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# REQUEST FOR PROPOSALS

City of Spokane, Washington

**RFP NUMBER:** 2012 HSAB Health Care RFP

**DESCRIPTION:** CITY OF SPOKANE HUMAN SERVICES GRANT

**DUE DATE:** January 25, 2012  
No later than 5:00 p.m.

City of Spokane – Human Services Department  
1<sup>st</sup> Floor, City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201-3333

  
Human Services Department

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# 1. INTRODUCTION

## 1.1 PURPOSE AND BACKGROUND

The City of Spokane, through its Human Services Department (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit Proposals from social services agencies serving the City of Spokane to address the priority of improving access to and utilization of mental and physical health care as set by resolution by the City Council.

Proposals are reviewed and scored by the Human Services Advisory Board (HSAB). The HSAB is appointed by the Office of the Mayor to provide a liaison among the City Council, the human service providers and recipients of human services. The goal of the HSAB is to assist the City Council and the Mayor’s Office in establishing criteria for City funding of human service programs. Therefore, the HSAB recommendation on funding will be presented to the City Council for consideration in February. The final decision is legally that of the City Council.

The HSAB anticipates that it may not be possible to fully fund grant requests and may require successful Proposers to amend the program scope and budget to accommodate proposal awards as approved by City Council. Please be advised that any or all information provided in the Proposal may be used for contract purposes.

## 1.2 MINIMUM QUALIFICATIONS

Local governments, for-profit and non-profit (including faith-based) agencies serving the City of Spokane are all eligible to apply. Faith-based organizations and churches may not restrict client participation based on required religious affiliation or activities.

## 1.3 FUNDING

**One hundred thousand dollars (\$100,000)** is available for this RFP. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

## 1.4 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about March 1, 2012 and to end on December 31, 2012.

## 1.5 DEFINITIONS

Definitions for the purposes of this RFP include:

**City** – The City is the City of Spokane, a Washington State municipal corporation that is issuing this RFP.

**Contractor** – Proposer whose Proposal has been accepted by the City and is awarded a fully executed, written contract.

**HSAB** – Human Services Advisory Board

**Proposal** – A formal offer submitted in response to this solicitation.

**Proposer** -- Contractor submitting a Proposal in order to attain a contract with the City.

**Request for Proposals (RFP)** – 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 RFP is to permit the non-profit community to suggest various approaches to meet the need at a given price.

## 2. FUNDING PRINCIPLES AND PRIORITIES

### 2.1 FUNDING PRINCIPLES

The HSAB has adopted the following funding principles to guide it as it reviews proposals. Proposals that align with one or more of these funding principles will be viewed more favorably than those that do not.

- **Ensuring measureable progress towards addressing the human services funding priorities:** Agencies awarded contracts must be able to demonstrate measurable progress towards addressing the priority for which they are funded.
- **Strengthening the community safety-net:** Proposals that strengthen the community safety-net through the provision of basic need supports and services, including those that meet a distinctive community need, or provide specialized, un-duplicated services.
- **Promoting economic self-sufficiency:** Proposals that along with their primary services to clients incorporate efforts to move clients towards improved economic self-sufficiency and security.
- **Encouraging innovation and use of best practices:** Proposals that utilize best practices and/or innovative approaches along with a determined methodology for measuring success in addressing a community need.
- **Supporting prevention:** Proposals that proactively address community needs/gaps thereby preventing or reducing the level of services and costs that might be incurred.
- **Seeking efficiency and coordination of services through agency (public and private) collaboration:** Proposals with a clearly articulated plan for partnership among multiple programs and/or agencies to improve client outcomes, avoid duplication of services, increase efficiency and reduce administrative burdens.
- **Using human services grant funds to leverage other local, state and federal funding:** Proposals with budgets that leverage local, state and federal dollars and that demonstrate a healthy mix of funding to support their program.
- **Eliminating barriers to needed services:** Proposals that reduce barriers to accessing needed services. The HSAB is especially interested in proposals that serve those ineligible for other means of assistance.

In order to enhance measurable progress supporting identified priorities, the HSAB intends to recommend significant funding for fewer proposals rather than numerous small awards to large number of proposals.

