

**Lewis County**  
**Public Health & Social Services**  
Lewis County  
Developmental Disabilities Program

**2019**  
**Request for Proposal**

**Developmental Disabilities**  
**Community Project Grants**  
**Lewis County**

July 2018

**Lewis County Developmental Disabilities Program  
Mission Statement**

*Lewis County is committed to ensuring a service delivery system for all citizens that maximizes individual potential while promoting choices, opportunities, prosperity, and full participation in all aspects of Lewis County community life.*

**1. What is a Request for Proposal (RFP) and what does it have to do with the Mission?**

A Request for Proposal is an opportunity to submit proposals for consideration of funding. This RFP asks for ideas for supporting individuals with developmental disabilities and their families in our local community. Our purpose is to carry out the stated mission by supporting innovative solutions and funding needed services fostering community involvement.

**2. How are Community Project Grants Funded?**

Successful proposals will be funded primarily with “millage” funds that come from local property tax revenues. The funds available through this RFP are designated property tax dollars that have been set aside by state law to benefit individuals with developmental disabilities.

**3. What's involved in the Request for Proposal process?**

Included are a set of questions, budget forms, and background information designed to give the RFP review committee the information needed to understand and evaluate the merits of each proposal. Each question needs to be clearly answered, the budget completed accurately, and the proposal must be submitted by the deadline to be considered for funding.

**4. How is it decided what will be funded?**

A review committee made up of stakeholders is assembled to carefully review and make recommendations to the Lewis County Board of Commissioners on all proposals. The review committee will consist of community members who do not have a conflict of interest, who are knowledgeable about the needs of people with developmental disabilities and their family members, and who are committed to furthering the mission of Lewis County. County staff will support the committee’s work, but do not select the proposals recommended for funding.

The review committee will review each proposal to assess how each proposal will further the County’s stated mission, identify the level of need for the proposal’s services, consider if the proposal is well thought-out and "do-able”, and evaluate if the anticipated benefit to the community is in line with the cost. To fully understand any proposal, the committee may request more information to be presented in writing or in person or may request an opportunity to interview an applicant. For proposals requesting a continuance of currently provided services, the committee will additionally take into consideration factors measuring current contract performance. The review committee may accept alterations in a proposal. The review committee’s recommendations are forwarded to the Lewis County Board of Commissioners to decide which proposals will be funded and approve contracts for the successful proposals.

**5. What can be funded?**

Within legal constraints governing the use of public funds, funded proposals must benefit people with developmental disabilities and their families.

**6. How long will the funds be available to successful bidders?**

The contracts are slated to begin on September 1, 2018 and end no later than June 30, 2019. The contract duration may range from one day to two years; whatever best suits the nature of the proposal.

**7. How much money is available?**

**\$40,000.00** - Lewis County funds for one year period 09/01/2018 to 06/30/2019.

Typically there is not enough money to fund all submitted proposals. The County prefers to award several smaller grants rather than a few large awards.

**8. When is the RFP due? What type of format and how many copies must be submitted for the proposal to be considered?**

**To be considered, responses to this "Request for Proposal" must be received by 12:00 noon on Friday, August 3<sup>rd</sup>, 2018.** The complete proposal must be emailed by noon on the day it is due. Faxed or mailed proposals are not acceptable. Proposals will not be accepted, if it is not received by noon on August 3<sup>rd</sup>, 2018. Proposals must be emailed to:

**sara.sons@lewiscountywa.gov**

**Respondents must complete the following documents in submitted proposals to the County:**

- **Cover Sheet**
- **Narrative Questions**
- **Budget**
- **Spending Plan for Salaries and Wages**

You may provide additional information you think is important for the RFP review committee to fully understand your proposal. Limit your response to these questions and any additional information to no more than five (5) typed, double-spaced pages, not including the cover sheet or budget pages.

*Note: The County may require contractors to carry liability insurance, and all persons who have direct contact with people with developmental disabilities must undergo and clear a criminal background check.*

For additional questions contact Sara Sons, Developmental Disabilities Coordinator at 360-740-1418.

