



## ADDENDUM #1 REQUEST FOR PROPOSALS 2015-176

### KITSAP COUNTY HUMAN SERVICES DEPARTMENT KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT PROGRAMS

**TO:** All Respondents

**FROM:** Colby Wattling, Buyer

**CLOSING DATE:** March 10, 2016 at 3:00PM (UNCHANGED)

**REF NO.:** 2015-176 RFP KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS

**DATE:** January 15, 2016

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Please note the following Questions & Answers from 1/13/2016 proposer's conference

**Q1.** If a program was funded the first year of the Mental Health, Chemical Dependency and Therapeutic Court Program Tax (July 1, 2014- June 30, 2015), but not last year (July 1, 2015 – June 30, 2016), should they write their proposal as a New Grant Proposal?

**A1. Yes**

**Q2.** If a program was funded year one of the Mental Health, Chemical Dependency and Therapeutic Court Program Tax (July 1, 2014- June 30, 2015) and year two (July 1, 2015 – June 30, 2016), is the program eligible for year 3 funding?

**A2. Yes**

**Q3.** If an organization is currently funded by the Mental Health, Chemical Dependency and Therapeutic Court Program Tax as a subcontractor – can the organization write a separate proposal for other aspects of their program not currently funded through the Tax?

**A3. Yes. In addition, any organization can submit more than one grant proposal each year of funding.**

**Q4.** Does the 15 page limit include attachments?

**A4. No, as stated on page 12 of the RFP, the 15 page limit only applies to the New Grant Proposal Narrative. Of note, on page 15, the Continuation Grant Proposal Narrative is limited to 10 pages, not including the attachments.**

**Q5.** Can an organization applying for funds subcontract work out?

**A5. Yes**

**Q6.** Does there need to be a Request for Proposal process for establishing subcontracts?

**A6. No – but any subcontractors should be identified in your narrative. You should also check with your organization's requirements for subcontracting.**

**Q7.** Is there a limit to Administrative Funds?

**A7. Yes – Page 14, Item 5, Attachment F, the directions state that Indirect will be limited to 10%. This includes Administrative Funds as well.**

**Q8.** Will Proposers receive their questions for the Question and Answer Session prior to their scheduled Question and Answer Session?

**A8. Yes, approximately one week before the Question and Answer Sessions, organizations will receive a list of questions to address to the Citizens Advisory Committee.**

**Q9.** Is Attachment A: Grant Summary Page, limited to one page?

**A9. Yes**

**Q10.** What is the difference between “matching” and “in-kind” funds? Is the amount of cash dollars that an organization dedicates towards the proposed project count as “match” or “in-kind”?

**A10. “Matching” funds are defined as cash in hand, finances or monetary resources. “In-kind” funds are defined as goods, commodities or services instead of money. Cash dollars that an organization dedicates towards the proposed project count as “match”.**

**Q11.** Is there a minimum match requirement?

**A11. No**

**Q12.** What is the difference between an “output” and an “outcome”?

**A12. In the Request for Proposal on Attachment D, Evaluation Worksheet, “Output” is defined as numbers or the count of things, such as the number of sessions completed; number of people served; or number of materials distributed. Outcome is defined as a change in practice, such as participant satisfaction; knowledge, attitude, or skill; practice or behavior; or impact on the overall problem.**

**Q13.** In Attachment D, Evaluation Worksheet, in Column D, there are only four types of measures listed:

- Output
- Outcome: Participant satisfaction
- Outcome: Knowledge, attitude, or skill
- Outcome: Practice or behavior
- Outcome: Impact on overall problem

Are there any other options available?

**A.13. No – Please check the box that best describes the measure.**

**Q14.** In Attachment D, Evaluation Worksheet, in Column D, there are more outcomes listed versus outputs. Are there limits on the number of outputs or outcomes? Is there an expectation on the number of outputs or outcomes?

**A14. No**

**Q15.** Is there a specific amount of the Mental Health, Chemical Dependency and Therapeutic Court Program Tax funds allotted to New Grant Proposals or Continuation Grant Proposals?

**A15. No, the total amount allocated is flexible, to be used for either New Grant Proposals or Continuation Grant Proposals?**

**Q16.** Can this proposal mirror an existing program?

**A16.** New Grant Proposals and Continuation Grant Proposals cannot supplant existing program funding. The definition of supplanting is “to replace, to take the place of, or to supersede.” Mental Health, Chemical Dependency and Therapeutic Court Program Tax Funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose.

On Page 13, the Budget Narrative for New Grant Proposals asks for the following:

- *Provide clear evidence that the project scope will not supplant current project funding.*

END OF ADDENDUM #1