

Employment and Day Program Services
Request for Qualifications (RFQ) RFQ
Issue Date: Open and Continuous
Closing Date: Open and Continuous

Kitsap County Human Services
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Port Orchard WA, 98366
(360) 337-4624

Kitsap County Department of Human Services



REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ)
NEW PROVIDER
Employment and Day Program Services

Purpose: Kitsap County Human Services, Developmental Disabilities Program, invites Proposers seeking to deliver Supported Employment and Community Inclusion Services for adults with intellectual and developmental disabilities to apply.

Funding Available: Please refer to the Rate Schedule section of this RFQ for rate reimbursement information. Please refer to the billing activities and service guidelines documents on the Developmental Disabilities Administration (DDA) County Best Practice website for information about services which may be billed. <https://www.dshs.wa.gov/dda/county-best-practices>.

Application Due Date: This RFQ is open and continuous. Applicants may apply at any time. Please refer to the RFQ Timeline section of this RFQ for more information about the next application review period.

Reasonable Accommodation: Kitsap County Human Services will provide reasonable accommodation to allow for equal participation in the qualification process. To request reasonable accommodations: please contact our office at (360) 337-7185, ext. 3530 or e-mail LRAnderson@kitsap.gov. This document will be provided in alternate formats, upon request.

INTRODUCTION

Kitsap County Human Services, Developmental Disabilities (DD) Program, hereafter referred to as the "County", is seeking qualified providers to deliver Individual Employment, and/or Community Inclusion services.

This application is for new applicants seeking to qualify to provide services. The intended result of this RFQ is County to offer a financial award and negotiate a contract with applicants who are qualified to provide Employment and Day Program Services. Qualified providers may be offered the opportunity to accept an award and negotiate a contract. A provider will not be awarded or contracted for any services for which they were not determined to be qualified.

This RFQ is a solicitation for qualifications only. It shall not be construed as an offer, a guarantee, or a promise that the solicited qualification will result in a contract for services with the County.

The mission of the [Kitsap County Developmental Disabilities Advisory Board](#) is to promote choice, opportunity and support for persons with disabilities in an enhanced community where all people are included, respected and dignified.

The foundation of services provided to adults with developmental disabilities in Kitsap County is based upon the mission of the Kitsap County Developmental Disabilities Advisory Board, DDA Guiding Values and the [County Guidelines](#). The County Guidelines are published by the Washington State Department of Social and Health Services, Developmental Disabilities Administration (DSHS/DDA).

DESCRIPTION OF SOLICITED SERVICES

Supported Employment Services

Supported employment services may be provided to individuals who meet Developmental Disability Administration (DDA) eligibility requirements and who reside in Kitsap County, age 21 and older. Eligible participants are referred to qualified service provider agencies by their assigned Case Resource Manager at the DDA.

In 2006, DDA fully implemented [DDA Policy 4.11 – County Services for Working Age Adults](#), which established employment supports as the first use of Employment and Day Program funds. The policy was informed by previous workgroup recommendations submitted to the Washington State Legislature and reaffirmed by subsequent legislation supporting employment as the first choice for adults of working age.

The goal of supported employment services is for working age adults to attain and maintain community-based employment while earning competitive wages. In accordance with DDA policies and [Guiding Values](#), all services offered should be individualized, responsive to client goals, and focused on building skills to promote inclusion into the community as well as financial independence.

- **Individual Employment (IE)** services are a part of an individual's pathway to employment and are tailored to individual needs, interests, and 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.

Community Inclusion Services

Community Inclusion services may be provided to individuals who meet DDA eligibility requirements under [WAC 388-845-0603](#) and reside in Kitsap County. Eligible clients include individuals enrolled in the Basic Plus, Core, or Roads to Community Living waivers who are 62 and older or who have accessed supported employment services for nine (9) consecutive months, except for clients with a DDA approved exception to the 9-month rule. Eligible clients are referred to qualified service provider agencies by their assigned Case Resource Manager at the DDA.

