



**Kitsap County
Mental Health, Chemical
Dependency & Therapeutic Court
Programs**

Request for Proposal

December 18, 2015

**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS
REQUEST FOR PROPOSAL**

1/10th of 1% Sales and Use Tax Funds

TABLE OF CONTENTS

Request for Proposal Summary.....	1
I. APPLICANT ELIGIBILITY.....	3
II. AVAILABLE FUNDING.....	3
III. PERIOD OF PERFORMANCE.....	3
IV. BACKGROUND.....	3
V. PURPOSE AND SCOPE OF PROJECT.....	5
VI. ANTICIPATED SCOPE OF WORK.....	5
VII. MINIMAL TECHNICAL REQUIREMENTS.....	11
VIII. NEW GRANT PROPOSALS.....	12
IX. CONTINUATION GRANT PROPOSALS.....	15
X. REVIEW AND SELECTION CRITERIA.....	18
XI. PROPOSAL GENERAL TERMS AND CONDITIONS.....	20
XII. ATTACHMENTS.....	23
• ATTACHMENT A – Grant Summary Page.....	23
• ATTACHMENT B – Narrative Template for New Grant Proposals.....	24
• ATTACHMENT C – Narrative Template for Continuation Grant Proposals.....	25
• ATTACHMENT D – Evaluation Worksheet.....	26
• ATTACHMENT E – Total Agency Budget.....	29
• ATTACHMENT F – Special Project Budget Form.....	30
• ATTACHMENT G – Sample Letter of Commitment.....	32
• ATTACHMENT H – New Proposal Evaluation and Scoring Form.....	33
• ATTACHMENT I – Continuation Proposal Evaluation and Scoring Form.....	39
• ATTACHMENT J – Contract General Terms and Conditions.....	44

**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS
REQUEST FOR PROPOSAL SUMMARY**

1/10th of 1% Sales and Use Tax Funds

The Kitsap County Human Services Department is requesting proposals for mental health, chemical dependency and therapeutic court programs and services (including, but not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services. Approximately \$4,500,000 will be awarded for projects or program services delivered between July 1, 2016 and December 31, 2017.

Proposal Deadline: March 10, 2016 at 3:00 p.m.

Background: In 2005, Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services. In September 2013, the Kitsap County Board of Commissioners passed a resolution authorizing a sales and use tax for Mental Health, Chemical Dependency and Therapeutic Court Programs. The goal of this tax is to prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data-driven programs for a continuum of recovery-oriented systems of care.

Scope of Work: Proposals for mental health, chemical dependency and therapeutic court programs along a continuum of care including prevention, intervention, treatment and recovery support services must address the recommendations for funding improvements to the County-wide infrastructure for behavioral health treatment programs and services identified in the Kitsap County Behavioral Health Strategic Plan. The Strategic Plan can be found at <http://www.kitsapgov.com/hs/mhsa/8reports.htm>.

Kitsap County Continuum of Care: For purposes of this Request for Proposal, Kitsap County has established the following continuum of care to address the behavioral health needs of the County.

- Behavioral Health Prevention, Early Intervention and Training
- Crisis Intervention/Triage Services
- Outpatient Care – Psychiatry, Medical and Medication Management, Counseling Services
- Medical and Sub-Acute Detoxification Services
- Acute Inpatient Care Services
- Recovery Support Services

This Request For Proposal is available on the Internet at <http://www.kitsapgov.com/purchasing/bids.htm> or by contacting Colby Wattling at: Kitsap County Purchasing Department, 614 Division Street MS-7, Port Orchard, Washington 98366, Phone: 360.337.7036, Fax 360.337.4638, Email: cwattling@co.kitsap.wa.us. The Kitsap County Human Services Department reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level. Questions about the RFP and related issues should be directed to Colby Wattling at the address and phone number above.

**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS**

**REQUEST FOR PROPOSAL TIMELINE 2016
1/10th of 1% SALES AND USE TAX FUNDS**

Date	Activity
September 8, 2015	RFP Sub-committee meeting
October 7, 2015	RFP Sub-committee meeting
November 17, 2015	CAC Meeting
December 15, 2015	CAC Meeting (Approve Request For Proposal & Schedule)
December 18, 2015	Request For Proposal Released
January 13, 2016	Proposers Conference – 1:30 p.m. Kitsap County Public Works Building, 3rd Floor, 507 Austin Street, Pt Orchard
January 15, 2016	Notes and Q&A From Proposers Conference Posted
January 25, 2016	Presentation at the Board of Commissioners Meeting
March 10, 2016	RFP Proposals Due by 3:00 P.M.
March 14 - 25, 2016	Proposal Reviews and Rating Sheets Completed
March 28, 2016	Rating Sheets Due to Department of Human Services
April 4 – 8, 2016	CAC Convenes to Discuss Proposals and Develop Questions
April 11 - 15, 2016	Proposer Question and Answer Sessions
April 19, 2016	CAC Meeting (Develop Recommendations for BOCC)
April 27, 2016	Make funding recommendations to BOC (Work Study)
May 09, 2016	BOC Acts on Funding Recommendations – Public Meeting
May 2016	Contract Negotiations
June 2016	BOC Approves Contracts
July 1, 2016	Program Year Begins

Note – All dates are subject to change – Updated December 2015

I. APPLICANT ELIGIBILITY

This RFP is seeking interested providers, both public and private, with applicable licensure, experience and infrastructure to provide Mental Health, Chemical Dependency and Therapeutic Court related services within Kitsap County.

II. AVAILABLE FUNDING

Up to \$4,500,000 for an 18 month period to be allocated in the categories indicated below. Funding may be shifted between categories at the discretion of the Kitsap County Board of Commissioners and recommendations from the Citizens Advisory Committee (CAC) based on the project proposals received. There is no minimum or maximum amount of funding per proposal.

1. Behavioral Health Prevention, Early Intervention and Training.
2. Crisis Intervention/Triage Services.
3. Outpatient Care – Psychiatry, Medical and Medication Management, Counseling.
4. Medical and Sub-Acute Detoxification Services.
5. Acute Inpatient Care Services.
6. Recovery Support Services.

III. PERIOD OF PERFORMANCE

Funding under this grant program is allocated for an 18 month period. The period of performance for services solicited under this RFP begins July 1, 2016 and ends December 31, 2017. Carry over of unspent funds into the next program year is not automatic. Carry over requests will be reviewed by the Citizen Advisory Committee (CAC) and granted based on project performance and outcomes. Initial funding is not an assurance or guarantee of ongoing operational funding. The CAC places a high value on maintaining availability of funding for meritorious proposals without regard to prior funding history. Proposers are cautioned not to assume a commitment to future funding based on the receipt of funds in prior years. The funding process is competitive and funding recommendations are made based on the relative merits of all proposal received in each yearly cycle.

IV. BACKGROUND

In 2005, Washington State approved legislation allowing counties to raise local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services (including, but not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services - one penny for every \$10 of purchases or \$10 for every \$10,000 of purchases. Programs are required to be new or expanded.

In September 2013, the Kitsap County Board of Commissioners passed a resolution authorizing a sales and use tax for Mental Health, Chemical Dependency and Therapeutic Court Programs. The goal of this tax is to prevent and reduce the impacts

of disabling chemical dependency and mental illness by creating and investing in effective, data-driven programs for a continuum of recovery-oriented systems of care.

Kitsap County seeks to assure that citizens and policy makers spend the funds collected in an accountable and transparent manner, with community input and support, and with measures to determine the effectiveness of these publicly-funded investments. The County will require appropriate oversight, accountability, and status and progress reports for programs supported with the Mental Health, Chemical Dependency and Therapeutic Court Sales Tax. Each funded project or program will be evaluated according to performance measures regarding cost effectiveness and the ability to attain stated goals.

Programs shall achieve the following policy goals:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who recycle through our criminal justice systems, including jails and prisons.
- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.
- Increase the number of stable housing options for chemically dependent and mentally ill residents of Kitsap County.

The Kitsap County Board of Commissioners have recognized Collective Impact as a framework for making it possible for local behavioral health service providers to work together to help solve complex social problems, such as mental illness and chemical dependency. It is an innovative and structured approach to making collaboration work across government, business, philanthropy, non-profit organizations and citizens to achieve significant and lasting social change. Collective Impact is a significant shift from the social sector's current paradigm of "isolated impact" because the underlying premise of Collective Impact is that no single organization can create large-scale, lasting social change alone. Systemic social problems cannot be solved by simply scaling or replicating one organization or program.

The approach calls for multiple organizations or entities from different sectors to abandon their own agenda in favor of a common agenda, shared measurement and alignment of effort. John Kania & Mark Kramer first wrote about collective impact in the Stanford Social Innovation Review in 2011 and identified five key elements:

1. All participants have a common agenda for change including a shared understanding of the problem and a joint approach to solving it through agreed upon actions.

2. Collecting data and measuring results consistently across all the participants ensures shared measurement for alignment and accountability.
3. A plan of action that outlines and coordinates mutually reinforcing activities for each participant.
4. Open and continuous communication is needed across the many players to build trust, assure mutual objectives, and create common motivation.
5. A backbone organization(s) with staff and specific set of skills to serve the entire initiative and coordinate participating organizations and agencies.

By working together with behavioral health partners from different sectors of the community, Kitsap County can transform a fragmented system of behavioral health programs into a coordinated system that is working towards improving the overall health of the community. The Collective Impact Framework can help achieve the above policy goals by connecting, leveraging and aligning existing efforts that span multiple sectors, and include representatives such as mental health, chemical dependency, therapeutic courts, public health, health care, community organizations, community members, policy advocates, foundations, and policymakers.