### 2.2 FUNDING PRIORITIES

Per City Resolution 2006-0070, funding priorities for Human Services grants are set annually by the City Council. Priorities are to be needs driven, community-based, of the mind-set of basic needs or of a safety-net approach, and in accordance with long-term intentions. For the purpose of this RFP, only proposals addressing the priority of improving access to and utilization of mental and physical health care will be considered.

## 3. GENERAL INFORMATION

### 3.1 RFP ADMINISTRATOR

The RFP Administrator is the primary point of contact in the City for this procurement. All communication between the Proposer and the City upon receipt of this RFP shall be with the RFP Coordinator or designee, as follows:

Name	Jerrie Allard, Human Services Director
Address	808 W. Spokane Falls Blvd.
City, State, Zip Code	Spokane, WA 99201-3333
Phone Number	509.625.6130
E-Mail Address	jallard@spokanecity.org

Any other communication will be considered unofficial and non-binding on the City. Proposer s are to rely on written statements issued by the RFP Administrator. Communication directed to parties other than the RFP Administrator may result in disqualification of the Proposer.

### 3.2 ESTIMATED SCHEDULE OF ACTIVITIES

Issue Request for Proposals	December 23, 2011
Proposals due to Human Services Department	5:00 p.m. January 25, 2012
Proposal agency interviews	February 1, 2012
City Council consideration of HSAB recommendations	Mid February, 2012
Contract start date	March 1, 2012

The City reserves the right to revise the above schedule.

### 3.3 QUESTIONS REGARDING THE RFP

**All questions regarding this RFP are to be submitted to the RFP Administrator via email.** Questions and answers will be posted on the department website and updated on a regular basis.

### 3.4 PREPARATION AND SUBMISSION OF PROPOSALS

#### PREPARATION OF PROPOSALS

All Proposals shall be typed or printed in ink, prepared using the RFP application provided by the Human Services Department and available on the City of Spokane web site at [www.spokanecity.org](http://www.spokanecity.org) or on the human services web-site [www.spokanehumanservices.org](http://www.spokanehumanservices.org)

Proposals shall be submitted using the following format:

- eight and one-half by eleven (8 1/2 x 11) inch paper
- 11 point font
- one inch margin
- copied back to back
- stapled and 3-hole punched

Provide one complete original and 12 copies (a total of 13). **Proposals must be signed by an authorized representative for the agency.**

#### SUBMISSION OF PROPOSALS

**Late proposals will not be accepted**  
**Changes to proposals are not permitted after the deadline**

**Submit Proposals to:**  
**Human Service Department**  
**1st Floor – City Hall**

808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333

In addition, email a copy of the completed application with all attachments by the due date to [wquinnan@spokanecity.org](mailto:wquinnan@spokanecity.org)

**NOTE: Proposals will not be accepted by fax. Electronic applications are for City records only and do not substitute the official, hardcopy of the application.**

The City is not responsible for proposals delivered late. It is the responsibility of the Proposer to be sure the proposals are sent sufficiently ahead of time to be received **no later than 5:00 PM local time** on the due date.

Proposers mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. **Proposers are encouraged to hand deliver proposals and to review the check list provided** to ensure proposals are complete. Submission of changes, additions or missing materials will not be accepted after the deadline. Proposers assume the risk for the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission.

### **3.5 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Materials submitted in response to this competitive process shall become the property of the City.

All received Proposals shall remain confidential until the award of contract recommendation has been filed with the City Council standing committee or the City Clerk for City Council action. Thereafter, the Proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored.

The City will consider a Proposer's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP Coordinator via email.

### **3.6 REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, revisions will be posted on the Human Services Department website. Proposers are encouraged to frequently check the website for any changes or new information. For this purpose, the published questions and answers from the technical assistance workshop and any other pertinent information shall be provided as an addendum to the RFP.

The City also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

### **3.7 RESPONSIVENESS**

All Proposals will be reviewed by the Human Services Advisory Board or designee to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of the RFP shall result in rejection of the Proposal as non-responsive.

The City reserves the right, however, at its sole discretion to waive minor administrative irregularities.

### **3.8 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at 360/753-9693 to obtain information on certified firms.

### **3.9 MOST FAVORABLE TERMS**

The City reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact a Proposer for clarification of its Proposal.

The Proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Proposal

### **3.10 COSTS TO PROPOSE**

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

### **3.11 NO OBLIGATION TO CONTRACT**

This RFP does not obligate the City to contract for services specified herein.

### **3.12 REJECTION OF PROPOSALS**

The City reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract as a result of this RFP.

## **4. PROPOSAL CONTENTS**

### **4.1 PROPOSAL CONTENT**

Proposers are to follow the proposal application forms provided on the City's website [www.spokanecity.org](http://www.spokanecity.org) or on the Human Services Department website [www.spokanehumanservices.org](http://www.spokanehumanservices.org).

Contents of the proposal are to follow the application forms provided by the City and include the following:

- Section A: Summary and Signature Page
- Section B: Project Narrative

- Section C: Collaboration
- Section D: Program Logic Model (in Excel format)
- Section E: Program Budget (in Excel format)
- Section F: Budget Narrative (in Excel format)
- ~~Section G: Agency Information~~

## 4.2 PROPOSAL ATTACHMENTS

In addition to the completed proposal, the following attachments are required for each packet.

- Resume of Executive Director **AND** Program Manager (if different individual)
- Job Description of position to be funded (if applicable)
- Current organizational chart
- Current roster of the Board of Directors, including the Board Members affiliation

The following documentation is required for each agency (1 set per agency). If these documents are currently on file in the Human Services Department and have no changes, additional copies are not required:

- Articles of Incorporation
- Corporate Bylaws
- IRS determination letter
- One copy of the most recent audit or certified financial statement

## 5. EVALUATION AND CONTRACT AWARD

### 5.1 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. Evaluation of Proposals shall be accomplished by members of the Human Services Advisory Board, which will determine the ranking of the Proposals.

### 5.2 EVALUATION WEIGHTING AND SCORING

Proposals will be evaluated using the following criteria.

Project Design and Implementation	33 percent
Collaboration	13 percent
Logic Model	18 percent
Budget	15 percent
Agency Experience and Expertise	15 percent
Interview	<u>6 percent</u>
	100 percent

### 5.3 AGENCY INTERVIEWS

Proposers will be contacted to schedule an interview on the afternoon of February 1<sup>st</sup> with the HSAB. Interviews will be held at City Hall and last approximately 15 minutes.

#### **5.4 NOTIFICATION TO PROPOSERS**

After award recommendations have been determined, Proposers will be notified of Intent to Award via e-mail.

#### **5.5 AWARDS AT REDUCED FUNDING LEVEL**

Contractors submitting successful proposals but not funded at full budget request will be required to submit a revised program budget and logic model for the amount awarded. Contractors that do not provide a revised budget and logic model within 15 working days of notice of award are at risk of forfeiting their award.

#### **5.6 DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, representatives of the Human Services Advisory Board will be available to schedule a debriefing conference with an unsuccessful Proposer. Debriefing conferences may be conducted in person or on the telephone.

#### **5.7 APPEAL PROCEDURE**

Following evaluation, a recommendation for award shall be submitted to the City Council. Award of contract, if made, shall be by the City Council in open meeting. Proposers wishing to appeal the award of the contract must make their appeal before the City Council at the award hearing.

### **6. CONTRACT TERMS**

#### **6.1 CITY OF SPOKANE BUSINESS LICENSE**

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license or exemption status determination. Questions may be directed to the Taxes and Licenses Division at (509) 625-6070.

#### **6.2 ANTI-KICKBACK**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

#### **6.3 ASSIGNMENT**

The Contractor shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

#### **6.4 NONDISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## **6.5 LIABILITY**

The Contractor will be considered an independent contractor and the Contractor, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Contractor shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property, arising from the performance or omission of the Contractor, its agents or employees arising directly or indirectly, as a consequence of this contract.

## **6.6 INTERNAL AUDITING CONTROL**

The Contractor shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Contractor's most recent Audited Financial Statement shall be kept on file in the Human Services Department. The City has the right to supervise and audit the finances of the Contractor to ensure that actual expenditures remain consistent with the spirit and intent of this contract. The City Administrator or designee may inspect and audit all records and other materials and the Contractor shall make such available upon request.

## **6.7 REPORTING REQUIREMENTS**

The City will determine all reporting requirements and schedules as part of the contract between the City and successful proposers.