- **Community Inclusion (CI)** services are individualized services provided in typical integrated community settings. 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.

Applicants interested in providing both Supported Employment and Community Inclusion services must apply for both services. For more information about Supported Employment and Community Inclusion services, please visit the Developmental Disabilities Administration (DDA) County Best Practice website. <https://www.dshs.wa.gov/dda/county-best-practices>

POLICY COMPLIANCE

Authorities and Standards

Applicants submitting a response to this RFQ agree that any resulting qualification and contractual agreement will require compliance with the authorities and standards that must be followed for implementation of Employment and Day Program services. The full text for each of the authorities and standards include but are not limited to the following, including any successors:

Applicants must demonstrate the ability to comply with requirements of [DDA Policy 6.13 \(Employment and Day Program Provider Qualifications\)](#), and the [DDA Criteria for Evaluation](#).

DDA County Best Practices – <https://www.dshs.wa.gov/dda/county-best-practices>

- DDA Criteria for Evaluation
- County Guide to Achieve DDA Guiding Values
- DDA Guidelines for Community-Based Assessments within Employment Services
- Employment Activities – Strategies and Progress / Outcome Measures
- Individual Employment Billable Activities
- Community Inclusion Billable Activities Community
- Community Inclusion Frequently Asked Questions
- DDA Self-Employment Guidelines

Revised Code of Washington (RCW) – <https://apps.leg.wa.gov/rcw/>

- Chapter 49.17 RCW – Washington Industrial Safety and Health Act

- Title 71A RCW – Developmental Disabilities
- Chapter 74.15 RCW – Care of Children, Expectant Mothers, Persons with Developmental Disabilities
- Chapter 74.34 RCW – Abuse of Vulnerable Adults

Washington Administrative Code (WAC) – <https://apps.leg.wa.gov/wac/>

- Chapter 296-24 WAC – General Safety and Health Standards
- Chapter 296-62 WAC – General Occupational Health Standards
- Chapter 388-06 WAC – Background Checks
- Chapter 388-823 WAC – Developmental Disabilities Administration Intake and Eligibility Determination
- Chapter 388-825 WAC – Developmental Disabilities Administration Service Rules
- Chapter 388-828 WAC – Developmental Disabilities Administration Assessment
- Chapter 388-831 WAC – Community Protection Program
- Chapter 388-845 WAC – Developmental Disabilities Administration Home and Community-Based Services Waivers
- Chapter 388-850 WAC – County Plan for Developmental Disabilities
- Chapter 388-891A WAC – Vocational Rehabilitation Services for Individuals with Disabilities

Developmental Disabilities Administration (DDA) Policies – <https://www.dshs.wa.gov/dda/policies-and-rules/policy-manual>

- Policy 4.11 – County Services for Working Age Adults
- Policy 5.01 – Background Check Authorizations
- Policy 5.02 – Necessary Supplemental Accommodation
- Policy 5.05 – Limited English Proficient (LEP) Clients
- Policy 5.06 – Client Rights
- Policy 5.14 – Positive Behavior Support Principles
- Policy 5.15 – Restrictive Procedures: Community
- Policy 5.17 – Physical Intervention Techniques
- Policy 5.23 – Functional Assessments and Positive Behavior Support Plans: Employment and Day Program Services
- Policy 6.08 – Incident Management and Reporting Requirements for County and County-Contracted Providers
- Policy 6.13 – Provider Qualifications for Employment and Day Program Services
- Policy 7.05 – Mortality Reviews
- Policy 15.03 – Community Protection Standards for Employment and Day Program Services
- Policy 15.05 – Community Protection Program Exit Criteria

DDA Guiding Values –

<https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/DDA%20Guiding%20Values%20Booklet.pdf>

Developmental Disabilities Assistance and Bill of Rights Act (42 USC Chapter 144) – <https://www.govinfo.gov/app/details/USCODE-2015-title42/USCODE-2015-title42-chap144>

Title 42 Code of Federal Regulations (CFR) § 441.530 Home and Community-Based Setting – <https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-C/part-441>

Population Served and Client Eligibility Requirements

Services shall be provided to residents of Kitsap County, who are determined *eligible and authorized to receive services* through the Department of Health and Social Services, Developmental Disabilities Administration (DHS/DDA). The criteria for eligibility are determined by State law. See Chapter 388-825 WAC and Developmental Disabilities Administration - Eligibility for Services.