V. PURPOSE AND SCOPE OF PROJECT

The purpose of this Request for Proposals is to fund a County-wide infrastructure for behavioral health treatment programs and services that benefits Kitsap County youth and adults who are impacted by chemical dependency and mental illness. These programs and services will increase public safety as well as reduce the costs of recidivism and unnecessary involvement in the criminal justice system, emergency medical systems, and associated homelessness. Approximately \$4,500,000 for an 18 month period will be allocated for projects or programs which address recommendations included in the Kitsap County Behavioral Health Strategic Plan.

Proposals must identify which gaps and recommendations from the Kitsap County Continuum of Care identified in the 2014 Kitsap County Behavioral Health Strategic Plan their project or program will address (see pages 6 – 10).

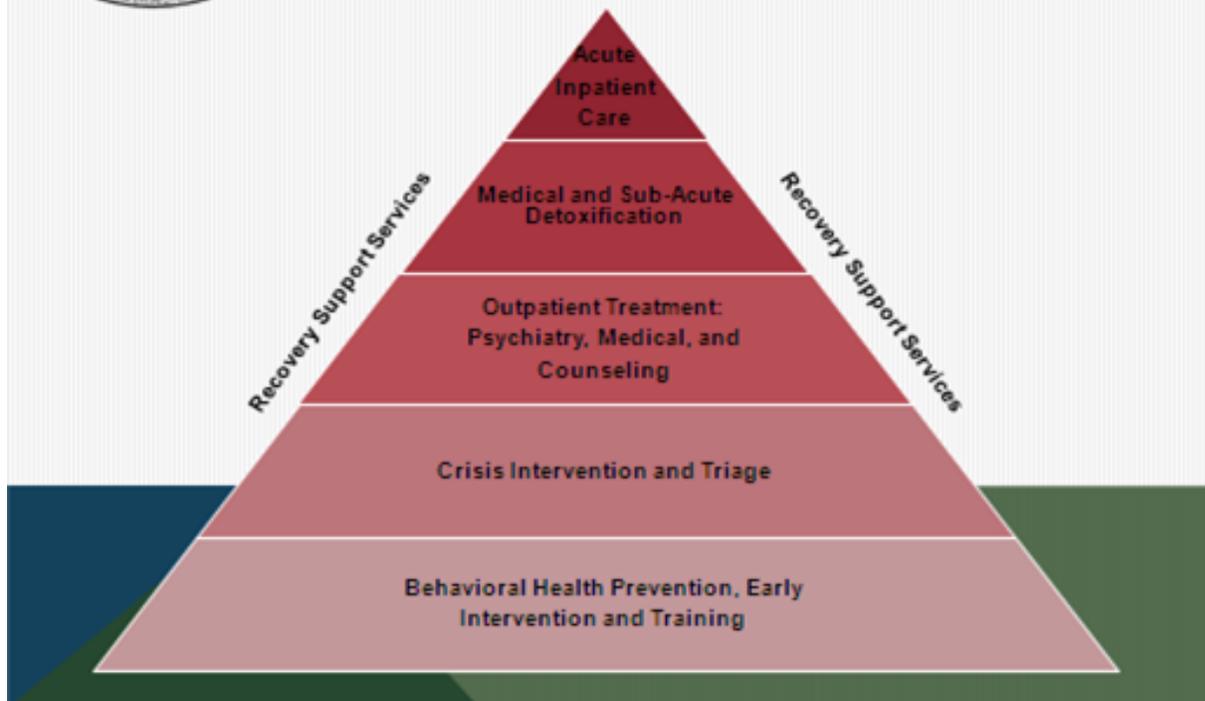
Funded organizations must participate in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs (to be developed and implemented in July 2016).

VI. ANTICIPATED SCOPE OF WORK

Kitsap County Human Services Department is requesting proposals for mental health, chemical dependency and therapeutic court programs along a continuum of care including prevention, intervention, treatment and recovery support services. For purposes of this Request for Proposal, Kitsap County has established the following continuum of care to address the behavioral health needs of the County.



Kitsap County Continuum of Care



Prevention, Early Intervention and Training

Programs which create communities where individuals, families, schools, faith-based organizations, and workplaces take action to promote emotional health and reduce the likelihood of mental illness; substance abuse, including tobacco; and suicide. Includes evidence-based mental health and substance abuse early prevention and intervention parent programs; community and school-based curriculums; and training to identify the effects of behavioral health problems.

Crisis Intervention and Triage

Services provided on a very short term basis to intoxicated or mentally ill individuals on the streets or in other public places and may include general assessment of the patient's condition, an interview for diagnostic or therapeutic purposes, and transportation home or to an approved treatment facility. Includes mobile or other outreach staff at a variety of community sites to identify hard to reach individuals who are abusing alcohol and other drugs.

Outpatient Treatment – Psychiatry, Medical and Medication Management, Counseling

Group; Individual or family counseling services provided in a non-residential chemical dependency or mental health treatment facility. Includes services associated with case planning, case consultation and referral services, and other support services for the purpose of engaging and retaining clients in treatment or maintaining clients in treatment. Also includes medication management.

Medical and Sub-Acute Detoxification

Treatment of patients either in a medical or social setting while the patient recovers from the transitory effects of acute or chronic intoxication or withdrawal from alcohol or other drugs.

Acute Inpatient Care

A concentrated program of mental health or chemical dependency treatment, individual and group counseling, education, and related activities, including room and board in a twenty-four-hour-a-day supervised facility.

Recovery Support Services

Includes a focus on providing for the health, housing, vocational, and social support needs of people with mental health problems. These include peer- and family-operated services.

The following is a summary of the recommendations for funding improvements to the County-wide infrastructure for behavioral health treatment programs and services along the Continuum of Care identified in the 2014 Kitsap County Behavioral Health Strategic Plan:

Behavioral Health Prevention, Early Intervention and Training

- Support a shared plan through ongoing collaboration and increased care coordination among mental health, substance abuse, health and justice stakeholders through joint projects, blended funding, information sharing, and cross-training.
- Train all systems on community resources and behavioral health treatment options including inpatient, outpatient, medication assisted, detoxification services and crisis triage.
- Educate the community on Healthy Option Services and Medicaid Expansion.
- Educate local behavioral health treatment providers on Veterans' issues and available resources.
- Provide behavioral health education and training to providers working with the aging population.
- Provide consistent behavioral health consultation to providers working with the aging population.
- Embed strategies for working with individuals with behavioral health disorders within the existing local CNA/ LPN/ nursing curriculum.
- Expand mental health and substance abuse prevention coalitions County-wide.
- Expand evidence-based mental health and substance abuse early prevention and intervention parent programs (Example: Nurse-Family Partnership Program and Strengthening Families).
- Provide school-based mental health and substance use prevention education for students to include intervention, assessment, referral and treatment support.

- Conduct professional development for educators, youth development and community agencies on youth mental health and substance abuse issues, concerns and supportive intervention strategies.
- Establish Suicide Prevention, Screening and Referral options in schools and the community.

Crisis Intervention/Triage Services

- Develop County-wide protocols for first responders responding to a call where mental illness or substance use may be a factor.
- Conduct crisis intervention training for all first responders County-wide to respond to calls where mental illness or substance use may be a factor.
- Establish a Mobile Crisis Team and infrastructure to handle attempts by law enforcement or mental health outreach teams to preempt entry into the legal system, jail or the hospital.
- Develop, enhance or expand an adult diversion programs for low level offenders with mental illness or substance abuse disorders.
- Establish specialized homeless outreach services, including specialized outreach to Veterans with mental health or substance abuse issues.
- Establish specialized geriatric outreach team to assist providers working with the aging population.
- Provide behavioral health screening, brief intervention, and referral for treatment for youth, adults and older adults in primary care.
- Provide crisis triage/respice and/or drop-off center alternatives for individuals with behavioral health needs not eligible for acute hospital or evaluation and treatment services but are in need of short-term 24 hour services, including assessment and referral.
- Expand capacity for 24 hour crisis response for youth through law enforcement training, mobile crisis team, emergency housing and crisis triage.
- Expand youth Involuntary Treatment Act/Crisis Response services, including crisis residential center.
- Provide advance beds for dementia patients who are not currently accepted by Western State Hospital, Kitsap Mental Health Services or other providers.

Outpatient Care – Psychiatry, Medical and Medication Management, Counseling Services

- Increase substance abuse treatment funding for youth and adults who are not eligible for Medicaid, including individuals on Medicare, Veterans and those who do not have private insurance.
- Increase access and options for medication-assisted treatment.
- Increase efforts to attract more providers within Kitsap County to provide pain and addiction consultations.
- Expand Community Mental Health Center services to include individuals who are not eligible for Medicaid.

- Evaluate geriatric population needs.
- Increase dual-certification among mental health and substance abuse treatment providers for addressing all of the individual's behavioral health needs.
- Expand the use of evidence and research-based programs found to decrease depression, suicidal behavior and substance abuse among juvenile justice involved youth.
- Develop shelter-based behavioral health prevention, outreach, assessment, intervention, referral and treatment.
- Provide on-site behavioral health screening and referral to Superior, Municipal and District Courts.
- Expand behavioral health outreach, assessment, intervention, referral and treatment in the jail.
- Expand behavioral health outreach, assessment, intervention, referral and treatment in existing adult therapeutic courts.
- Expand behavioral health prevention, outreach, assessment, intervention, referral and treatment within the juvenile justice system.
- Establish a dedicated behavioral health specialist to serve the juvenile detention facility, Individualized Treatment Court and be available for consultation to Probation Counselors dealing with the general probation population.
- Enhance linkage at discharge to comprehensive services including care coordination, access to medication, prompt access to benefits, health care, housing with/without supportive services, and mental health & substance abuse treatment.

