



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**PO Box 45811, Olympia WA 98504-5811**

DATE: April 30, 2024

TO: RFP- 2434-848 RDA Housing and Healthcare Study Bidders

FROM: Stephaine Ssaaka, Solicitation Coordinator  
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 –Answer to Bidders Conference Questions,  
Questions received to Date, Bidder Conference Presentation,  
updated Attachment A Sample Contract

---

DSHS amends the RFP- 2434-848 to provide guidance and answers to questions received at Bidder Conference held on April 19, 2024, to questions received by the solicitation coordinator as of the close of business on April 26, 2024, to provide the presentation that was given during the Bidder Conference and to provide an updated Attachment A Sample Contract.

## **Questions received at Bidder Conference:**

**Question #1:** Is there a page limit for bidders' responses?

**A:** No, there is not a page limit.

---

**Question #2:** Is there a particular legislator or committee that is particularly interested in the outcome of this report? Is it known which legislator submitted the proviso for the budget?

**A:** We do not know which legislator submitted the proviso, or which legislators are particularly interested in the outcome of the report. We expect committees concerned with housing, long-term care, and behavioral health services will be interested in the outcome of the report.

---

**Question #3:** Will there be coordination with other State agencies? For other agencies such as the Department of Health (DOH)/Health Care Authority (HCA) what is their awareness and availability for participating in the study?

**A:** We will be establishing a state agency advisory group to support coordination with other state agencies. The successful bidder will be expected to meet with the advisory group on a monthly basis over the term of the contract.

---

**Question #4:** How does this RFP connect to the strategy that DSHS is already pursuing? Is this well aligned with work that is already going on or is this a body of work separate from the department's broader strategy?

**A:** The RFP is designed to meet a legislative reporting requirement. The RFP is not directly connected to the implementation of any specific DSHS strategy.

---

**Question #5:** Can you define "significant" from the scope? It is used several times and it feels broad. I am just looking for clarity here. Please see text from RFP below which is the reason for the question.

(i) Housing instability who have significant medical and/or behavioral health needs, including the inability to stay in or return to their current housing;

(ii) Homelessness and/or a significant history of being unhoused, including permanent supportive housing residents; and/or

(iii) Significant support needs that are not severe enough to qualify for placement in existing facilities, but are too significant to be met in a shelter or permanent supportive housing setting. (c) The report shall provide recommendations to fill

the gaps identified in (a) and (b) above, which may include creation of complex care locations or other enhanced behavioral health supports.

**A:** “Significant” is used in the legislative proviso funding this study, and should be interpreted in the broader context of that legislative language.

---

---

**Question #6:** Will RDA be available to pull relevant data as requested by the contractor in the course of the project?

**A:** RDA will be available to direct the successful bidder to existing RDA data products that may inform the study. Requests for new analytic work to be conducted by RDA to support the study will be assessed on a case-by-case basis based on the timeliness of the request and the resource requirements to complete, in the context of the proviso funding amount reserved for this activity.

---

---

**Question #7:** Will the real time everyday experience and voice of providers already doing the work of sheltering and housing this population be included in this work?

**A:** Yes. The Project Scope section of the RFP states: “The report must draw on direct service provider experience and the lived experience of persons with physical health, behavioral health, or other support needs that may impact their ability to be stably housed.”

---

---

**Question #8:** Will there be any additional budget allocations for distribution of community compensation for engaging with providers?

**A:** No. Funding will be limited to the amount reflected in the solicitation.

---

---

**Question #9:** Can you provide a little clarity regarding Bidder eligibility? Must the bidder be a Minority, Women-Owned or Veteran Owned Business Enterprise?

**A:** No, bidder do not have to be a Minority, Women-Owned or Veteran Owned Business.

---

---

**Question #10:** Will bidders need to satisfy/ demonstrate any minimum qualification in order to bid (e.g. years of relevant experience, certifications, staff capacities, etc.)?

**A:** No. There are no minimum qualifications in this solicitation.

---

---

**Question #11:** Is there current or pending litigation from the Department of Justice or the Office of Civil Rights concerning the ADA/Olmstead Provision?