Insurance Coverage

Prior to executing a contract, applicants must meet insurance requirements established by Kitsap County. For Contractors providing services to CPP Clients, additional insurance requirements apply in accordance with [DDA Policy 15.03](#) – Community Protection Standards for Employment and Day Program Services.

Employee Eligibility

Applicants must provide verification of the eligibility of their employees to work in the United States. Kitsap County requires that entities with a contract in excess of \$25,000 and of a duration longer than 120 days be enrolled in the federal [E-Verify](#) web-based system in accordance with [PCC 2.106.022](#). The requirement extends to every subcontractor meeting the same criteria. Upon contracting with Kitsap County, qualified applicants must sign a declaration form certifying E-Verify enrollment.

Background Clearance

Each employee of a Contractor who provide direct services or who may have unsupervised access to clients must obtain proof of criminal history background clearance in accordance with [Chapter 388-06 WAC](#) and [DDA Policy 5.01](#) – Background Check Authorizations. The Contractor shall assume responsibility for the timely completion of background checks.

Data Security

Applicants must be able to comply with [DDA / County Program Agreement Data Security Requirements](#) prior to contracting with Kitsap County. <https://www.dshs.wa.gov/dda/county-best-practices>

KITSAP COUNTY RFQ GENERAL TERMS & CONDITIONS

Reserved Rights and Procedures

Kitsap County expressly reserves the following rights:

- 1) To waive any and/or all irregularities in the applications submitted.
- 2) To reject any or all applications or portions thereof.
- 3) To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
- 4) To make the award to any applicant or combination of applicants whose application(s), in the opinion of the County, is in the best interest of the County.

Kitsap County may return unopened any application or modification received after the hour and date specified.

Reimbursement

Kitsap County will not reimburse applicants for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews. All costs incurred in response to this RFQ is solely the responsibility of the applicant.

Acceptance of Terms

By submitting a response to this request, the applicant demonstrates a willingness to accept all terms and conditions of this request and all County and State regulations and requirements related to the delivery of the solicited services. In the event that the County issues a contract, the applicant's qualification will become part of the contract agreement; applicants are bound by the terms of the qualification, unless the County agrees that specific parts of the qualification are not part of the contract agreement. The County

reserves the right to introduce different or additional terms and/or conditions during final contract negotiations.

Right to Reject or Negotiate

The County reserves the right to reject any or all applications if such a rejection is in the County's best interest. **This request for qualification is a solicitation for offers and is not to be construed as an offer, a guarantee or a promise that the solicited services will be purchased by the County.** The County may withdraw this request for qualification at any time and for any reason without liability to applicants for damages, including, but not limited to bid preparation costs.

Additionally, the County reserves the right to negotiate with the potentially selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before any contract is let, the County reserves the right to arrange an onsite, pre-award review to determine the applicant's ability to meet the terms and conditions of the RFQ.

Public Records and Proprietary Material

Applicants should be aware that any records they submit to Kitsap County or that are used by Kitsap County even if the applicants possess the records may be public records under the Washington Public Records Act (RCW 42.56). Kitsap County must promptly disclose public records upon request unless a statute exempts them from disclosure.

RATE SCHEDULE

During State Fiscal Year (SFY) 2025, Kitsap County will reimburse providers for Employment and Day Program services according to the following rate schedule. Supported Employment and Community Inclusion rates may be adjusted as needed, based on budget projections, up to the DDA maximum allowable rate. Kitsap County will notify providers prior to any rate adjustments, including any notification from DDA about potential changes to the maximum allowable rates.