Medical and Sub-Acute Detoxification Services

- Educate first responders, mental health and housing program providers, and criminal justice staff on available Emergency Housing, Detoxification and Crisis Triage beds at Kitsap Recovery Center.
- Dedicate funds for out of County medical detoxification services for youth and adults, including those in the criminal justice system.
- Provide local medical detoxification services.
- Enhance linkages at intake and discharge to comprehensive services including care coordination, access to medication, prompt access to benefits, health care, and mental health & substance abuse treatment.

Acute Inpatient Care Services

- Educate first responders, mental health and housing program providers, and criminal justice staff on available inpatient substance abuse treatment beds at Kitsap Recovery Center.
- Increase number of local residential substance abuse treatment beds for youth and adults.
- Increase number of local mental health inpatient beds for adults, including geropsychiatric beds.

- Increase capacity for Program for Assertive Community Treatment (targeting 18-40 years olds with Axis 2 diagnosis).
- Increase number of local co-occurring disorder residential substance abuse/mental health treatment beds.
- Expand family education, involvement and support activities for individuals in residential substance use disorder treatment.
- Enhance linkages at intake and discharge to comprehensive services including care coordination, access to medication, prompt access to benefits, health care, and mental health & substance abuse treatment.

Recovery Support Services

- Provide funding for recovery supportive services for individuals in treatment including child care, transportation and employment.
- Increase project-based subsidized housing vouchers for individuals in Behavioral Health treatment.
- Provide appropriate, tailored subsidized housing and support services for homeless individuals or persons at risk of homelessness with Behavioral Health issues.
- Establish stabilization transition housing for individuals with Behavioral Health issues moving from jail to treatment.
- Establish flexible rental assistance funds for individuals with Behavioral Health needs.
- Address barriers to accessing treatment by increasing treatment options and locations in Bainbridge Island, and North and South Kitsap.
- Identify transportation barriers to getting to treatment and increase transportation options.
- Expand parent and family education, involvement and support activities for youth and adults in behavioral health treatment.
- Increase wrap-around services for serious emotionally disturbed youth.
- Increase supportive services, case monitors, UA collection, incentives and pro-social activities in all Juvenile Therapeutic Courts.
- Explore local reimbursement options implemented in Pierce and Clallam Counties.
- Provide local cursory competency evaluation for out of custody, low-risk offenders.
- Recruit existing organizations/individuals to develop a mental health support group similar to AA/NA.
- Assess and identify the mental health service needs of an aging population.

VII. MINIMAL TECHNICAL REQUIREMENTS

There are two types of grant proposals eligible for funding under this Request for Proposal – New Grant Proposals and Continuation Grant Proposals. New Grant Proposals are proposals from organizations which have not been funded during the previous funding year using the Mental Health, Chemical Dependency and Therapeutic Court funds. Continuation Grant Proposals should be submitted by current grantees whose projects were funded during the 2015 – 2016 Grant Cycle to request one additional budget period of funding for a project period that would otherwise expire.

All responses to this Request for Proposals (RFP), including New Grant Proposals and Continuation Grant Proposals, must be complete and meet the following minimum technical requirements to be further reviewed for program design elements. All proposals shall be on plain white bond paper (8.5 x 11 inches) using 12 Arial font with 1 inch margins and stapled once in the upper left corner. Pages should be numbered, including all attachments. Pages may be double sided. No binding or folders will be accepted. Binder clips may be used to keep pages together. Also, an electronic PDF version of the proposal will be made available upon request to Gay Neal at gneal@co.kitsap.wa.us. **The original (1) proposal and fifteen (15) additional copies, including all supporting material**, must be sealed in an envelope or box and submitted to:

MAILING ADDRESS:

Kitsap County Purchasing Department
Attn: Colby Wattling
614 Division St., MS-7
Port Orchard, WA 98366

PHYSICAL ADDRESS:

Kitsap County Purchasing Department
Attn: Colby Wattling
619 Division St., 4th Floor
Port Orchard, WA 98366

Please clearly mark the mailing address on the box or envelope. Proposals must be **received BY 3:00 p.m. March 10, 2016.**

Proposals not received by the Proposal deadline will not be considered for review. If a Proposal is mailed to a location or office that is not designated for receipt of the Proposal and, as a result, the designated office does not receive the Proposal by the deadline, the Proposal will be considered late and ineligible for review.

VIII. NEW GRANT PROPOSALS

All new grant proposals will be screened and rated based on the following Narrative information.

Instructions for Completing the New Grant Proposal Project Narrative:

Using Attachment B: Narrative Template for New Grant Proposals, please provide the following information. The Narrative is limited to 15 pages.

Narrative Information

1. Organizational Capacity 30 Points

A. Organizational Governance

Provide a description of your internal governance and leadership structure. Provide a description of your basic managerial and fiscal structure including program management, accounting and internal controls. Summarize the results of your Agency's (or your unit of financial independence) last audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings.

B. History of Project Management

Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publically funded projects in a timely manner, within budget, and consistent with funding requirements.

C. Staffing Capacity

Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staffs have demonstrated experience with and understand the service needs of the mentally ill or substance abusing population.

2. Community Needs and Benefit 20 Points

A. Needs Assessment

What do you identify as the community need? How do you quantify and measure the need? The statement of need should include a clearly established baseline for the project with data and identified point in time when the data was collected.

B. Link between Community Need and Strategic Plan

Describe how the identified need is consistent with and responds to the community needs identified within the 2014 Kitsap County Behavioral Health Strategic Plan Goals (see RFP Page 4). Explain how the project addresses the service gaps and recommendations in the plan.

3. Project Description

30 Points

A. Project Design and Evaluation

Describe the purpose of the proposed project and how it will be evaluated. Provide a timeline for implementation and a plan for data collection, management and analysis. Use the Evaluation Worksheet (Attachment D) to describe: 1) Goals; 2) Activities and; 3) Objectives. Objectives must be measurable and include both outputs and outcomes. One output should be the number of individuals served. (Refer to page 18, item B. for example of an objective).

B. Community Collaboration, Integration and Collective Impact

Describe any other organizations that will participate in this project and their roles and responsibilities. Describe how this project will be integrated with other programs in the community that are working to achieve the identified goals and outcomes. What kind of Collective Impact will the project have?

4. Project Financial Feasibility

20 Points

A. Budget Narrative

Provide a narrative justification of the items included in your proposed budget (Attachment F) and a description of existing resources and other support you expect to receive for the proposed project. Provide clear evidence that the project scope will not supplant current project funding.

B. Additional Resources and Sustainability

Describe how the project leverages other federal, state, local or private financial and/or in-kind resources. Funding under this grant program is allocated for an 18 month period. Initial funding is not an assurance or guarantee of ongoing operational funding. Describe the organization's plan to sustain the program after the funding period ends. Include letters of commitment in Attachment G of your proposal. Commitment letters from organizations participating in your project must state what resources are being committed to the project and a statement of how Collective Impact will be achieved. Please do not submit letters which do not include the provision of resources.

New Grant Proposal Checklist

ONE (1) ORIGINAL PROPOSAL AND FIFTEEN (15) COMPLETE COPIES OF THE PACKET ARE REQUIRED.

New Grant Proposals must include the following required components in the following order:

1. Attachment A – Grant Summary Page

Directions – Complete Attachment A. Limited to one page.

2. Attachment B – Narrative Template for New Grant Proposals

Directions – Using Attachment B: Narrative Template for New Grant Proposal, provide responses to Narrative questions on pages 12 – 13 including Organizational Capacity, Community Needs and Benefit, Project Description and Project Financial Feasibility. Limited to 15 pages.

3. Attachment D – Evaluation Worksheet

Directions – Using Attachment D, submit detailed information in response to Narrative sections: Community Needs and Benefit and Project Description.

4. Attachment E – Total Agency Budget Form

Directions – The purpose of the Total Agency Budget Form is to assess the financial capacity of the parent organization. Complete this form for the entire agency budget. For extremely large or complex organizations, the Proposer may substitute an operational unit or department budget, provided that the organization can demonstrate the financial stability required. Include actual revenue and expenses for years 2014 and 2015. Use projected budget figures for 2016. NOTE: If an expenditure line item is larger than 10% of the budget, include an attachment showing detail.

5. Attachment F – Special Project Budget Form

Directions – Complete page 1. In Requested Funds column, include all the funds you are requesting in this grant proposal. In Other Funds column, include funds invested from your own organization, other grant funds and/or funds which are committed from a partner organization. This should not include in-kind donations. In-kind is defined as goods, commodities or services instead of money. The two columns will be added together for the total project budget. Indirect will be limited to 10%.

Complete page 2 Project Salary Summary. This is for the proposed project only, not the entire agency.

6. Provide an Organizational Chart and explain the relationship of your agency to any parent or sponsoring agency.

If other organizations are participating in your project and providing cash donations or ongoing financial contributions; donation of supplies, equipment, or other goods; use of facilities or services; staff time devoted to project; and/or other contributions, please use Attachment G to document their commitment. Sample Letters of Commitment are not required components of the Grant Application.

Attachment G – Sample Letter of Commitment

Directions – Use sample Letter of Commitment to document contributions. Commitment letters from organizations participating in your project must state what resources are

being committed to the project and a statement of how Collective Impact will be achieved. Please do not submit letters which do not include the provision of resources.

No other attachments are to be submitted and will not be reviewed.

