



**YAKIMA HEALTH DISTRICT  
2019 DEVELOPMENTAL DISABILITIES  
NOTICE OF REQUEST FOR QUALIFICATIONS/PROVIDERS  
YAKIMA COUNTY**

Yakima Health District (YHD) announces the opportunity to provide Employment Services to adults with developmental disabilities in Yakima County. Services are to be provided to adults who are enrolled with the Department of Social and Health Services (DSHS) Developmental Disabilities Administration (DDA).

Approximately 316 persons are authorized to receive services from qualified providers. The current rate scheduled is attached. Rates may change as a result of any changes in allocation from the state legislature and DDA. The initial contracting period is July 1, 2016 through June 30, 2017. Periodic re-qualification for contracting is done through the Yakima Health District monitoring process for services. Enrollment in any qualified agency is determined by the choice of those authorized by DDA to receive services.

Agencies currently contracted for Employment Services **do not** need to reply to this RFQ. They will be contacted prior to the expiration of their current contract regarding their interest in continuing services.

Yakima Health District has funded Employment services by subcontracting with local agencies for many years. Qualified agencies will provide one or more of the following services:

- Individual Supported Employment
- Group Supported Employment
- Community Access

County contracted services are to be provided in accordance with the following four documents:

- *County Guidelines* are a set of philosophical values and policy statements developed by DDA that provide a framework around how county-contracted services are to be delivered and evaluations in Washington State.
- *DDA Policy 4.11 County Services for Working Age Adults* is a DDA policy applicable to counties and its service providers stating that employment is the preferred service for adults age 21-62.

- *DDA Policy 6.13 Provider Qualifications for Employment and Day Program Services.*

The attached package includes general information, instructions required for submittal, and responsibilities of selected agencies.

Completed Yakima County, Developmental Disabilities Request for Qualifications/ Providers Application forms will be accepted continuously **at Yakima Health District (see below):**

**To receive/return an application:**

Yakima Health District  
Att: Developmental Disabilities  
1210 Ahtanum Ridge Drive  
Yakima, WA 98903  
Email: [dd@co.yakima.wa.us](mailto:dd@co.yakima.wa.us)

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## I. APPLICATION PREPARATION

### A. Application Content Requirements

1. Sealed applications shall contain all required attachments and information and be submitted to YHD no later than the date, time, and place specified for receipt.
2. The application (Attachment A) shall contain the following items:
  - a. RFQP Cover Sheet
  - b. Business Qualifications for Employment/Community Access Services
  - c. Program Qualifications Employment/Community Access Services
3. One original and eight copies of the application and attachments shall be submitted to the address identified in Attachment A. Faxed or email applications will not be accepted.

### B. Application Signature

The RFQP Cover Sheet shall be signed by an authorized representative of the agency.

### C. Cost of Applications

1. There are no start-up funds available to any agency.

### D. Unacceptable Applications

1. YHD reserves the right to reject any application for any reason including, but not limited to:
  - a. Applications which are incomplete, obscure, irregular or lacking necessary detail and specificity;
  - b. Any application that contains incorrect, misleading, or false information;
  - c. Any application from an agency that (in the sole judgment of YHD) lacks the minimum qualifications or responsibility necessary to perform the

contracted work or meet the requirements for contracting with the County.

2. In consideration for the YHD's review and evaluation of its application, the agency waives and releases any claims against the County arising from any rejection of any or all applications.

#### E. Late Applications

Application, modifications of applications, received at YHD after the exact date and hour specified for receipt will not be considered. Cancellation of RFQP or Postponement of RFQP Opening

YHD reserves the right to cancel the RFQP at any time. YHD may change the date and time for submitting applications prior to the date and time established for submittal.

#### F. Public Disclosure

Washington State Public Records Act (Revised Code of Washington 42.56) requires public agencies in Washington to make public records available for inspection and copying unless they fall within the specified exemptions contained in the ACT, or is otherwise privileged.

If the applicant considers any portion of his/her submittal to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as "CONFIDENTIAL", "PROPRIETARY", OR "BUSINESS SECRET". If a request is made for disclosure, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the applicant of the request and allow the applicant 10 days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take such action within said period, the County will release that portion of the application deemed subject to disclosure. By submitting qualifications, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

#### G. Addendum

In the event it becomes necessary to revise any part of this RFQP, an addendum shall be created. The addendum will also be conveyed to those potential agencies providing an accurate email address. If desired, a hard copy of any addendum may be provided upon request. It is the applicant's responsibility to check the website periodically for any addendums.

H. Schedule (dates may be tentative and subject to change)

## II. APPLICATION EVALUATION AND SELECTION

### A. Application Evaluation

YHD and a Scoring Committee will evaluate applications using the minimum criteria as set forth in this RFQP. YHD may request additional business and administrative information to determine the agency's ability to meet the terms and conditions of the RFQP.