Service	Rate of Reimbursement
Individual Employment	\$108.80 / hour
Community Inclusion	\$66.08 / hour
Prior Approval / ETR Hours	Rate is negotiable and may be capped

RFQ TIMELINE

This RFQ is open on an ongoing basis. To be considered during the current solicitation period, the application and all required application materials must be submitted on time. For more information about the next application submission deadline and review period, please refer to the RFQ Application Timeline posted with this RFQ or email Glen McNeill, Procurement Coordinator Kitsap County Purchasing Office Purchasing@kitsap.gov

The RFQ Application Timeline is subject to change at the discretion of Kitsap County.

APPLICATION PROCESS

Application Evaluation

Once Kitsap County receives an application submitted in response to this RFQ, the application will be reviewed for completion. If the application is complete, it will then be reviewed by an evaluation committee and the applicant will be contacted to schedule an interview. After the application review and

interview processes are complete, the evaluation committee will finalize their recommendations and Kitsap County will notify the applicant of the qualification decision.

If at any point during the review process an application is found to be incomplete or ineligible, applicants will be notified that their application will not be moving forward.

Ineligible Applications

Applications that are submitted but not responsive to the requirements in the solicitation are deemed ineligible and will not be reviewed. Ineligible applications include any application that:

- 1) Is submitted after the application review deadline;
- 2) Does not clearly demonstrate that the organization employs staff with the required skill competencies or does not have at least two (2) years' experience coordinating related direct services to individuals with disabilities;
- 3) Applicant does not address the essential requirements of the RFQ.
- 4) Applicant clearly demonstrates that he or she does not understand the requirements of the RFQ.
- 5) Application is clearly deficient in approach.
- 6) Applicant and/or applicant's organization has a history of providing poor services.
- 7) Applicant does not possess a current accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) or cannot otherwise demonstrate that the agency is actively engaged in the process of obtaining such accreditation (e.g., that the applicant has submitted an Intent to Survey, and has scheduled a survey date with CARF). If the agency is in the process of CARF accreditation, CARF accreditation must occur within the first program year to continue to meet qualification status.
- 8) Does not provide evidence that shows the agency has a credit line or cash reserves that enable the agency to provide services for at least two months and/or Failure to submit required budget documents.
- 9) Indicates the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds: is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; has a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct within the past three (3) years; or
- 10) Does not include responses and documentation for all required sections of the application.
- 11) Failure to score the minimum % in each evaluated area

Applications deemed ineligible may be revised before the application review deadline in this RFQ and complete applications that are submitted late may be considered eligible for the next review deadline.

Evaluation Committee

A Qualification Evaluation Committee (EC) will be convened to review and evaluate eligible qualifications and make recommendations to the Kitsap County DD Advisory Board. The EC is comprised of persons who are knowledgeable of the specific professional service requirements. The meeting will not be open to the public.

The EC may contact applicants at any time during the evaluation process to request additional documentation and information such as agency policies, procedures, satisfaction surveys, and other records, or to schedule interviews. The EC may also gather information from other sources, such as the applicant's website and may consider the applicant's performance related to any previous contracts that the applicant may have held with Kitsap County.

Based upon the content of the application(s), applicant interview(s), and evaluation of other available information, the EC will collectively score the application response(s). The EC will present its recommendations to the Kitsap County Developmental Disabilities Advisory Board.

COUNTY holds the final authority for qualification and award determinations. Successful applicants may enter a one (1) year provisional contract with COUNTY to provide services, at the discretion of COUNTY.

Scoring

The application requires the submission of data, documentation, and narrative responses. Failure to provide any information requested through this RFQ may result in the application being ineligible.

Applications will be evaluated and scored by the EC. To become a qualified provider, applicants must receive a total score of 75% or higher. The application sections for Supported Employment and Community Inclusion services will be scored independently, with each section equal to half of the maximum total score to become qualified for each service.