**A:** RDA is not aware of current or pending litigation that relates to this solicitation.

---

---

**Question #12:** Will your presentation be posted on the website after this meeting for reference?

**A:** Yes, it will.

---

---

**Question #13:** Can you elaborate on the recommendation's deliverable? Are you asking for legislative policy recommendations or program recommendations for healthcare and housing providers?

**A:** A successful deliverable may include policy, program, and/or funding recommendations.

---

---

**Question #14:** Can you give examples of needs that are too significant to be met in a permanent supportive housing setting?

**A:** The phrase "too significant to be met in a shelter or permanent supportive housing" setting is taken directly from the budget proviso language. Bidders are expected to interpret this concept in the context of the legislative language.

---

---

**Question #15:** Is there a particular decision that the department is hoping the report will drive?

**A:** The department expects the report to provide useful information to inform the legislature and relevant state agencies and service delivery systems.

---

---

**Question #16:** Is there a specific goal DSHS is trying to achieve?

**A:** DSHS is seeking to meet the legislative requirement to complete the report that is the subject of this RFP. DSHS has a broader interest in the production of high-quality analyses to inform the design and funding of programs serving people with housing support, medical, functional, and behavioral health needs.

---

---

**Question #17:** Can you give an example of needs that are too significant to be met in a permanent supportive housing setting?

**A:** The phrase "too significant to be met in a shelter or permanent supportive housing" setting is taken directly from the budget proviso language. Bidders are expected to interpret this concept in the context of the legislative language.

---

---

## Questions received by April 26, 2024 Deadline

**Question #18:** There are several relevant reports (e.g. Homelessness among Youth Exiting Care, Drug Court Participants, etc.) on the WA DSHS RDA website, but many have old data. How current are the data sets available through RDA related to the scope?

**A:** RDA will be available to direct the successful bidder to existing RDA data products that may inform the study. Availability of potential updates to existing RDA data products or creation of new RDA data products will be assessed on a case-by-case basis based on the timeliness of the request and the resource requirements to complete.

---

---

**Question #19:** Does DSHS expect the gap analysis to be conducted using data at the individual level or aggregate level? Can RDA make available data with unique individual identifiers? Can RDA make available cross-agency data with individual identifiers?

**A:** DSHS does not expect the successful bidder to directly conduct individual-level analyses with source data, given the project timeline. Subject to the timeliness of the request and available resources, RDA may provide data products derived from the analysis of individual-level data derived from state agency data systems.

---

---

**Question #20:** Do RDA and sister agencies use data flags for housing instability, homelessness, and wraparound/supportive services?

**A:** RDA's internal analytic environment includes flags for housing instability, homelessness, and receipt of various wraparound/supportive services.

---

---

**Question #21:** Do you want the gap analyses to be conducted at the metro, county, or regional level? If regional, should that be defined in terms of the ACH map? Other regional definition?

**A:** A successful deliverable may include policy, program, and funding recommendations. Prospective bidders may consider also proposing regional specific strategies organized around ACH or Medicaid purchasing regions.

---

---

**Question #22:** Related to the Scope item (a) (iii), could you define significant support needs further, either by providing categories or other parameters? These needs could differ by service available by location, demographics, etc. Do you want us to apply the same definition across the state or consider variations across regions/locations?

**A:** The successful bidder is expected to define this concept in the context of the potential for additional community-based services to support persons with extensive needs in permanent supportive housing settings.

---

---

**Question #23:** Shall this report and analysis include children and adults? Just adults?

**A:** The report and analysis may include adults and children.

---

---

**Question #24:** Does RDA have hospital/provider data to share?

**A:** DSHS does not expect the successful bidder to directly conduct individual-level analyses with source data, given the project timeline. Subject to the timeliness of the request and available resources, RDA may provide data products derived from the analysis of individual-level data derived from state agency data systems. This may include data from hospitals and other providers.

---

---

**Question #25:** In attachment D, the RFP refers to space limits "noted on the Bidder Response form", however there are no limits apparent. Can you confirm that there are no word limits for Attachment D?

