



STATE OF WASHINGTON

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
P.O. Box 45710, Olympia, Washington 98504-5811**

**REQUEST FOR INFORMATION
#1699-585**

**Emergent Placement Services for Licensed Facilities
January 29, 2016**

INTRODUCTION

This Request for Information ("RFI") is intended to seek interest for a potential contractor to provide twenty-four (24) hours a day/seven (7) days a week, short term placement services in licensed facilities. This service would be delivered to children ages birth through twenty (20) years who are entering out of home care or disrupting from a placement.

SUBMISSION OF RESPONSES

Participation in this RFI is voluntary and any submitted response to this RFI **will not** be used to determine a successful bidder for any contract with Department of Social and Health Services Children's Administration ("DSHS" or "CA"). The purpose of this RFI is solely to collect written information about the capabilities of various contractors, while gathering information to help CA make more informed decisions about the delivery of client services. The information gathered through this RFI process will be used for developing a potential final contract for the services described herein. While the release of this RFI will not obligate DSHS to contract for the services specified in this document, it is desired that an executed contract be signed no later than March 1, 2016.

Please include the following in your response to this RFI:

1. Name, address, principal place of business, telephone, fax numbers, and email address of legal entity or individual with whom contract would be written.
2. A detailed list of all materials and enclosures included in the RFI response.
3. Identification of the page numbers on the response that are marked "Proprietary of Confidential" Information.
4. Information about how your organization is capable of assisting CA through the provision of emergent, short-term, temporary placement for children.
5. Legal status of the responder (sole proprietorship, partnership, corporation, non-profit organization, etc.) and the year the entity was organized to do business

6. An estimated Contract Monthly Rate Proposal, using the Exhibit B template (administration costs, program expenses, sub-contracted services, and staff costs).
7. An estimated Contract Proposal Staff Schedule, using the Exhibit C template (direct service staff schedule).
8. Exceptions and/or Proposed Revisions Section. Responders are requested to include any and all exceptions and/or revisions to the sample contract language as part of their response.

SUBMISSION AND CONTENT OF RESPONSES

Responses should be prepared and submitted in their entirety no later than the response submission date, February 12, 2016. The response should be sent to the RFI Coordinator.

Please identify the response in the email subject line as "Response to RFI#1699-585 Emergent Placement Services for Licensed Facilities".

The "receive date/time" shown on the DSHS email system will be used as the official time stamp but may not reflect the actual time received.

Responders should allow sufficient time to ensure timely receipt by the RFI Coordinator. CA will not consider any response if it is received after the submission due date and time.

DSHS assumes no responsibility for delays caused by the responder's e-mail, network problems, or any other party.

Please contact the RFI Coordinator if you wish to arrange an alternative submission method.

No other submission methods will be accepted unless agreed to in writing prior to the deadline.

All responses and any accompanying documentation and material become the property of DSHS and will not be returned.

ACCEPTABLE ELECTRONIC FORMATS (SOFTWARE) FOR SUBMISSION OF RESPONSE

1. Files must be formatted in Portable Document Format (Adobe Acrobat PDF) or Microsoft Office XP and lower versions of Microsoft Word, Excel, or PowerPoint.
2. **Spreadsheet documents must** be submitted in Microsoft Excel and in a live, **unprotected** file that includes all formulas, macros, and computations that are relied on or used to calculate any rates or values presented therein.
3. When scanning documents to be submitted in PDF format, scanner resolution should be set to at least 200 dots per inch.
4. Other electronic format. If you wish to submit a response to this RFI using any format other than described here, e-mail the RFI Coordinator who issued this document. Request a decision as to format acceptability and make sure you receive approval of the alternate format **before** using it to send your response.

5. The responder must use a font size of 12 or larger.
6. Please note that we cannot accept compressed or “.zip” files due to security concerns.

NOTE: DSHS cannot receive emails that are larger than 30MB. To keep file sizes to a minimum, responders are cautioned not to use unnecessary graphics in their response. If your response approaches or exceeds 30MB, you must break it up and send it by more than one email so that no single email exceeds 30MB. Please identify the response in the email subject line as “Response to Emergent Placement Services for Licensed Facilities”.

SUBMIT RESPONSE TO

Upon release of this request, all communications concerning this RFI should be directed only to the Coordinator listed below. Any communication directed to DSHS staff or consultants, other than the RFI Coordinator, may result in the exclusion of the response submittal.

Please e-mail your response to:

Contact: Andrea Goff, DSHS RFI Coordinator
 Department of Social & Health Services
 Children’s Administration
 Telephone: (360) 902-8191
 E-mail: Goffas@dshs.wa.gov

RFI SCHEDULE

The Schedule outlines important action dates and times for this RFI. It is the Provider’s sole responsibility to periodically check the DSHS procurement website, and/or WEBS, for any amendments to this document.

Item	Action	Date
1.	DSHS Issues Request for Information	1/29/2016
2.	Responses due by 2:00 p.m. Pacific Time	2/12/2016

EXHIBITS FOR RESPONSES

Responders should download a complete copy of this RFI and all attached exhibits, as listed below. This RFI and any amendments to this document will be posted on WEBS and the DSHS Procurement Website: <https://fortress.wa.gov/ga/webs/>, under WEBS Commodity Codes: 952-78 – Safe House, 952-49 – Halfway Housing, 918-63 – Housing Consulting, 952-43 – Family and Social Services. DSHS Procurement website: <http://www.dshs.wa.gov/CCS/>.

- Exhibit A – Sample Contract**
- Exhibit B – Contract Monthly Rate Proposal**
- Exhibit C – Contract Proposal Staff Schedule**