<i>Service Type</i>	<i>Organization</i>	<i>Fiscal</i>	<i>Services</i>	<i>Total Possible</i>
Employment	35%	15%	50%	100%
Community Inclusion	35%	15%	50%	100%

Contract Award- Notification to Selected Applicants

Kitsap County Board of Commissioners, except as designated, has the final authority to execute contracts. Decisions regarding contract awards for solicited services in this RFQ will be subject to Kitsap County's contract approval process. Contracts only become effective after receiving a signature by the County Executive, or designee.

In accordance with [DDA policy 6.13](#), newly qualified applicants will receive a twelve (12) month provisional contract. If a newly qualified applicant does not receive at least one (1) referral from the DDA within twelve (12) months of the date that the applicant's provisional contract is issued, the applicant's status as a qualified provider may be revoked.

Contracts may be renewed, without advertisement or solicitation; renewal is subject to the availability of funding, the continued need for the service(s), and/or satisfactory performance by the Contractor.

Method of Payment

Contractual payments for services solicited under this RFQ will be made monthly.

TERMINATION FOR CONVENIENCE

The County reserves the right, with or without cause, to terminate any contract resulting from this RFQ with a thirty (30) day written notice sent by certified mail, return receipt requested, to the provider's address of record. The County also reserves the right to terminate any contract resulting from this RFQ, when the County has been notified by the Developmental Disabilities Administration that funding has been reduced or is not available.

APPLICANT INSTRUCTIONS

Applicant Inquiries

Applicants are invited to inquire about this RFQ and should contact Heidi Scheibner, Developmental Disabilities County Coordinator, regarding the content of the RFQ or the application process as early as possible. Contact: Hscheibner@kitsap.gov

Applicant Appeals

Non-selected applicants have the right to appeal the decision of the County, limited to procedural or legal errors in the selection process. In the event that no such procedural or legal errors are found to have occurred, the decision of the County shall be final.

An aggrieved applicant may, within five (5) working days after notification of a non-selected RFQ application, appeal in writing to the Kitsap County Human Services Director. The appeal must state all facts and arguments upon which the aggrieved party believes a procedural or legal error occurred. The Kitsap County Human Services Director will render a written decision within thirty (30) working days of the receipt of the appeal.

APPLICATION

Agency Legal Name:	Program Name if different:
Physical Street Address (include City and Zip Code):	
Mailing Address (include City and Zip Code):	
Agency Phone Number:	Agency Signature Authority:
Application Contact Name and Title:	
Phone Number:	Email:
Select your type of Organization: ☐ Sole Proprietor ☐ Private/Non-Profit ☐ Partnership ☐ Corporation ☐ Other (specify)	
Federal Tax ID No.:	SAM.gov ID (if applicable):
Unified Business Identifier (UBI) No:	Expiration Date:
Please list all services offered by your agency:	
Where/in what counties does the agency currently provide services?	
Has your agency held a contract with Kitsap County before?	
Site Address from which services will be coordinated:	
Please select the service(s) for which you are seeking to become a qualified provider: ☐ Individual Employment ☐ Community Inclusion	
Suspension & Debarment: Indicate the extent, if any, to which the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by	

any organization; has been suspended, debarred, voluntarily excluded, or determined ineligible by any organization within the past three (3) years; does have a proposed debarment pending; has been indicted, convicted, or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.

☐ Yes ☐ No

AUTHORIZED SIGNATURE OF APPLICANT: To the best of my knowledge and belief, I attest all information provided in this application is true and correct. Further, I acknowledge the governing body has duly authorized this document and if awarded a contract will comply with all contractual obligations.

Signature of Authorized Representative:

Typed Name and Title:

Date Signed:

Organization

1. Organizations must provide services in accordance with the [County Guide to Achieve DDA Guiding Values](#). Describe how your organization's services will align with DDA's Guiding Values to support clients.

Click or tap here to enter text.