IX. CONTINUATION GRANT PROPOSALS

Current grantees selected for funding during the 2015 – 2016 Grant Cycle will not be required to submit a full grant proposal to determine eligibility for funding of a successive budget period within their approved project area. Instead, current grantees will need only to submit the streamlined Continuation Grant Proposal for continued funding in the next budget period.

Proposals for continuation of Mental Health, Chemical Dependency and Therapeutic Court Tax Funds are used to request one additional budget period of funding for a project period that would otherwise expire. These proposals will compete for support in the same manner as new proposals. Such competing continuation proposals must be submitted in accordance with established deadline dates and will be subject to objective review requirements and any external review requirements applicable to all competitive proposals. If approved and funded, the extended period of support is treated as an extension of the original project period.

Instructions for Completing the Continuation Grant Proposal Project Narrative:

A complete resubmission of the material contained in the initially approved proposal is not necessary. The Project Narrative portion of the Continuation Grant Proposal is limited to ten (10) pages only. Using Attachment C: Narrative Template for Continuation Grant Proposals and Attachment D: Evaluation Worksheet, please provide the following information:

1. Accomplishments to Date 60 points

A. Progress to Date

What progress has been made towards meeting your approved project goals in your original grant proposal? Use the Evaluation Worksheet (Attachment D) to document your existing or any new 1) Goals; 2) Activities and; 3) Objectives. Objectives must be measurable and include both outputs and outcomes. One output should be the number of individuals served. All results to date should be reported.

B. Barriers to Implementation

Describe any difficulties/problems encountered in achieving planned goals and objectives, including barriers to accomplishment, and actions taken to overcome difficulties. Include analysis of evaluation results when possible.

C. Integration & Collective Impact

Describe how this project has been integrated with other programs in the community with the same goals and objectives. What kind of a Collective

Impact has been achieved?

D. Key Accomplishments

Summarize key program accomplishments to date. Utilizing your evaluation results, draw conclusions about the success of the project and its impact in the community.

2. Budget Narrative

20 points

A. Expenditures

Report actual budget expenditures for the previous budget period. Provide an explanation if you did not expend funds at the expected rate during the reporting period.

B. Funding Request

Delineate the funding need for the next budget period. Report on milestones anticipated with the new funding request.

C. Funding Modifications

Describe any significant changes to the proposed budget (Attachment F) for the next funding period resulting from modification of project activities.

3. Sustainability

20 points

A. Leveraged Funds

Describe how the project attempted to and successfully leveraged federal, state, local or private funds and/or in-kind resources during the last budget period. Specifically address your attempts and success in leveraging Federal Medicaid funds available through the Affordable Care Act.

B. Sustainability Plan

Describe a preliminary plan for how the project will continue after year 2 or 3 (i.e., sustainability). Please describe any new funding sources identified to support the operations of the program in the future?

Continuation Grant Proposal Checklist

ONE (1) ORIGINAL PROPOSAL AND FIFTEEN (15) COMPLETE COPIES OF THE PACKET ARE REQUIRED.

Continuation Grant Proposals must include the following required components in the following order:

1. Attachment A – Grant Summary Page

Directions – Complete Attachment A. Limited to one page.

2. Attachment C –Narrative Template for Continuation Grant Proposals

Directions - Using Attachment C: Narrative Template for Continuation Grants Proposals, provide responses to Narrative questions on pages 15 – 16 including Accomplishments to Date, Budget Narrative, and Sustainability. Limited to 10 Pages

3. Attachment D – Evaluation Worksheet

Directions – Using Attachment D, submit detailed information in response to Narrative Section: Progress to Date.

4. Attachment E – Total Agency Budget Form

Directions – The purpose of the Total Agency Budget Form is to assess the financial capacity of the parent organization. Complete this form for the entire agency budget. For extremely large or complex organizations, the Proposer may substitute an operational unit or department budget, provided that the organization can demonstrate the financial stability required. Include actual revenue and expenses for years 2014 and 2015. Use projected budget figures for 2016. NOTE: If an expenditure line item is larger than 10% of the budget, include an attachment showing detail.

5. Attachment F – Special Project Budget Form

Directions – Complete page 1. In Requested Funds column, include all the funds you are requesting in this grant proposal. In Other Funds column, include funds invested from your own organization, other grant funds and/or funds which are committed from a partner organization. This should not include in-kind donations. In-kind is defined as goods, commodities or services instead of money. The two columns will be added together for the total project budget. Indirect will be limited to 10%.

Complete page 2 Project Salary Summary. This is for the proposed project only, not the entire agency.

If other organizations are participating in your project and providing cash donations or ongoing financial contributions; donation of supplies, equipment, or other goods; use of facilities or services; staff time devoted to project; and/or other contributions, please use Attachment G to document their commitment. Sample Letters of Commitment are not required components of the Grant Application.

Attachment G – Sample Letter of Commitment

Directions – Use sample Letter of Commitment to document contributions. Commitment letters from organizations participating in your project must state what resources are being committed to the project and a statement of how Collective Impact will be achieved. Please do not submit letters which do not include the provision of resources.

X. REVIEW AND SELECTION CRITERIA

The Kitsap County Citizens Advisory Committee (CAC) will be convened to review and evaluate eligible proposals and make recommendations to the Kitsap County Board of Commissioners. The CAC consists of persons who do not have a conflict of interest and are in alignment with the Bylaws and Mission Statement of the CAC.

New Grant Proposals will be evaluated using Attachment H: New Proposal Evaluation and Scoring Form. Continuation Grant Proposals will be evaluated using Attachment I: Continuation Proposal Evaluation and Scoring Form. In addition, proposals will be evaluated for cost/price reasonableness. The CAC will convene to develop written questions they have regarding each proposal the week of April 4, 2016. Proposers will be notified of their questions in writing and will be scheduled for question and answer sessions the week of April 11, 2016. Proposers will have 15 minutes to address the questions from the CAC. The sessions are used to further the evaluation process and clarify questions raised by the written proposals. Be prepared to respond to questions about the proposal related to project design, community collaboration and the budget. Please bring the persons within the organization that can provide a response to these questions.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit an updated proposal at the next grant cycle. Organizations that have been selected for funding during a grant cycle may reapply for funding during the next cycle.

1. Important factors include:

- A. The degree the proposal addresses gaps identified in the 2014 Kitsap County Behavioral Needs Assessment.
- B. Effectiveness of proposed services demonstrated by strategies to obtain realistic, projected measurable outcomes. Outcomes are benefits or changes for individuals or populations during or after participating in program activities. Outcomes may relate to behavior, skills, knowledge, attitude, values, condition, or other attributes. To measure outcomes you must be able to provide evidence that the outcome was or was not achieved. Below is an example of an individual measurable outcome objective:
 - By June 30, 2017, 80 % of the students participating in the Kitsap Prevention Club will demonstrate an increase in awareness of the negative consequences of substance abuse, as exhibited by an improvement in scores on the Substance Abuse Awareness Assessment (SAAA) pre-test/post-test instrument.
- C. Proposal cost versus services provided.
- D. Efficacy of program design and the degree to which the agency demonstrates an understanding of the program/project requested by the RFP.
- E. Compliance of proposal with the requirements contained within the RFP.

- F. Evidence of successful collaboration with other organizations in the community that provide similar or complementary services that will assist in making the project a success.

In evaluating each proposal, the County reserves the right to consider past County contract performance.

2. Evaluation Process

The CAC members will individually evaluate and rate each proposal after which they will then convene as a group and develop a list of questions for each proposal. Proposers will address these questions during the question and answer session. The CAC may request that applicants provide clarification or additional information. Following applicant question and answer sessions, the CAC will discuss the proposals and perform any necessary review or verification of their content.

Based on the content of the proposals and the proposal question and answer sessions, the CAC will give final rankings to the proposals and present recommendations to the Kitsap County Board of Commissioners. County staff will provide support for the committee work, but will not participate in the selection of proposals.

3. Unacceptable Proposals

The Citizens Advisory Committee will also determine which proposals are not responsive to the RFP and therefore will be deemed unacceptable. Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- A. Does not address the essential requirements as part of the *Project Narrative Questions* in the of the RFP.
- B. Does not address the essential requirements of the particular project.
- C. Demonstrates that the applicant does not understand the requirements of the RFP or the project.
- D. Deficient in approach.
- E. Contains inappropriate or unreasonable costs.
- F. Does not meet the deadline for submittal.
- G. Does not meet the prescribed number of copies for submittal.

XI. PROPOSAL GENERAL TERMS AND CONDITIONS

A. Authorship

Proposals developed with the assistance of organizations or individuals outside the bidders own organization should be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFP. All proposals submitted become the property of Kitsap County, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.

B. Independent Price Determination

The proposer guarantees that in connection with this proposal the prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

C. Subcontracting

Proposers must include any plans for subcontracting of services or activities of the programs. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. Kitsap County reserves the right to approve all subcontractors.

D. Rejection of Proposal

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Kitsap County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of Kitsap County to do so.

E. Appeal Process

Any consulting firm or individual may appeal the selection of proposals by filing a complaint under Kitsap County's Complaint & Grievance System. System procedures may be obtained from the Kitsap County Human Service Department upon request.

F. Cancellation of Award

Kitsap County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

G. Price Warranty

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

H. Waivers

The right is reserved by Kitsap County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

I. Nondiscrimination in Programs and Employment

It is the policy of Kitsap County to encourage and support equal opportunity in employment.

No person shall, on the grounds of race, color, religion, sex, handicap, sexual orientation, national origin, age, citizenship, political affiliation or belief, be denied employment or benefits, or be discriminated against as a participant, administrator, or staff person under any program or activity receiving funds under Kitsap County.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in the admission, access, treatment, or employment in any program or activity.

