



P.O. Box 45811, Olympia, Washington 98504-5811

July 2, 2015
AMENDMENT #3
TO
REQUEST FOR PROPOSALS RFP 1534-501
LIFESPAN RESPITE WASHINGTON HOST AGENCY SERVICES

RFP 1534-501 is amended as follows:

1. The estimated Contract Period is revised to August 24, 2015 through August 23, 2017.
2. The Sample Bid Submission Letter found as part of Exhibit A to the RFP is amended to add the following item on the numbered list:
"9. If Bidder is selected for the Contract, Bidder commits to the prompt employment of the current LRW Coordinator (for continuity purposes, except as approved by DSHS, this means employment that commences by within a week of the Contract start date or by September 1, 2015) and further commits to furnish office space at the following location, which shall be subject to DSHS approval: _____ and/or arrange for telecommuting for the Coordinator.
Please indicate whether this space is part of an existing office operated by Bidder:
___ Yes or ___ No
3. Please note that the RFP and the Sample Bid Submission Letter requires disclosure of current and former state employees affiliated with Bidder. There are no limitations on this requirement.
4. The attached List of Bidder Question and DSHS Answers dated July 1, 2015 is incorporated into the RFP.
5. Bidders should note that Proposals may be submitted electronically, provided the electronic submission is emailed in a timely manner. A hard copy of the Proposal with original signatures must be delivered or mailed to DSHS with a postmark or delivery date that is no later than the date bids are due. Please see the RFP for instructions on this process.
6. All other provisions of the RFP remain the same.

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Attachment: Bidder Questions and Answers

1. Who was the contractor for the first year of the award? Easter Seals?

Answer: The original host agency was the ARC. The host agency for the most recent contract cycle was Easter Seals.

2. Is this a cost reimbursement contract?

Answer: Yes. Approved costs will be reimbursed up to the amounts set forth on the Grant Budget.

3. There is a current Lifespan Respite website hosted by Easter Seals but the RFP mentions a website under the deliverables. Will this (current) website be transitioned to the new contractor or will the new contractor be expected to develop a website?

Answer: The contractual arrangements between DSHS and the third party that hosts this website will continue. The new contracted host agency and the LRW grant staff will be given the administrative rights to provide updates to the website in coordination with DSHS staff.

4. Is subcontracting allowable?

Answer: Subcontracting is allowable as approved by DSHS. In general, it is expected that the successful bidder will serve as the Host Agency and not subcontract that primary function out. However subcontracts will need to be entered into by the Contractor Host Agency for the "voucher program" which involves the provision of respite care services to eligible caregivers during the term of the Contract. In addition, there will be services that will need to be either provided directly by the Host Agency or purchased; for example, interpreter services for the phone line.

5. Our office location is in Central Snohomish County and we would expect the Coordinator to be based out of that space for support and using the wealth of resources in our office. Will that be a problem?

Answer: The workplace office location should be negotiated with the Lifespan Respite Coordinator to make it a feasible and logical arrangement. Telecommuting could be an option for at least some of the work hours.

6. Can you provide more details about the LRW voucher system?

Answer: This is not a large program, but successful fundraising could permit it to expand. The Host Agency will enter into contracts with respite care providers/agencies for respite care services that are needed in order to fulfill respite voucher commitments to individual caregivers. The program is administered by the Program Coordinator. Up to now, the vouchers have been generally worth up to \$1,000 per caregiver and approximately \$55,000 of new grant dollars is currently allocated to these contracted services for each of the next two years. The

voucher funding will be used to contract for and purchase respite services to be provided in locations around the state for eligible providers who provide services, such as specialized recreation programs, adult day services or care services in home; e.g., home care agency. These services will permit the person who has special needs to receive supervised care while the caregiver takes time away from his or her responsibilities. For a further look at current agency respite voucher provider policies, procedures and history, please refer to the Lifespan Respite website at, www.lifespanrespitewa.org.

7. Is there a current sustainability plan for the project? If so, can you share this?

Answer: There is no formal sustainability plan at this time. The program is dependent on grant dollars that will not be available indefinitely. Developing and helping to implement a sustainability plan is a grant deliverable. DSHS is seeking a contractor's expertise and experience to assist with.

8. Can contract dollars be allocated for grant writing services?

Answer: Administrative funds provided through the contract could be used to purchase or reimburse for grant writing services.

This Amendment #3, and any further amendments supplementing the RFP, will be posted on the DSHS website at <https://www.dshs.wa.gov/fsa/central-contract-services/procurements-and-contracting> and on WEBS at <https://fortress.wa.gov/ga/webs>

Thank you for participating in this RFP.