### B. Onsite Visits

When deemed advisable, and before any new contract is awarded, YHD reserves the right to arrange an onsite, pre-award review to determine the agency's ability to meet the terms and conditions of the RFQP.

### C. Additional Contract Terms and Conditions

DCH may introduce stipulations, additional terms and/or conditions as deemed necessary prior to the actual awarding of a contract.

### D. Issuance of Contracts

Determination that an agency is successful in meeting the minimum requirements of this RFQP does not constitute a commitment by YHD to contract with the successful agency.

### E. Protests and Appeals

Yakima County has a process for receiving protests based upon the RFQP or contract awards. All protests shall be filed with the YHD Director. If required, appeals shall be filed with the Yakima County Commissioners.

## III. CONTRACTED AGENCY REQUIREMENTS

- A. The agency shall be able to meet all the requirements in the Yakima County Standard Contract, General and Special Terms and Conditions and all attached exhibits. Further, the agency shall be prepared to bill for services in accordance with the YHD billing instructions included within said contract.

- B. The agency shall, prior to entering into a contract with YHD, meet full equal benefits and insurance coverage requirements as outlined in the standard contract. Requests for waivers for insurance requirements of reduction in limits will not be considered by YHD and will disqualify the agency's application.
  
- C. Newly contracted agencies shall submit to a desk audit and site review conducted by YHD a minimum of one time during the first year of contracting.



**REQUEST FOR QUALIFICATIONS / PROVIDERS**

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DATE ADVERTISED:

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**APPLICANTS MUST COMPLETE AND SIGN THE FORM BELOW**

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Agency/Organization Name

Address

City/State/Zip Code

Authorized Representative/Title

Email

Phone

Fax

The applicant(s) have read and will comply with the terms and conditions of the Yakima County "Standard Contract", including insurance requirements.

Yes  No

The applicant(s) certifies to the administrative and fiscal management capability and stability of the agency/organization to provide the services in accordance with the RFQ.

Yes  No

This application is submitted by:

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Applicant Signature

Title

Date

**BUSINESS QUALIFICATIONS FOR DIRECT CLIENT AND EMPLOYMENT SERVICES**

The agency must be able to meet the qualifications below. YHD reserves the right to review all documentation and verify information provided in this section. Provide a copy of documentation with application as requested below.

**I. Type of Agency**

The agency is a legal entity eligible to conduct business in Washington State and has fulfilled all necessary requirements. Provide a copy of the agency/organization business license.

Yes  No

**II. Fiscal Accountability**

A. The agency maintains accounting procedures and internal controls in accordance with generally accepted accounting principles. Provide a copy of policies on accounting procedures and internal controls.

Yes  No

B. The agency has monitoring policies and procedures in place to ensure expenses do not exceed available authorized funding for clients served. Provide a copy of policies on monitoring expenses to not exceed authorized funding.

Yes  No

**III. Insurance**

Proof of insurance compliance is required of all subcontractors. Minimum insurance liability coverage standards shall be at the applicant's expense. Provide a copy of insurance certificate showing liability coverage period and amounts.

The agency maintains insurance limits of no less than (check all that apply to the organization):

**Insurance.** Contractor shall maintain and keep current General Liability Insurance, at a minimum of \$1,000,000 each occurrence, \$2,000,000 general aggregate. The policy shall be endorsed and the certificate shall name County, its officers, agents and employees named as an Additional Insured with respect to activities under the contract. Within one (1) week following execution of this Agreement, Contractor shall submit a Certificate of Insurance, executed by a duly authorized representative of each insurer and showing compliance with the insurance requirements specified in this Agreement. Contractor shall assure that updated Certificates of Insurance are provided to County for the duration of this Agreement. Contractor shall notify County forty-five (45) days before cancellation or reduction in Contractor insurance coverage.

- Professional Liability Insurance. In the event that services delivered under this Agreement, either directly or indirectly include the provision of professional services, Professional Liability Insurance, including coverage for losses caused by errors and omissions, with minimum limits of \$1,000,00 each occurrence and \$2,000,000 aggregate. For the purposes of this Agreement, "Professional Services" shall mean any services provided by a physician, psychologist or other licensed professional.
- Auto Liability Insurance. In the event that services delivered pursuant to this Agreement involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required for any owned or leased vehicle used in the performance of these contract services. If Contractor-owned personal vehicles are used, a Business Automobile Policy covering at a minimum Code 2 "owned autos only" must be secured. If Contractor employee's vehicles are used, Contractor must also include under the Business Automobile Policy Code 9, coverage for "non-owned autos." The minimum limit for automobile is \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage.
- Worker's Compensation If applicable, Contractor shall show proof of Worker's Compensation coverage by providing its State Industrial Account Identification Number. Provision of this number will be Contractors assurance

