



**King County**  
**Developmental Disabilities Division**

**Questions and Answers**

**to:**

**Request for Proposal #171, Expand and Enhance Developmental Disabilities Information and Outreach Services to Reach Diverse and Underserved Communities**

**and**

**Request for Proposal #172, Family Support Services that Increase Family and Individual Access to the Supports They Need in Their Local Communities**

**Questions about either Request for Proposal (RFP) announcements or applications?** Please direct questions about the two requests for proposals listed above to Jim Ott, King County Developmental Disabilities Division (KCDDD) Information and Outreach Manager by phone at 206-263-9060 or via email at [jim.ott@kingcounty.gov](mailto:jim.ott@kingcounty.gov). Questions will be accepted until January 30, 2017, by 1:00 p.m. The following questions and answers were asked between January 9 and January 26, 2017.

**Questions and Answers that apply to both requests for proposals**

**Q1:** Does the County have a preference to fund large or small agencies?

**A:** No, the County does not have a preference. While the RFPs are designed to encourage proposals from small agencies or groups without past experience in applying for public funding, there is not a preference between funding large or small agencies.

**Q2:** Can an agency submit more than one proposal?

**A:** Yes, there is not a limit on the number of different proposals an agency or group may propose under each RFP.

**Q3:** Does the County have a preference to fund existing services over new services?

**A:** No, the County does not have a preference. Proposals may be for new services, or for the expansion or enhancement of existing services.

**Q4:** How many proposals do you anticipate funding under each proposal?

**A:** It will depend on the number of proposals received and the dollar amounts that the top rated proposals request. It is anticipated that between one and three proposals might be funding under each RFP.

**Q5:** Can an applicant propose to subcontract some of the services provided in a proposal with another community partner?

**A:** Yes, if doing so, the services being carried out by subcontracted community partners in carrying out the proposals should be clear as well as the amount of funding they will receive.

**Q6:** Can an applicant attach a cover letter, letters of support, or resumes as attachments to their proposals?

**A:** The attachment of cover letters, letters of support, or resumes is not solicited in the RFPs announcements or applications. A proposal will not be rejected if it includes a cover letter, letters of support, or resumes. However, the scoring of proposals will be based solely on responses to the RFP application questions identified in sections A and B of each RFP. Applicants may choose to state in their proposals that they have obtained letters of support, and have documented staff qualifications as information that partnerships, community support, and staffing have already been planned for and identified. This information may be relevant to raters in reviewing and scoring of proposals.

- Q7: In submitting a budget, may an applicant note in-kind support or funding from other sources that will be used in implementing the proposal?
- A: Yes, in identifying how requested funding will be spent on carrying out the work identified in a proposal, the applicant may note in-kind support or other funding sources dedicated to carrying out the proposal to provide rating panel members additional clarity on how County funding will be spent as part of the proposal.
- Q8: Is the same rating panel going to review both RFPs?
- A: It is anticipated that a single group of rating panel members will review both requests for proposals.
- Q9: Can an agency apply for funding under each RFP?
- A: Yes
- Q.10: Can the funding for a single proposal be awarded with funding from both RFPs?
- A: It is not the intent of the County to fund a single proposal with funding from each RFP. If this situation did occur, the amount of funding allocated through both RFP's would need to comply with King County procurement policy.
- Q.11 Is there a limit on the amount of administrative fees, or a limit on the indirect rate, that may be proposed.
- A. A limit on administrative fees or indirect rates was not addressed in the RFPs. However, applicant proposals with exceptionally high administrative fees or indirect rates may not be viewed as competitive as proposals with lower administrative fees by the rating panel. In negotiating a contract, administrative fees and indirect rates as well as other expenses will be reviewed and documentation related to administrative fees and indirect rates verified.
- Q.12: Is there a limit of consultant fee's or staff wages?
- A: No. In evaluating proposal the rating panel may find proposals with exceptionally high consultant fees or staff wages not be viewed as not as competitive as proposals with lower staffing costs.
- Q.13: Can an agency propose a pilot project that is time limited?
- A: Yes. Proposals for time limited pilot projects will be accepted.
- Q.14: What is the funding commitment in terms of time?
- A: Funding commitment is for up to one year.
- Q.15: Is it possible that funding for proposals will extend beyond a year?
- A: The County can only commit to funding a proposal for a year. It is possible that funding for successful programs and services could be extended beyond a year but the County cannot commit to a period of funding that is more than one year at this time.
- Q16: Who will review proposals?
- A: It is anticipated that the rating panel will be made of three or more King County Board for Developmental Disabilities Board members. Board members have been actively involved in developing the funding recommendations of each RFP and have an in-depth knowledge of the Boards funding approach.
- Q17: Is there a limit on font size, margins or the number of pages?
- A: There is not a limit on font size or the width of margins, but please use a font size that is not under 10 font and margins that are not too narrow so rating panel members will not have trouble reading a proposal. A maximum of four pages of single sided text is allowed to answer the questions in sections A and B. with the option of attaching a separate, additional budget sheet that provides a budget grid or visual aid to rating panel members in understanding how requested funding will be spent.

Q18: Can a for profit organization apply for funding.

A: No, funding must be allocated to non-profit proposing services that benefit residents of King County who have developmental disabilities and/or their families.

Q19: How do the two requests for proposals differ?

A: At a high level, RFP #171 is about expanding and enhancing information and outreach services reach to diverse and underserved communities, as opposed to RFP #172 which is more focused on meeting the local needs of all families through various types of family support activities.

Q20: Can a fiscal lead agency propose their own separate proposal in addition to sponsoring a proposal from another group?

A: Yes, as long as the proposals are different from each other.

**Questions and Answers that apply to RFP #171 - Expand and Enhance Developmental Disabilities Information and Outreach Services to Reach Diverse and Underserved Communities**

Q1: Can funding be spent on training and technical assistance to increase an applicant's capacity to serve diverse and underserved communities?

A: Yes.

Q2: Can an applicant propose to add additional staff to an existing project that serves diverse communities to increase its capacity to serve diverse and underserved communities?

A: Yes.

Q3: Can an applicant that does not serve people with disabilities propose to hire staff to conduct information and outreach activities to diverse and underserved communities?

A: Yes.

Q4: Can an applicant propose to partner with another community provider to enhance its capacity to conduct outreach to diverse communities or underserved communities?

A: Yes, partnerships between providers that increase community capacity to serve individuals and with developmental disabilities are acceptable and are consistent with the Board's funding approach.

Q5: Can an existing program propose to expand services by hiring additional staff, or adding hours to existing staff, to increase outreach to diverse or underserved communities or individuals?

A: Yes.

**Questions and Answers that apply to RFP #172, Family Support Services that Increase Family and Individual Access to the Supports They Need in Their Local Communities.**

Q1: Can an applicant propose to expand an existing set of services that support families of children with developmental disabilities?

A: Yes

Q2: Can an applicant propose to serve older adults with disabilities?

A: Yes