2. Describe your agency's system for ensuring the timely filing and retention of records and reports related to client services, staff, finances, and other organizational records.

Click or tap here to enter text.

3. Describe your plan to address potential conflicts of interest, including but not limited to, if the agency or an agency employee is also the client's: a) guardian or legal representative; b) family member or decision maker; c) residential provider; or d) provider for another service.

Click or tap here to enter text.

4. Submit a copy of your agency's organization chart and job description for each position.

Click or tap here to enter text.

5. Please submit recent (within the last twenty-four [24] months) program monitoring or review reports received from ALL funders (i.e., local or state government) for all county-contracted services delivered in Washington State. Please include corrective actions and responses. If the monitoring report has not yet been provided to your organization, indicate the date of the site visit or program review, and the name of the monitoring agency which completed the review. If no monitoring occurred, include a narrative explanation. Please note, Kitsap County monitoring reports will also be shared with the EC.

Click or tap here to enter text.

6. Describe how your agency will define successful outcomes and how these will be monitored and tracked to determine progress and performance.

Click or tap here to enter text.

7. Describe your on-boarding process and on-going training for staff of services. What topics do you currently require staff to be trained on? How do you know if staff are using this training to deliver or improve the quality of services?

Click or tap here to enter text.

8. Describe your experience providing services to diverse populations including how your agency would support families in which their primary language is not English.

Click or tap here to enter text.

Fiscal Management

1. Submit written accounting policies and procedures that demonstrate your agency's internal fiscal controls and ability to manage funds. Describe how your organization will assure the proper use and safeguarding of public funds.

Click or tap here to enter text.

2. Submit evidence that shows your agency has a credit line or cash reserves to provide services for at least two (2) months for the anticipated services in this RFQ, including bank statements for all your organization's accounts for the last three (3) months. Describe the organization's current financial condition and outlook for sustainability and, if facing financial challenges, describe what steps are being taken to strengthen the financial condition. Provide sufficient detail to illustrate the organization's financial viability to carry out the services proposed in this RFQ.

Click or tap here to enter text.

3. Submit a projected budget for one year of costs anticipated for the services identified in this RFQ. Include detailed estimated expenditures by line item and estimated revenues by source for the next fiscal year.

Click or tap here to enter text.

4. Describe the personnel in your organization with financial expertise and experience meeting federal and state grant requirements or managing the organization's financial operations.

Click or tap here to enter text.

5. Submit your agency's most recent independent financial audit or Certified Public Accountant (CPA) review, including management letters. If there are none, submit a financial statement review completed by a Certified Public Accountant for the most recently closed fiscal year. If the review or audit identified any weaknesses in your organization's financial internal controls, describe how your organization has responded.

Click or tap here to enter text.

6. Submit a copy of your agency's balance sheet, profit and loss statement, and statement of cash flow for the past twelve (12) months.

Click or tap here to enter text.

7. Indicate whether your organization has ever filed for bankruptcy, considered filing, or felt forced to file for bankruptcy (either under the current name or other names). Describe any other legal actions or potential pending lawsuits that may affect the organization's ability to provide services or fulfill requirements included in this RFQ.

Click or tap here to enter text.

Employment Services

Complete this section if the services for which you are seeking to become a qualified provider include Individual Employment. Please skip this section if you are only seeking to become a qualified provider for Community Inclusion.

1. Describe why your agency would like to offer employment services.

Click or tap here to enter text.

2. Indicate your agency's current service capacity and the plan to increase capacity for employment services. Please include the number of referrals you plan to accept in the first year of services.

Click or tap here to enter text.

3. Describe your agency's relevant experience in providing individualized supported employment services.

Click or tap here to enter text.

4. Share your agency's goals that include:
 - a. A description of what outcomes you hope to accomplish in the first year of service;
 - b. How successful employment outcomes will be defined;
 - c. How progress will be tracked over time;
 - d. How data will be used to determine next steps; and
 - e. Goals addressing diversity, equity, and inclusion efforts

Click or tap here to enter text.