**A:** There are no word limits for Attachment D.

---

---

**Question #26:** In attachment E, can small and/or diverse non-profit and academic partners be included in lists of proposed partners for future work or listed as previous partners (i.e., question 7)?

**A:** Yes, small and/or diverse non-profit and and/or academic partners can be included in lists of proposed partners for future work.

---

---

**Question #27:** What type of data summaries will RDA be able to provide?

**A:** RDA will be available to direct the successful bidder to existing RDA data products that may inform the study. Requests for new analytic work to be conducted by RDA to support the study will be assessed on a case-by-case basis based on the timeliness of the request and the resource requirements to complete, in the context of the proviso funding amount reserved for this activity.

---

---

**Question #28:** Is there a list of data fields related to health, behavioral health, and homelessness that RDA has access to, and could be accessed by the contractor?

**A:** A data dictionary will not be available to the bidder. If an analytic request of RDA is determined to be feasible within the project timeline and available

resources, RDA will operationalize the analytic concepts contained in the request in the context of its internal data marts.

---

**Question #29:** Can RDA facilitate contractor access to de-identified individual level data with a data sharing agreement (e.g., providing access to data from HMIS or other systems)?

**A:** DSHS does not expect the successful bidder to directly conduct individual-level analyses with source data, given the project timeline.

---

**Question #30:** Will RDA be able to provide access to data reports from each Continuum of Care (e.g. the Longitudinal System Analysis, the Housing Inventory Count, etc.)?

**A:** RDA may facilitate access to public documents containing data relevant to this project. Requests for data will be assessed for feasibility on a case-by-case basis.

---

**Question #31:** Will RDA be able to provide deidentified individual level data from hospitals and/or recuperative/respite care facilities that may not be in HMIS?

**A:** DSHS does not expect the successful bidder to directly conduct individual-level analyses with source data, given the project timeline. Subject to the timeliness of the request and available resources, RDA may provide data products derived from the analysis of individual-level data derived from state agency data systems. This may include data from hospitals and other providers.

---

**Question #32:** Is RDA able to match data, or provide unique identifiers to match data, across different data systems (e.g., hospital systems and HMIS)?

**A:** RDA's internal analytic environment matches identifiers across multiple state agency data systems, including ProviderOne and HMIS.

---

**Question #33:** The RFP states, "The Rising Strong-West project is a model for the type of planning process that is envisioned by this proviso". Which elements, specifically, of the Rising Strong-West planning process should be utilized for the Housing and Healthcare Study?

**A:** RDA does not have a recommendation with regard to which, if any, specific elements of the Rising Strong-West planning process should be used for the Housing and Healthcare Study.

---

**Question #34:** The RFP states that the Contractor will deliver a report that includes “A gap analysis of the existing housing and health care system including, but not limited to, a review of existing models...”. Should the review include only models that exist in WA state, or should all models be considered?

**A:** Bidders are not limited to reviewing only models that exist in WA state.

---

---

**Question #35:** The period of performance is relatively short, and the RFP notes the possibility of a Contract extension at the sole discretion of DSHS. Is it possible to propose both 1) an initial report (developed and submitted during the period of performance according to the schedule) and 2) a second, more extensive report, based on additional methods, to be developed if the Contract is extended?

**A:** Bidders may propose providing an initial and final report, with the understanding that (1) an initial report must be submitted according to the schedule to meet the legislative requirement and (2) no additional funds will be allocated beyond the amount specified in the solicitation.

---

---

Attendees at the April 19 Bidder Conference included the following:

1. Stephaine Ssaaka, DSHS
2. James O'Brien, DSHS
3. Alice Huber, DSHS
4. David Mancuso, DSHS
5. Bridget Pavelle, DSHS
6. Julia Reed, Kinetic West
7. Natalia Koss Vallejo- Uncommon Bridges
8. Chalie Smith, Guidehouse
9. Donna Christensen, Pacific Government Affairs
10. Jon Brumbach, Advocates for Human Potential
11. Tasha Irvine, Principle Allies
12. George Wilson, Greater Inland Northwest Advisors
13. Kenny Pittman, Catholic Community Services of Western WA
14. Irene Ward, Catholic Community Services Western WA
15. Rob McCann, Catholic Charities Eastern WA