The proposer agrees to comply with all provisions of the Americans with Disabilities Act and regulations interpreting or enforcing such Act.

The proposer agrees to provide equal opportunity in the administration of the contract, and its subcontracts, purchase orders or other agreements, and in the delivery of services to applicants/participants.

The proposer agrees to make every feasible effort to remove artificial barriers to employment, including, but not limited to, the elimination of sex stereotyping in employment and architectural barriers for the handicapped. Every effort shall be made to employ members of the eligible population in the staffing and administration of the project.

J. Addenda to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all proposers who received the RFP.

K. Publicity

No informational pamphlets, notices, press releases, research reports, or similar public notices concerning this proposal will be released by the proposer without obtaining prior written approval of the Kitsap County Human Services Department.

L. Limitation

This Request for Proposals does not commit the Kitsap County to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

M. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

N. Contract Award

Kitsap County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Kitsap County reserves the right to request additional data, discussion or presentation in support of written proposals.

XII. ATTACHMENTS

ATTACHMENT A – Grant Summary Page

ATTACHMENT B – Narrative Template for New Grant Proposals

ATTACHMENT C – Narrative Template for Continuing Grant Proposals

ATTACHMENT D – Evaluation Worksheet

ATTACHMENT E - Total Agency Budget Form

ATTACHMENT F – Special Project Budget Form

ATTACHMENT G – Sample Letter of Commitment

ATTACHMENT H – New Proposal Evaluation and Scoring Form

ATTACHMENT I – Continuation Proposal Evaluation and Scoring Form

ATTACHMENT J – Contract General Terms and Conditions

2016 NARRATIVE TEMPLATE FOR NEW GRANT PROPOSALS

**MENTAL HEALTH, CHEMICAL DEPENDENCY, AND THERAPEUTIC COURTS RFP
KITSAP COUNTY HUMAN SERVICES DEPARTMENT**

All New Proposals will be screened and rated based on the following Narrative information using the template below. The Narrative is limited to 15 pages.

1. Organizational Capacity

- A. Organizational Governance
- B. History of Project Management
- C. Staffing Capacity

2. Community Needs and Benefit

- A. Needs Assessment
- B. Link between Community Need and Strategic Plan

3. Project Description

- A. Project Design and Evaluation
 - Goals
 - Activities
 - Objectives
- B. Community Collaboration, Integration and Collective Impact

4. Project Financial Feasibility

- A. Budget Narrative
- B. Additional Resources and Sustainability

**2016 NARRATIVE TEMPLATE FOR CONTINUATION
GRANT PROPOSALS**

**MENTAL HEALTH, CHEMICAL DEPENDENCY, AND THERAPEUTIC COURTS RFP
KITSAP COUNTY HUMAN SERVICES DEPARTMENT**

All Continuation Proposals will be screened and rated based on the following Narrative information using the template below. The Narrative is limited to 10 pages.

1. Accomplishments to Date

- A. Progress to Date
- B. Barriers to Implementation
- C. Integration & Collective Impact
- D. Key Accomplishments

2. Budget Narrative

- A. Expenditures
- B. Funding Request
- C. Funding Modifications

3. Sustainability

- A. Leveraged Funds
- B. Sustainability Plan

INSTRUCTIONS:

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program. The type of outcome (column D) and expected timeframe for change (column E) should be defined. Objectives must follow the “SMART” guideline: specific, measurable, attainable, realistic, and time-bound (column C). Each objective should include an expected target result (column G) and completion date (“time-bound” part of column C).

New and continuing grant proposals must fill out the Evaluation Worksheet - instructions differ as follows: NEW GRANT PROPOSALS: RFP Section VIII.2.A. requires identifying, quantifying and measuring the need (column F). RFP Section VIII.2.B. requires linking the identified need to the 2014 Kitsap County Behavioral Health Strategic Plan Goal(s) (column J).

CONTINUATION GRANT PROPOSALS: RFP Section IX.1.A. requires reporting progress toward meeting approved project goals, objectives and outcomes in the original grant proposal.

DEFINITIONS:

Goal:	A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal.
Activity:	Actions taken or work performed to produce specific outputs and outcomes.
Objective:	A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound).
Output:	Results of program activities; the direct products or deliverables of program activities; such as number of: sessions completed, people served, materials distributed.
Outcome:	Short-term and medium-term effect of a program (change) - can be in: participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem.
Timeline:	Is the outcome expected to measure short-term, medium-term or a longer-term change? When will measurement begin? How often will measurement be done (frequency, annual, quarterly, etc.)?
Baseline:	The status of services or outcome-related measures before an intervention against which progress can be assessed or comparisons made. Should include data and time frame. <u>New proposals: Identify your assessment of need measure (RFP page 12)</u>
Target:	The objective a program is working towards, expressed as a measurable value; the desired value for an indicator at a particular point in time.
Results:	For <u>continuation</u> applicants only: Report results for your work over the past contract years and include the date.
Source:	How and from where will data be collected?
BH Plan Strategic Goal:	See RFP page 4.

EVALUATION WORKSHEET

PROJECT NAME: Click here to enter text.

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE <small>Data and time</small>	G. TARGET	H. RESULTS <small>Continuation grants</small>	I. SOURCE	J. BH Strategic Plan Goal #
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: impact on overall problem	<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: Click here to enter text. Frequency: Click here to enter text. <input type="checkbox"/> Assessment of need	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: impact on overall problem	<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: Click here to enter text. Frequency: Click here to enter text. <input type="checkbox"/> Assessment of need	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: impact on overall problem	<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: Click here to enter text. Frequency: Click here to enter text. <input type="checkbox"/> Assessment of need	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: impact on overall problem	<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: Click here to enter text. Frequency: Click here to enter text. <input type="checkbox"/> Assessment of need	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

EVALUATION WORKSHEET

EXAMPLE WORKSHEET

PROJECT NAME: Click here to enter text.

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE Data and time	G. TARGET	H. RESULTS Continuation grants	I. SOURCE	J. BH Strategic Plan Goal #
Decrease substance use among program participants.	Screen all participants for substance use using the xyz tool.	100% of participants with a completed appointment will have been screened for substance use using the xyz tool by the end of each quarter.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly <input type="checkbox"/> Assessment of need	0 new tool	100%	Click here to enter text.	Program database	2
			<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly <input type="checkbox"/> Assessment of need	0, new tool	100%	Click here to enter text.	Program database, DON'T KNOW IF REFERRAL RESULTED IN SERVICES OR NOT	2
	Refer all participants screening positive on the xyz tool for diagnostic and treatment services.	100% of participants screening positive on the xyz tool will have been referred for diagnostic and treatment services	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly <input type="checkbox"/> Assessment of need	n/a, new tool	75%	Click here to enter text.	Program database:: HAVE TO BE TRACKING REFERRAL OUTCOME!	2
			<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly <input type="checkbox"/> Assessment of need	n/a, new tool	100%	Click here to enter text.	Program database, Xyz rescreen tool	2

Total Agency or Departmental Budget Form

Agency Name:

Project:

Accrual

Cash

AGENCY REVENUE AND EXPENSES	2014		2015		2016	
	Actual	Percent	Actual	Percent	Budget	Percent
AGENCY REVENUE						
Federal Revenue	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%
WA State Revenue	\$ -	0%	\$ -	0%	\$ -	0%
Local Revenue	\$ -	0%	\$ -	0%	\$ -	0%
Private Funding Revenue	\$ -	0%	\$ -	0%	\$ -	0%
Agency Revenue	\$ -	0%	\$ -	0%	\$ -	0%
Miscellaneous Revenue	\$ -	0%	\$ -	0%	\$ -	0%
Total Agency Revenue (A)	\$ 1.00		\$ 1.00		\$ 1.00	
AGENCY EXPENSES						
Personnel						
Managers	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%
Staff	\$ -	0%	\$ -	0%	\$ -	0%
Total Benefits	\$ -	0%	\$ -	0%	\$ -	0%
Subtotal	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%
Supplies/Equipment						
Equipment	\$ -	0%	\$ -	0%	\$ -	0%
Office Supplies	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Subtotal	\$ -	0%	\$ -	0%	\$ -	0%
Administration						
Advertising/Marketing	\$ -	0%	\$ -	0%	\$ -	0%
Audit/Accounting	\$ -	0%	\$ -	0%	\$ -	0%
Communication	\$ -	0%	\$ -	0%	\$ -	0%
Insurance/Bonds	\$ -	0%	\$ -	0%	\$ -	0%
Postage/Printing	\$ -	0%	\$ -	0%	\$ -	0%
Training/Travel/Transportation	\$ -	0%	\$ -	0%	\$ -	0%
% Indirect	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Subtotal	\$ -	0%	\$ -	0%	\$ -	0%
Ongoing Operations and Maintenance						
Janitorial Service	\$ -	0%	\$ -	0%	\$ -	0%
Maintenance Contracts	\$ -	0%	\$ -	0%	\$ -	0%
Maintenance of Existing Landscaping	\$ -	0%	\$ -	0%	\$ -	0%
Repair of Equipment and Property	\$ -	0%	\$ -	0%	\$ -	0%
Utilities	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Subtotal	\$ -	0%	\$ -	0%	\$ -	0%
Other Costs						
Debt Service	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe) _____	\$ -	0%	\$ -	0%	\$ -	0%
Subtotal	\$ -	0%	\$ -	0%	\$ -	0%
Total Direct Expenses	\$ 1.00		\$ 1.00		\$ 1.00	

NOTE: If an expenditure line item is larger than 10% of the budget, include an attachment showing detail.