#### **IV. Accreditation**

YHD requires that all subcontractors have a nationally or regionally recognized accreditation to deliver support services for which applying for. Provide a copy of accreditation certificate as indicated and check all that apply:

- Commission on Accreditation of Rehabilitation Facilities (CARF Accreditation)
- Rehabilitation Services Accreditation System (RSAS)
- Other nationally or regionally recognized certification or accreditation (please supply name of accreditation agency)  
\_\_\_\_\_
- N/A No accreditation necessary for the services agency is qualified to and requesting to provide. However the agency does meet the minimum requirements as outlined in the County Guidelines,

In the absence of meeting this requirement, the agency shall be allowed up to six months to demonstrate compliance with this requirement by submitting a written statement to YHD certifying contact has been made with an accreditation entity. The statement shall include the name,

address and phone number of the accreditation organization, the contact person, and the status of process including the proposed completion date. The grace period in no way replaces the requirements for demonstration of a history of delivering services listed in the Program Qualifications for Services section.

**V. Division of Vocational Rehabilitation (DVR) Agreement.**

For agencies applying for funding to provide employment services, YHD desires that all agencies have a current DSHS/DVR Community Rehabilitation Program contract or other DVR agreement.

Yes

No

No, but agency commits to work toward attaining a DVR agreement in the next six months.

**VI. Service Area  Yakima County**

Please check all communities that the agency currently serves or plans to serve.

Kittitas

Benton

Franklin

Other \_\_\_\_\_

## PROGRAM QUALIFICATIONS

The agency shall meet all program qualifications listed below. YHD reserves the right to review all documentation and verification that demonstrates these qualifications. YHD may require a site visit, interviews with administrators, staff, participants, family members of participants, employers, educators, and State DVR or DDA staff that have worked with the agency. YHD may also view: documents; policies; procedures; participant satisfaction surveys; grievance and incident reports; staff training records; billing records; participant termination records; participant and staff orientation documents; individual participant plans and files; staff background checks; evidence of Department of Labor (DOL) compliance; verification of participant employment; wages and hours; and placement records that substantiate timely outcomes in a paid employment setting. YHD may also require lists or letters of references or support from individual participants, family members, employers or other in a relationship with the agency.

### Directions:

Check all the boxes for each category that the agency requests qualified provider status with DCH and answer the questions following that category regarding agency history and experience.

Submit a brief narrative response for all sections (I, II, III, IV, V and VI). The narrative should provide a concise but complete description of the agency's ability to meet the requirements.

I.  Community Access (CA)

Community Access services are individualized services provided in typical integrated community settings for individuals in retirement. Services will promote individualized skill development, independent living and community integration for persons' to learn how to actively and independently engage in their local community. Activities will provide opportunities to develop relationships and to learn practice and apply skills that result in greater independence and community inclusion. These services may be authorized instead of employment support (Individual Employment, Group Supported Employment) for working age individuals who have received nine months of employment support, have not found a job and decide not to continue looking for work..

Agency can ensure that the amount of service a client receives is based on his/her demonstrated need and acuity level per WAC.

Agency can ensure Community Access services will focus on activities that are typically experienced by the general public. **Support to participate in segregated activities and/or specialized activities will not be reimbursed.**

- Agency has controls in place to ensure that a client receiving Community Access services will not receive employment support simultaneously.
- Agency has policies and procedures in place that allow the client the choice to move to employment service at any time.

II.  Individual Supported Employment (ISE)

These services are a part of an individual's pathway to employment and are tailored to individual needs, interests, abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state's minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.

- Agency has policies and procedures in place to ensure clients in employment programs will be supported by a living wage.
- Agency has policies and procedures in place to reach the goal of clients averaging twenty (20) hours per week or eighty-six (86) hours per month.
- Agency has policies and procedures in place to ensure that the amount of service a client receives is based on his/her demonstrated need, acuity level and work history.
- Agency has policies and procedures in place that ensure that all clients will be contacted by their service provider according to client need or at least once per month.

III.  Group Supported Employment (GSE)

These services are a part of an individual's pathway to integrated jobs in typical community employment. These services are intended to be short term and offer ongoing supervised employment for groups of no more than eight (8) workers with disabilities in the same setting. The service outcome is sustained paid employment leads to further career development in integrated employment at or above minimum wage. Examples include enclaves, mobile crews, and other business models employing small groups of workers with disabilities in integrated employment in community settings

- Agency has policies and procedures in place to ensure clients in employment programs will be supported by a wage sufficient to ensure client's needs are met.
  
- Agency has policies and procedures in place to reach the goal of clients averaging twenty (20) hours per week or eighty-six (86) hours per month.
  
- Agency has policies and procedures in place to ensure that the amount of service a client receives is based on his/her demonstrated need and acuity level.
  
- Agency has policies and procedures in place that ensure that all clients will be contacted by their service provider according to client need or at least once per month.