transition.

Bidder Question #10:

Question: Bidder is asking what is the criterion in moving from written to the oral portion of the evaluation?

DCYF's Answer: All bidder based on submission of the proposals could get a maximum number of points available for each Bidder is 290 points, within the Written Evaluation process. The Bidder's average points are calculated and reviewed by the Solicitation Coordinator for validation. After Written Evaluations, the Solicitation Coordinator will notify top finalist(s) for the Oral Presentations.

Bidder Question #11:

Question: Bidder is billing based on encounter data or invoicing (claim)?

DCYF's Answer: The ASB's will submit an A-19 invoice every month, based on the final budget.

Bidder Question #12:

Question: Bidder is asking what is currently paid in claims for these regions over the last two fiscal years for all programs covered?

DCYF's Answer: The fiscal claims for Region 1 & 2, for Family Time Services (Visit Services) and Combined In-Home Services are as follows will be posted in Amendment 2 on October 12, 2018.

Bidder Question #13:

Question: Bidder is asking are we required to apply for Network admin for both services or can we do one or the other.

DCYF's Answer: In Attachment D Bidder Response Form, Section D-4. Bidders can select one or both services.

Bidder Question #14:

Question: Bidder is asking are we required to submit three different proposals, or can we submit one proposal for all three catchment areas?

DCYF's Answer: No, only in Attachment D Bidder Response Form, Section D-4, every Bidder must submit a Quotation Proposal **MUST** be submitted as a separate document for each Catchment Area selected from all other Proposal Templates.

DCYF looks forward to receiving Bidders' Proposals (via email to the RFP Coordinator) **no later than 2:00 pm** (Olympia, WA time) **October 25 2018**.

Thank you for your interest in DCYF RFP for Network Administrator(s) for Catchment Areas in Region 1 &2.

Andrea Goff, RFP Coordinator
Email: Andrea.Goff@dcyf.wa.gov

**Bidder to complete the following section
and return all pages of this Amendment when submitting their Proposal:**

Company/Organization: _____

Authorized Representative Name (printed): _____

Signature

Date



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1115 Washington Street SE • PO Box 40983 Olympia, WA 98504 -0983

DATE: October 12, 2018

TO: RFP #1835-002 Bidders

FROM: RFP #1835-002 Solicitation Coordinator

SUBJECT: RFP #1835-002 Amendment No. 2
 (Revision to the Solicitation Document and Q&A:
 Questions and Answers)

The purpose of this Request for Proposal (RFP) Amendment is to provide DCYF official responses to Bidders' clarifying question #12 regarding the **Network Administrator(s) for Catchment Areas in Regions 1 & 2.**

Bidder Question

DCYF received several questions from interested parties regarding this Solicitation. This question is stated below exactly as written by the potential Bidders; DCYF's official response follows.

Bidder Question #12:

Question: Bidder is asking what is currently paid in claims for these regions over the last two fiscal years for all programs covered?

DCYF's Answer: The fiscal claims for Region 1 & 2, for Family Time Services (Visit Services) and Combined In-Home Services are as follows

	Family Time			Combined In-Home		
	FY2016	FY2017	FY2018	FY2016	FY2017	FY2018
Catchment1	\$3,005,532	\$4,360,619	\$4,052,106	\$1,003,048	\$1,043,929	\$1,163,814
Catchment2	\$1,158,430	\$784,235	\$2,002,939	\$517,435	\$548,054	\$537,199
Catchment3	\$3,528,780	\$3,983,696	\$4,058,088	\$1,097,626	\$1,291,315	\$1,320,659

DCYF looks forward to receiving Bidders' Proposals (via email to the RFP Coordinator) **no later than 2:00 pm** (Olympia, WA time) **October 25 2018**.

Thank you for your interest in DCYF RFP for Network Administrator(s) for Catchment Areas in Region 1 &2.

Andrea Goff, RFP Coordinator
Email: Andrea.Goff@dcyf.wa.gov

**Bidder to complete the following section
and return all pages of this Amendment when submitting their Proposal:**

Company/Organization: _____

Authorized Representative Name (printed): _____

Signature

Date