Special Project Budget Form

Agency Name: _____

Project: _____

Enter the estimated costs associated with your project/program	Total Funds		Requested Funds		Other Funds	
	Budget	Percent	Budget	Percent	Budget	Percent
Personnel						
Managers	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Staff	\$ -	0%	\$ -	0%	\$ -	0%
Total Benefits	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Supplies & Equipment						
Equipment	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Office Supplies	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Administration						
Advertising/Marketing	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Audit/Accounting	\$ -	0%	\$ -	0%	\$ -	0%
Communication	\$ -	0%	\$ -	0%	\$ -	0%
Insurance/Bonds	\$ -	0%	\$ -	0%	\$ -	0%
Postage/Printing	\$ -	0%	\$ -	0%	\$ -	0%
Training/Travel/Transportation	\$ -	0%	\$ -	0%	\$ -	0%
% Indirect (Limited to 10%)	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Ongoing Operations & Maintenance						
Janitorial Service	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Maintenance Contracts	\$ -	0%	\$ -	0%	\$ -	0%
Maintenance of Existing Landscaping	\$ -	0%	\$ -	0%	\$ -	0%
Repair of Equipment and Property	\$ -	0%	\$ -	0%	\$ -	0%
Utilities	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Other						
Debt Service	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 2.00	20%	\$ 1.00	20%	\$ 1.00	20%
Total Project Budget	\$ 10.00		\$ 5.00		\$ 5.00	

NOTE: Indirect is limited to 10%

Project Salary Summary

Description	
Number of Professional FTEs	0.00
Number of Clerical FTEs	0.00
Number of All Other FTEs	0.00
Total Number of FTEs	0.00
Salary Information	
Salary of Executive Director or CEO	\$ -
Salaries of Professional Staff	\$ -
Salaries of Clerical Staff	\$ -
Other Salaries (Describe Below)	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Total Salaries	\$ -
Total Payroll Taxes	\$ -
Total Cost of Benefits	\$ -
Total Cost of Retirement	\$ -
Total Payroll Costs	\$ -

*****SAMPLE LETTER OF COMMITMENT*****

[Put letter on organization/agency letterhead]

[Insert date]

Kitsap County Citizens Advisory Board
C/O Kitsap County Human Services
614 Division Street MS-23
Port Orchard, WA 98366

Re: Letter of Commitment to provide Mental Health, Chemical Dependency and Therapeutic Court Programs

Dear Citizens Advisory Committee:

I am writing to express my support and commitment for the [Insert proposing organization name] grant proposal to provide Mental Health, Chemical Dependency and/or Therapeutic Court Programs.

[Insert proposing organization name and description of organization] {EXAMPLE – ORGANIZATION is a 501 (c)(3) non-profit organization that provides a wide array of Mental Health, Chemical Dependency and/or Therapeutic Court Program services in Kitsap County} is proposing the following project [Insert description of project being proposed]

[Insert your organization name] will commit the following resources to the proposal submitted by [Insert proposing organization name]:

- Cash Donation or ongoing financial contribution
- Donation of supplies, equipment, or other goods
- Use of facilities or services
- Staff time devoted to project
- Other:

[Insert name and description of service] Describe how your organization will participate in this program or project to achieve a Collective Impact. Collective Impact is a framework for local behavioral health service providers to work together to help solve complex social problems, such as mental illness and chemical dependency. (See page 4 of the Request for Proposal for the definition of Collective Impact).

We believe our support and commitment will significantly improve the availability of Mental Health, Chemical Dependency and/or Therapeutic Court Program services in the County and we look forward to working with you on this exciting endeavor.

Sincerely,

**KITSAP COUNTY HUMAN SERVICES 2016 Services Funding Request
Mental Health, Chemical Dependency and
Therapeutic Court Programs**

New Proposal Evaluation and Scoring Form

PROJECT: _____

PROJECT SPONSOR: _____

REVIEWER: _____

DATE: _____

Please Check One: Government Non Profit Profit

An eligibility review will be completed by Kitsap County Department of Human Services Staff. All projects meeting eligibility thresholds will be subject to this New Proposal Evaluation and Scoring Form, which is completed separately by the Citizens Advisory Committee (CAC).

Proposals are reviewed and evaluated based on written information and attachments provided by the applicant.

Applications for the Mental Health, Chemical Dependency and Therapeutic Courts services' funding can receive a maximum of 100 points. There are four criteria sections which are rated on a scale of 0-1-5-10 (10 meeting all of the criteria; 5 partially meeting the criteria; 1 meeting very little of the criteria; 0 meeting none of the criteria). Details of the criteria expectations can be found in the Request for Proposal, 2016 Mental Health, Chemical Dependency and Therapeutic Courts Notice of Funding Availability document.

ORGANIZATIONAL CAPACITY – Apply 0 to 10 points for each of the following areas listed below.

Organizational Governance

Organization demonstrates that they have adequate internal governance and leadership structure for the agency and to carry out the project.

- 0 = No mention of internal governance or leadership structure.
- 1 = Vague mention that they have an adequate structure, but no evidence of such.
- 5 = Partially demonstrated that the agency has adequate leadership experience and financial management capacity; provided some evidence but evidence was not complete.
- 10 = Clear detailed description of adequate level and breadth of leadership experience and knowledge; provided clear and complete evidence of financial management capacity; all necessary audited financial statements and agency’s budget.

Points Awarded:

Reviewer Comments:

History of Project Management

Project sponsor demonstrates the ability to successfully implement and manage federally and locally funded projects in a timely manner, within budget, and consistent with funding requirements.

- 0 = No mention of previous project management experience.
- 1 = Mentioned that agency has managed projects in the past but no evidence or further details were provided.
- 5 = Partially demonstrated that implementation and management of projects had occurred; provided some evidence but evidence was not complete.
- 10 = Provided clear and complete evidence of similar projects implemented and managed with all relevant details included (e.g., timelines, budget adherence, funding requirements, deliverables.).

Points Awarded:

Reviewer Comments:

Staffing Capacity

Project sponsor demonstrates that they have proper level of staffing to carry out the project.

- 0 = No mention of staff qualifications or experience or of current level of staffing.
- 1 = Vague mention that they have adequate staffing but no evidence of such.
- 5 = Partially demonstrated that the staff has adequate experience and qualifications and that the proper level of staffing is available; provided some evidence but evidence was not complete.
- 10 = Clear detailed description of staffing level and organizational structure was provided; qualifications and experience of staff to be involved with the project were clearly presented.

Points Awarded:

Reviewer Comments:

Organizational Capacity Points (Max = 30) _____
--

COMMUNITY NEED AND BENEFIT - Apply 0 to 10 points for each of the following areas listed below.

Needs Assessment

Project sponsor objectively establishes the acuteness and quantifies the community need. .

- 0 = No mention of population needs.
- 1 = Mentioned that there was a need but did not provide any measure of need.
- 5 = Provided some data that documented needs but did not quantify the needs or establish a baseline.
- 10 = Provided clear and detailed description of needs supported by detailed and current data; quantified the needs and established baseline for measuring progress towards reducing the needs in the community.

Points Awarded:

Reviewer Comments:

Link between Community Need and Strategic Plan

Provided a clear link between their identified community needs and gaps in service and the recommendations established within the 2014 Kitsap County Behavioral Health Strategic Plan.

- 0 = No link between identified proposal needs and the 2014 Kitsap County Behavioral Health Strategic Plan.
- 1 = Mentioned the 2014 Kitsap County Behavioral Health Strategic Plan, but the linkage was unclear or weak.
- 5 = Demonstrated a general relationship between the identified community needs and gaps in service and the recommendations established within the 2014 Kitsap County Behavioral Health Strategic Plan.
- 10 = Provided a clear and detailed description of their identified community needs and gaps in service and the recommendations established within the 2014 Kitsap County Behavioral Health Strategic Plan.

Points Awarded:

Reviewer Comments:

Community Need and Benefit Points (Max = 20) _____

PROJECT DESCRIPTION – Apply 0 to 10 points for each of the following areas listed below.

Project Design

A realistic timeline for implementation is described and a plan for data collection, management and analysis is clear.

- 0 = Did not describe a timeline for implementation or plan for data collection, management and analysis.
- 1 = Described timeline for implementation but did not describe plan for data collection, management and analysis.
- 5 = Did not describe timeline for implementation but did describe plan for data collection, management and analysis.
- 10 = Timeline for implementation and the plan for data collection, management and analysis are clear and realistic.

Points Awarded:

Reviewer Comments:

Project Evaluation

Project goals, activities and objectives are clearly defined.

- 0 = No mention of goals, activities or objectives.
- 1 = Listed goals and activities, and provided no associated objectives or baselines.
- 5 = Listed goals, activities and objectives but objectives are not SMART.
- 10 = Detailed description of goals and activities, provided adequate SMART objectives with realistic time frames and baselines.

Points Awarded:

Reviewer Comments:

Community Collaboration, Integration and Collective Impact

Project sponsor provides detailed information on other organizations participating in the project and how the project is integrated with other programs in the community.

- 0 = No mention of other agencies participating in the project.
- 1 = Mentioned that there were “other agencies” but did not specify who these agencies were.
- 5 = Listed other agencies who are participating in the project that address their identified goals, but did not specify how the applicant would work with them.
- 10 = Listed other agencies in the community that address their identified goals, activities and outcomes; has a plan for collaboration and describes how the proposed project will provide a collective impact in the community.

Points Awarded:

Reviewer Comments:

Project Description Points (Max = 30) _____
--

PROJECT FINANCIAL FEASIBILITY – Apply 0 to 10 points for each of the following areas listed below.

