



Request for Qualifications

Developmental Disabilities Employment & Day Services

Lewis County Public Health & Social Services (LCPHSS) maintains an ongoing Request for Qualifications (RFQ) to evaluate and identify providers to be added to the Lewis County Employment and Day Services Qualified Provider List (QPL).

Applicants that qualify to be added to the QPL may be offered a contract(s) to provide certain identified services at a pre-determined cost to the County. An organization may be awarded a contract for some, but not all areas of service it included in its RFQ response if it was not determined to not be qualified in some service areas, or if one or more of those services are not eligible under funding source rules.

Newly qualified providers are defined as organizations that are deemed qualified as a result of this qualification process, and that are not currently providing supported Employment or Day services to Washington State Developmental Disabilities Administration (DDA)-eligible individuals residing in Lewis County. For newly qualified providers, the County will issue a provisional contract of up to 12 months' duration. To remain a qualified provider the organization must fully comply with its County contract.

Description of Solicited Services

1. Individual Employment (IE) services are part of an individual's pathway to employment. They are tailored to individual needs, interests, and abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state's minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.
2. Community Inclusion (CI) services are individualized services provided in typical integrated community settings for individuals in retirement. Services promote individualized skill

development, independent living and community integration for persons to learn how to actively and independently engage in their local community. Activities provide opportunities to develop relationships and to learn, practice and apply skills that result in greater independence and community inclusion. These services may be authorized instead of Individual Employment for working-age individuals who have received nine months of employment support.

3. Individualized Technical Assistance services are a part of an individual's pathway to employment. These services provide assessment and consultation to the employment provider to identify and address existing barriers to employment. They are in addition to Individual Employment services for individuals who have not yet achieved their employment goal.

More information about the specific services can be found at the [Washington State Developmental Disabilities Administration](#) website.

Population Served

Services must be provided to individuals who meet DDA eligibility requirements, and who reside in Lewis County. Eligible participants are referred to qualified service providers by his or her assigned Case Resource Manager at DDA.

Eligible Applicants

Organizations with at least two (2) years' experience coordinating direct services to individuals with disabilities and their families are eligible to respond to this RFQ. The applicant's response must clearly describe the skills and capacity to provide the proposed services, along with documented history of success. Applicants must document ability to meet the requirements of [DDA policies 6.13 and 6.21](#).

Application Process

This is an open and continuous RFQ. Documentation of qualifications can be submitted to LCPHSS at any time. To apply to be added to the Lewis County Qualified Provider List, applications must be sent electronically to: sara.sons@lewiscountywa.gov

To be considered, applicants must provide the following information:

1. The name and contact information of the organization
2. The name and contact information of the organization's signature authority
3. A copy of the organization's business license
4. A copy of the organization's insurance certificate
5. The organization's debarment certification statement
6. A list of DDA services the organization offers
7. A copy of the organization's organization chart
8. Job descriptions for each position within the organization
9. Evidence that shows the organization has a credit line or cash reserves that enable the agency to provide services for at least two months
10. Evidence of the organization's ability to meet the requirements of [DDA policies 6.13 and 6.21](#).
11. Documentation the organization has at least two (2) years' experience coordinating direct services listed in this RFQ.

Evaluation Procedure

All applications received will be evaluated by LCPHSS for the applicant's ability to meet the qualifications listed above. Submitted applications will be evaluated in March and September of each year.

LCPHSS reserves the right to consider an applicant's performance related to any previous contracts that the applicant may have held, including contacting previous contracting and funding entities.

Based upon the content of the application(s), the applicant interview(s), and the evaluation of other available information, LCPHSS will score each application received. LCPHSS management will present its recommendations to the LCPHSS Advisory Board for final approval to add the applicant(s) to the Lewis County QPL. LCPHSS reserves the right to reject any application for cause.

Cancellation of RFQ

The County reserves the right to cancel or modify the RFQ at any time if doing so would be in the public interest as determined by the County. In no event shall the County have any liability for the cancellation of the solicitation.

For more information, please contact:

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