5. Please submit a sample or redacted employment service plan that identifies client goals and contains all required elements in [DDA's Criteria for Evaluation](#).

Click or tap here to enter text.

6. Please detail how your employee training plan will meet the staff training requirements under [DDA Policy 6.13](#) and support staff to develop the competencies required to deliver employment services, engage in ongoing training opportunities, and stay abreast of best practices.

Click or tap here to enter text.

7. Demonstrate how your agency meets the minimum staff experience requirements to be a qualified employment provider under [DDA Policy 6.13](#) —including required skill competencies, years of experience, and assigned roles of staff who meet the requirements.

Click or tap here to enter text.

8. Describe how Employment Services will be delivered in compliance with the [DDA-DVR Memorandum of Understanding](#).

Click or tap here to enter text.

9. Submit evidence of or describe your plan to complete the accreditation process for Rehabilitation Services Accreditation System (RSAS) or Commission on Accreditation Rehabilitation Facilities (CARF) accreditation; or Association of Community Rehabilitation Educators (ACRE) accreditation (for single-employee agencies only).

Click or tap here to enter text.

Community Inclusion Services

Complete this section if the services for which you are seeking to become a qualified provider include Community Inclusion. Please skip this section if you are only seeking to become a qualified provider for Individual Employment Supported Employment.

1. Describe why your agency would like to offer Community Inclusion services.

Click or tap here to enter text.

2. Indicate your agency's current service capacity and the plan to increase capacity for Community Inclusion services. Please include the number of referrals you plan to accept in the first year of services.

Click or tap here to enter text.

3. Describe your agency's relevant experience in providing Community Inclusion services.

Click or tap here to enter text.

4. Share your agency's goals that include:
 - a. A description of what outcomes you hope to accomplish in the first year of service;
 - b. How successful Community Inclusion outcomes will be defined;
 - c. How progress will be tracked over time;
 - d. How data will be used to determine next steps; and
 - e. Goals addressing diversity, equity, and inclusion efforts

Click or tap here to enter text.

5. Please submit a sample or redacted Community Inclusion service plan that identifies client goals and contains all required elements in [DDA's Criteria for Evaluation](#).

Click or tap here to enter text.

6. Please detail how your employee training plan will meet the staff training requirements under [DDA Policy 6.13](#) and support staff to develop the competencies required to deliver Community Inclusion services, engage in ongoing training opportunities, and stay abreast of best practices.

Click or tap here to enter text.

7. Demonstrate how your agency meets the minimum staff experience requirements to be a qualified Community Inclusion provider under [DDA Policy 6.13](#) —including required skill competencies, years of experience, and assigned roles of staff who meet the requirements.

Click or tap here to enter text.

APPLICATION SUBMISSION INSTRUCTIONS

Completed applications and all required application materials must be submitted via email to Glen McNeill, Procurement Coordinator Kitsap County Purchasing Office Purchasing@kitsap.gov.

Applicants should use the following checklist to ensure all required application materials are complete for submission.

Required Document Submission Checklist

- ☐ Copy of current business license.
- ☐ Job descriptions for each position. *See Organization #4*
- ☐ Organization chart. *See Organization #4*
- ☐ Most recent program monitoring or review reports. *See Organization #5*
- ☐ Sample or redacted service plan. *See Employment or Community Inclusion Services #5*
- ☐ Evidence of CARF, RSAS, or ACRE accreditation or plan, if applicable. *See Employment Services #9*

- ☐ Written accounting policies and procedures. *See Fiscal Management #1*
- ☐ Evidence of credit line or cash reserves. *See Fiscal Management #2*
- ☐ Projected budget for one year of services. *See Fiscal Management #3*
- ☐ Most recent financial audit or financial statement review. *See Fiscal Management #5*
- ☐ Balance sheet, profit and loss statement, and statement of cash flow. *See Fiscal Management #6*