Budget

Project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served and the services to be provided.

- 0 = Project’s budget forms are incomplete or inappropriate budget was submitted.
- 1 = Project’s appropriate budget forms were submitted, but are not reasonable, or are inconsistent or inaccurate.
- 5 = Project’s appropriate budget submitted, estimates and costs mostly reasonable; budget forms appear consistent and accurate but are not thorough.
- 10 = Project’s appropriate budget submitted, estimates and costs are reasonable; budget forms are clear, consistent, accurate and thorough. Clear evidence that the project will not supplant current funding is documented.

Points Awarded:

Reviewer Comments:

Additional Resources and Sustainability

Project leverages other federal, state, local or private financial and/or in-kind resources and organization has a clear plan for sustainability.

- 0 = Did not mention additional funding or resources that had been leveraged.
- 1 = Vague mention that other funding or resources had been leveraged but no clear evidence that monies or resources were secured or how they would sustain the project.
- 5 = Partial evidence showing that additional funding or resources (not including in-kind) were secured, but no clear sustainability plan developed.
- 10 = Evidence clearly shows that additional funding or resources (not including in-kind) were secured and there is a clear plan for sustaining the project after the grant funds expire.

Points Awarded:

Reviewer Comments:

Project Financial Feasibility (Max = 20) _____

Questions for Proposer:

Question #1:

Question #2:

Question #3:

Question #4:

Question #5

**KITSAP COUNTY HUMAN SERVICES 2016 Services Funding Request
Mental Health, Chemical Dependency and
Therapeutic Court Programs**

Continuation Proposal Evaluation and Scoring Form

PROJECT: _____

PROJECT SPONSOR: _____

REVIEWER: _____

DATE: _____

Please Check One: Government Non Profit Profit

An eligibility review will be completed by Kitsap County Department of Human Services Staff. All projects meeting eligibility thresholds will be subject to this Continuation Proposal Evaluation and Scoring Form, which is completed separately by the Citizens Advisory Committee (CAC).

Proposals are reviewed and evaluated based on written information and attachments provided by the applicant.

Continuation Proposals for the Mental Health, Chemical Dependency and Therapeutic Courts services' funding can receive a maximum of 100 points. There are three criteria sections which are rated on a scale of 0-1-5-10-15-20 (20 meeting all of the criteria; 10 partially meeting the criteria; 5 meeting very little of the criteria; 0 meeting none of the criteria). Details of the criteria expectations can be found in the Request for Proposal, 2016 Mental Health, Chemical Dependency and Therapeutic Courts Notice of Funding Availability document.

ACCOMPLISHMENTS TO DATE - Apply 0 to 20 points for each of the following areas listed below.

Apply 0 to 20 points for the following response listed below.

Organization demonstrates progress has been made towards meeting approved project goals and activities in the original grant application with SMART objectives.

- 0 = No mention of progress towards goals and activities, nor objectives provided.
- 10 = Vague mention of progress towards goals and activities, but no evidence of such; no objectives provided.
- 15 = Partially demonstrated progress towards goals and activities, but objective measures are not clear or do not follow SMART criteria.
- 20 = Provided clear, detailed SMART objective measures with quantitative results to document progress toward achieving goals and activities.

Points Awarded:

Reviewer Comments:

Apply 0 to 20 points for the following response listed below.

Project sponsor demonstrates that the project has been integrated with other programs in the community with the same goals and objectives and has achieved Collective Impact.

- 0 = No mention of other agencies participating in the project.
- 10 = Vague mention that there were “other agencies” but did not specify who these agencies were.
- 15 = Listed other agencies who are participating in the project that address their identified goals, but did not specify how the applicant worked with them.
- 20 = Provided clear description of working with agencies in the community that address their identified goals, activities and outcomes and describes how the project achieved a collective impact.

Points Awarded:

Reviewer Comments:

Apply 0 to 20 points for the following response listed below.

Project sponsor has demonstrated key accomplishments to date, the success of the project and its impact in the community.

- 0 = No mention of key accomplishments.
- 10 = Vague mention that they have had accomplishments, but no clear description.
- 15 = Partially demonstrated key accomplishments to date, but no clear impact in the community.
- 20 = Provided clear detailed description of key accomplishments to date, the success of the project and its impact in the community.

Points Awarded:

Reviewer Comments:

Accomplishments to Date Points (Max = 60) _____

BUDGET - Apply 0 to 5 or 0 to 10 points for each of the following areas listed below.

Apply 0 to 5 points for the following response listed below.

Project sponsor accurately reported budget expenditures for the previous budget period and provided a clear explanation of unexpended funds.

- 0 = Project's budget expenditures were incomplete.
- 1 = Project's budget expenditures were complete but no clear explanation of expended funds.
- 3 = Project sponsor accurately reported budget expenditures for the previous budget period but did not provide a clear explanation of unexpended funds.
- 5 = Project sponsor accurately reported budget expenditures for the previous budget period and provided a clear explanation of unexpended funds.

Points Awarded:

Reviewer Comments:

Apply 0 to 10 points for the following response listed below.

Project sponsor provided an explanation for funding need for the next budget period and reported on milestones anticipated with the new funding request.

- 0 = No explanation for funding need for the next budget period.
- 1 = Vague explanation for funding need for the next budget period.
- 5 = Partially demonstrated funding need for the next budget period but did not reported on milestones anticipated with the new funding request.
- 10 = Provided clear detailed explanation for funding need for the next budget period and reported on milestones anticipated with the new funding request.

Points Awarded:

Reviewer Comments:

Apply 0 to 5 points for the following response listed below.

Project sponsor provided a clear explanation of significant changes to the proposed budget for the next funding period and described modification of project activities.

- 0 = No mention of significant changes to the proposed budget for the next funding period.
- 1 = Vague mention that they have changes to the proposed budget for the next funding period but did not describe modification of project activities.
- 3 = Demonstrated significant changes to the proposed budget for the next funding period with minimal description of project activities.
- 5 = Provided a clear explanation of significant changes to the proposed budget for the next funding period and detailed description of modification of project activities.

Points Awarded:

Reviewer Comments:

Budget Points (Max = 20) _____

SUSTAINABILITY - Apply 0 to 10 points for each of the following areas listed below.

Apply 0 to 10 points for the following response listed below.

Project sponsor specifically addressed attempts and success in leveraging federal, state, local or private funds during the last budget period.

- 0 = Did not mention additional funding or resources that had been leveraged.
- 1 = Vague mention that other funding or resources had been leveraged but no clear evidence that monies or resources were secured or how they would sustain the project.
- 5 = Partial evidence showing that additional funding or resources (not including in-kind) were secured.
- 10 = Evidence clearly shows that additional funding or resources (not including in-kind) were secured and is part of their sustainability plan.

Points Awarded:

Reviewer Comments:

Apply 0 to 10 points for the following response listed below.

Project sponsor provided a preliminary sustainability plan for how the project will continue after year 2 or 3.

- 0 = Did not mention development of a sustainability plan.
- 1 = Vague mention of a sustainability plan but no clear evidence that monies or resources will be secured or how they would sustain the project.
- 5 = Partial evidence showing that a sustainability plan has been developed, but no clear evidence that monies or resources will be secured or how they would sustain the project.
- 10 = Provided evidence of a preliminary sustainability plan and identified additional funding or resources (not including in-kind) that can be secured for future project expenses.

Points Awarded:

Reviewer Comments:

Sustainability Points (Max = 20) _____

Questions for Proposer:

Question #1:

Question #2:

Question #3:

Question #4:

Question #5

I. CONTRACT GENERAL TERMS AND CONDITIONS

This contract for Human Services (the Contract) is entered into by Kitsap County, a municipal corporation, having its principal offices at 614 Division Street, Port Orchard, Washington, 98366 (the County) and _____ having its principal office at _____ (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on July 1, 2016 and terminate on December 31, 2017. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor will be set forth in Attachment B: Statement of Work, which is attached to the Contract.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the County.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with the County from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the County.

SECTION 3. CONTRACT REPRESENTATIVES

The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows.

County's Contract Representative

Gay Neal, Human Service Planner
Kitsap County Human Services Department
Kitsap County Courthouse
614 Division Street, MS-23
Port Orchard, WA 98366

Contractor's Contract Representative: _____

SECTION 4. COMPENSATION

- 4.1 A description of the compensation to be paid to the Contractor will be set forth in Attachment C: Budget Summary, which is attached to the Contract.
- 4.2 The total amount payable under the Contract by the County to the Contractor in no event will exceed \$ _____. Any cost incurred by Contractor over and above the year-end sums set out in the budgets shall be at the Contractor's sole risk and expense.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the County once a month for payment of work actually completed to date. Contractor shall use the Department of Personnel and Human Services Contractor Invoice Form, available from the County. Subject to the other provisions of the Contract, the County generally will pay such an invoice within 30 days of receiving it.
- 4.4 The County will submit payments for work performed to; _____
- 4.5 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.6 Payments shall not be construed as a waiver of the County's right to challenge the level of the Contractor's performance under this Contract and to seek appropriate legal remedies.
- 4.7 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.8 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the County, the County may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.
- 4.9 The Contractor shall pay no wages in excess of the usual and accustomed wages for personnel of similar background, qualifications and experience.
- 4.10 The Contractor shall pay no more than reasonable market value for equipment and/or supplies.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the County.