**Without exception, proposals must be received by 12 noon August 3<sup>rd</sup>, 2018.  
All submitted proposals are public documents.**

# Community Project Grants Proposal Coversheet Lewis County Developmental Disabilities

Proposal Title: \_\_\_\_\_

**Requested Funds for 2018-2019** \_\_\_\_\_ **\$:** \_\_\_\_\_

Agency or Organizational Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Title \_\_\_\_\_ email \_\_\_\_\_

Washington State UBI# \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

**Proposals must include the following documents:**

\_\_\_ Cover Sheet

\_\_\_ Answers to narrative Questions

\_\_\_ Budget – [click here to download template in Excel](#)

\_\_\_ Spending Plan for Salaries & Wages – [click here to download template in Excel](#)

Program Summary:

## Community Project Grant Proposal Narrative Questions

- 1) As simply and as clearly as possible, provide the information needed to fully understand your proposal. Address the “Who, What, Where, When and Why” factors in your proposal.
  
- 2) For purposes of your proposed “Statement of Work” describe the objectives of your proposal in separately bulleted, clearly worded, measurable outcomes.
  
- 3) Describe the need for services your proposal addresses. If you propose to continue providing existing Community Project Grant funded services, identify the level of service you have provided in the past and demonstrate the current need for continuation of services. If you are proposing a new service or project, what data do you have to document the need for the proposal, and what is your source of information?
  
- 4) How will your proposal promote the well being, rights, choices, and opportunities for people with developmental disabilities to live as valued, contributing, and integrated members of our community?
  
- 5) How much will the proposal cost in total? Do you have commitments from other funding sources to pay for the costs not proposed to be covered by Community Project Grant funds?
  
- 6) What is the duration of the proposal? When will it start and end?
  
- 7) Are you asking for one-time-only money or ongoing operational funds?

**PROPOSED BUDGET -- EXAMPLE**

Acme Services

Agency Name

REVENUE DESCRIPTION		AMOUNT	
Lewis County Community Projects Grant Funds		\$15,300.00	
Other Funds (specify and use attachments as necessary) United Way		\$10,500.00	
Other Funds (specify and use attachments as necessary)			
Other Funds (specify and use attachments as necessary)			
<b>TOTAL ESTIMATED REVENUE</b>		<b>\$25,800.00</b>	
EXPENSE	EXPLANATION	2019 COUNTY MILLAGE	TOTAL MILLAGE REQUEST
Salaries	see salaries plan	\$11,000.00	\$11,000.00
Personnel Benefits	20% of salary	\$1,100.00	\$1,100.00
Office & Operating Supplies	printer paper, pens, miscellaneous office supplies	\$225.00	\$225.00
Small Tools & Minor Equipment	file cabinet, calculator, printer	\$500.00	\$500.00
Professional Services	15% of accountant services	\$375.00	\$375.00
Communications	telephone for I & R line	\$400.00	\$400.00
Travel	mileage and per diem	\$500.00	\$500.00
Advertising	classified ad for staff position	\$100.00	\$100.00
Operating Rentals & Leases	15% of agency rent	\$500.00	\$500.00
Insurance	15% of agency insurance	\$150.00	\$150.00
Utility Services	15% of agency utilities	\$175.00	\$175.00
Repairs & Maintenance	15% of agency repairs	\$100.00	\$100.00
Miscellaneous	registration, tuition, dues	\$175.00	\$175.00
			\$0.00
<b>TOTAL EXPENSES</b>		<b>\$15,300.00</b>	<b>\$15,300.00</b>

Contractor Signature

**PROPOSED SPENDING PLAN FOR SALARIES AND WAGES - EXAMPLE**

Acme Services

Agency

F.T.E.	No. of Positions	Position Title	2019 County Funds	Other Funds	Other Funds	TOTAL
0.1	1	Executive Director	\$2,500.00			\$2,500.00
1	1	Information & Referral Specialist	\$8,500.00	\$10,500.00		\$19,000.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>TOTAL SALARIES</b>			\$11,000.00	\$10,500.00	\$0.00	\$21,500.00

1. Identify all personnel involved in the operation of your program by position, title, number of positions and F.T.E. An F.T.E. is a Full Time Equivalent. A full time employee is calculated to work 2,080 hours per year. Example: Your agency director works 40 hours per week, but works only 4 hours per week in the program funded by these county funds. Show this on your proposal as a 0.10 F.T.E.
2. Identify the "Funds" that pay each person's salary. Example: A staff person is paid \$19,000 annually and works full time in the program funded by millage funds. "County Contract Funds" pay \$11,000 of the person's salary. In the other columns under "Other Funds," indicate what funds pay the \$10,500 balance of the staff person's.