- 5.2 In order to be effective, any contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, amendment or modification may not commence until the renewal, amendment or modification has been approved by the County and has become effective.
- 5.3 Either party may request that the Contract terms be renegotiated when circumstances, which were neither foreseen nor reasonably foreseeable by the parties at the time of contracting, arise during the period of performance of the Contract. Such circumstances must have a substantial and material impact upon the performance projected under this Contract and must be outside the control of either party.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the County and its elected and appointed officials, officers, employees and agents from and against all claims resulting from or arising out of the performance of this Contract, whether such claims arise from the acts, errors or omissions of Contractor, its subcontractors, third parties or the County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use resulting therefrom. Contractor's duty to indemnify, defend and hold harmless includes but is not limited to claims by Contractor's or any subcontractor's officers, employees or agents. Contractor's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of the County or its elected or appointed officials, officers or employees. For the purposes of this indemnification provision, Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties. This indemnification provision shall survive the expiration or termination of the Contract.

SECTION 7. INSURANCE

- 7.1 **Professional Legal Liability.** The Contractor, if it is a licensed professional, will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.
- 7.2 **Workers' Compensation and Employer Liability.** The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk

Management Division. If the Contract is for over \$50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than \$1 million.

Any additional workers' compensation requirements can be found in Attachment A, Special Terms and Conditions.

7.3 **Commercial General Liability.** The Contractor will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 **Automobile Liability.** The Contractor will maintain automobile liability insurance as follows (check ONE of the following options):

Not Applicable.

The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.

The Contractor will maintain automobile liability insurance or equivalent form with a limit of not less than \$100,000 each accident combined bodily injury and property damage. The aggregate limit will be at least \$300,000. If a personal lines automobile liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of the Contract and the certificates of insurance must evidence that these conditions have been met. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage will include owned, hired and non-owned automobiles.

7.5 **Miscellaneous Insurance Provisions**

- A. The Contractor's liability insurance provision will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
- B. The Contractor's commercial general liability insurance and automobile liability insurance (if applicable) will include the County, its officers, officials, employees and agents as additional insureds with respect to performance of services.
- C. The Contractor's commercial general liability insurance and automobile liability insurance (if applicable) will contain no special limitations on the scope of protection afforded to the County as an additional insured.

- D. Any failure to comply with reporting provisions of the policies will not affect the coverage provided to the County, its officers, officials, employees or agents.
- E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought subject to the limits of the insurer's liability.
- F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.
- G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.
- H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as claims-made-policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

7.6 Verification of Coverage and Acceptability of Insurers.

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The Contractor will furnish the County with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section before work under this Contract shall commence. The certificate shall, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the County with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured or a letter of self insurance from a public entity risk pool which waives the requirement.
- D. Certificates of insurance will show the certificate holder as Kitsap County and indicate "care of" the appropriate County office or department. The address of the

certificate holder will be shown as the current address of the appropriate County office or department.

- E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send verification to the County that the Contractor is currently paying workers' compensation.
- F. Evidence of such insurance, as required above, shall be provided to the County at the following address:

Risk Management Division
Kitsap County Department of Administrative Services
614 Division Street, MS-7
Port Orchard, WA 98366
- G. Written notice of cancellation or change will be mailed to the County Risk Management Division as provided above.
- H. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Kitsap County Risk Manager.

SECTION 8. TERMINATION

- 8.1 The County may terminate the Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the County will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the County may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by the County to the Contractor. No costs incurred after the effective date of termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the County, the County may terminate the Contract. In that event, the County will pay the Contractor only for the costs of services accepted by the County. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the County in completing the work and all damages sustained by the County by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be

assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the County.

- 9.2 If permitted to use subcontractors, the Contractor is responsible for subcontractor compliance with applicable terms and conditions of this Contract and all applicable laws.
- 9.3 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for the Contractor, any fee, commission percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an employee, agent or servant of the County. The Contractor will perform the services in strict accordance with the provisions of the Contract, but will be free from control or direction over the performance of the services.
- 10.2 At least one of the following applies: (a) the services to be provided are outside the usual course of business for which the services are performed; (b) the services to be provided will be performed outside all of the places of business of the Contractor; or (c) the Contractor is responsible for the costs of the principal place of business from which the services will be performed.
- 10.3 The Contractor warrants that it either: (a) is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in the Contract; or (b) has a principal place of business for the business it is conducting that is eligible for a business deduction for federal income tax purposes.
- 10.4 The Contractor acknowledges or warrants that it: (a) is responsible for filing at the next applicable filing period a schedule of expenses with the Internal Revenue Service for the type of business the Contractor is conducting; (b) has established an account with the State of Washington Department of Revenue and any other applicable state agencies for the business the Contractor is conducting for the payment of all state taxes normally paid by employers and businesses; and (c) has registered for and received a unified business identifier number from the State of Washington.
- 10.5 The Contractor warrants that it maintains a separate set of books or records that reflect all items of income and expenses of the business that the Contractor is conducting.
- 10.6 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and that the Contractor is not entitled to any County benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to County employees or agents.

- 10.7 In the event that any of the Contractor's employees, agents, servants or subcontractors, carry on activities or conduct themselves in any manner which may either jeopardize the funding of this Contract or indicates that they are unfit to provide those services as set forth within, the Contractor shall be responsible for taking adequate measure to prevent said employee, agent or servant from performing or providing any such services.
- 10.8 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents from and against any loss or expense, including, but not limited to, settlements, judgments, set-offs, attorneys' fees or costs, incurred or suffered by reason of claims or demands arising in connection with the provisions of this Section.

SECTION 11. COMPLIANCE WITH LAWS

- 11.1 The Contractor, its employees, assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of disability.
- 11.2 The Contractor, its employees, assignees, delegates and subcontractors will comply with all applicable provisions of the Americans With Disabilities Act and all regulations interpreting and enforcing such act.
- 11.3 The Contractor and its subcontractors, employees, agents, assignees and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.

SECTION 12. DOCUMENTATION AND OWNERSHIP OF MATERIALS

- 12.1 The Contractor will maintain readily accessible records and documents sufficient to provide an audit trail needed by the County to identify the receipt and expenditure of funds under this Contract, and to keep on record all source documents such as time and payroll records, mileage reports, supplies and material receipts, purchased equipment receipts, and other receipts for goods and services.
- 12.2 The Contractor will maintain property record cards and property identification tabs as may be directed by County codes and changes thereto. This applies only to property purchased from funds under this Contract specifically designated for such purposes. Ownership of equipment purchased with funds under this Contract so designated for purchase shall rest in the County and such equipment shall be so identified.
- 12.3 The Contractor will provide a detailed record of all sources of income for any programs it operates pursuant to this Contract, including state grants, fees, donations, federal funds and others funds outlined in this Contract or any amendments or modifications to this Contract. Expenditure of all funds payable under this Contract must be in accordance with the attached statement of work.

- 12.4 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be “works for hire” as defined by the U.S. Copyright Act of 1976 and will be owned by the County. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.5 All property and patent rights, including publication rights, and other documentation, including, machine-readable media, produced by the Contractor in connection with the work provided for under this Contract shall vest in the County and such materials will be provided to the County upon request.
- 12.6 An electronic copy of all word processing documents will be submitted to the County upon request or at the end of the job using the word processing program and version specified by the County.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the County, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the County of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the County arising under or out of the Contract will be brought to the attention of the County at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County’s contract representative or designee. All rulings, orders, instructions and decisions of the County’s contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the County or an order entered by a court of competent jurisdiction. The Contractor will promptly give the County written notice of any judicial proceeding seeking disclosure of such information.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.

- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.
- 16.3 If the Contractor is a federally recognized Indian tribe, the following provision applies: Each party hereby grants a limited waiver of sovereign immunity to suit solely with respect to claims made against it by the other party relating to, or arising under, this Contract. Each party hereby voluntarily consents to the personal jurisdiction of the Superior Court of the State of Washington, County of Kitsap, solely for this purpose.

SECTION 17. MISCELLANEOUS

- 17.1 **Authority.** The Contractor certifies that it has the legal authority to apply for the funds covered under this Contract.
- 17.2 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.3 **Remedies.** All remedies provided for in this Contract will be construed as cumulative and will be in addition to any other remedies provided by law.
- 17.4 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 17.5 **Conflict of Interest.** The Contractor will avoid organizational conflicts of interest or the appearance of a conflict of interest in disbursing contract funds for any purpose and in the conduct of procurement activities. The Contractor will ensure that its subcontractors, employees, agents or representatives avoid conflicts of interest or the appearance of a conflict of interest in disbursing contract funds for any purpose and in the conduct of procurement activities.
- 17.6 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representative from assignment to perform services under the Contract upon receipt of a written request to do so from the County's contract representative or designee.
- 17.7 **Records Inspection and Retention.** The County may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 17.8 **Publication.** The Contractor will not publish any results of the works performed under this Contract without the advance written permission of the County.
- 17.9 **County Review.** The County may, at reasonable times, review and monitor the financial and service components of the program as established by the Contractor by whatever means are deemed expedient by the Board of County Commissioners, or its respective delegates. Such review may include, but is not limited to, with reasonable

notice, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Contract and its performance, except those deemed confidential by law.

17.10 **Successors and Assigns.** The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.

17.11 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

17.12 **Attachments.** The parties acknowledge that the following attachments, which will be attached to this Contract, are expressly incorporated by this reference:

Attachment A – Special Terms and Conditions

Attachment B – Statement of Work

Attachment C – Budget Summary/Estimated Expenditures

In the event of an inconsistency between these General Terms and Conditions and the attachments, precedence shall be given in the following order: (1) General Terms and Conditions; (2) Special Terms and Conditions; (3) Statement of Work; (4) Budget Summary/Estimated Expenditures.

17.13 **Whole Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the Contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.

17.14 **Notices.** Any notice will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.