# ***Welcome to the Bidder Conference***

FFAA/OOS/RDA Request for Proposals  
#2434-848

## Housing and Healthcare Study

April 19, 2022

1:00 to 2:30 p.m. Pacific Time  
via Microsoft Teams

# ***Agenda***

- Introductions and Ground Rules
- Opening Remarks
- Project Scope and RFP Goals
- Important Reminders & Key Dates
- Q&A

# ***Introductions and Ground Rules***

- DSHS Introductions
- Presentation, followed by Q&A
  - Please hold questions until end
  - Questions must be sent to the RFP Coordinator via Chat
- List of attendees may become a public record
- Focus on general issues related to RFP instructions, requirements, etc.
- Verbal responses to questions are unofficial
- Official responses to be posted as an RFP amendment

## ***Procurement Goals***

- Fair, open and competitive procurement process
- DSHS is a public entity and subject to state procurement rules and regulations
- To obtain the services of a qualified organization who will complete a study of Housing and Healthcare under contract to the DSHS Research and Data Analysis Division (RDA), resulting in a report to the Legislature by December 1, 2024.

## ***Background***

- PSH services are offered by a diverse set of providers with different opinions on how to serve the population needing housing supports.
- Challenges include:
  - the lack of wraparound services to support complex clients in home, PSH, or facility settings
  - lack of short-term crisis and/or respite beds to serve persons needing temporary stabilization to continue in their current care setting

## ***Project Scope***

- Complete a gap analysis of the existing housing and health care system, including a review of models related to individuals experiencing:
  - Housing instability with significant medical and/or behavioral health needs;
  - Homelessness and/or a significant history of being unhoused, including PSH residents; and
  - Significant support needs that are not severe enough for placement in existing facilities, but too significant to be met in a shelter or PSH

## ***Project Scope continued***

- The gap analysis shall also include a review of:
  - Hospitals with patients with resolved acute needs who cannot discharge to the community because an appropriate care setting is not available; and
  - PSH and shelter providers with residents whose medical and/or behavioral needs exceed the location's ability to provide care.
- The report shall provide recommendations to fill identified gaps

## ***Bidders' Proposals***

- Based on the terms, conditions and deliverables set forth in the RFP and Attachment A: Sample Contract
- Provide clear, concise, direct, detailed and specific responses
- Ensure responses are accurate, without assumptions
- Apparent Successful Bidder's Proposal may become part of the Contract

*Submitting a Proposal that does not follow the RFP requirements will be deemed non-responsive*





# ***Submission Requirements***

Attachment B: Sample Submission Letter

Attachment C: Certifications & Assurances

Attachment D: Bidder Response Form

1. Bidder Information (Administrative Response)
2. Bidder EO 18-03 Certification
3. Bidder Certification – Washington Small Business
4. Bidder Certification – Certified Washington Veteran Owned Business
5. Bidder Qualifications and Experience (Management Response)
6. Bidders Budget and Reporting
7. Bidders Proposed Pricing ( Quotation or Cost Response)

Attachment E: Contractor Inclusion Plan

## ***Important Reminders***

- As Amendments are posted to WEBS, these should be carefully reviewed and downloaded by the Bidders
- DSHS is committed to ensuring a fair and open competitive process
- To ensure that all Bidders receive a fair and open opportunity, it is vital that all interested parties abide by the requirements
- **All questions and information regarding this RFP should be directed to the RFP Coordinator and to no one else, unless otherwise directed in writing by the RFP Coordinator**



Bidders may submit written questions or requests for change in Solicitation Requirements until 3:00 p.m. Pacific Time	April 26, 2024
DSHS intends to post responses to written questions	May 2, 2024
Bidders must submit Proposals by 3:00 p.m. Pacific Time	May 16, 2024
Oral Evaluations	June 3-7, 2024
Announcement of Apparent Successful Bidder on WEBS	June 14, 2024
Contract Execution/Start Date	July 22, 2024



- Questions must be sent to the RFP Coordinator directly via Chat/Email
- **Verbal responses to questions are unofficial**
- Official responses shall be posted on WEBS as an RFP Amendment
- If there are questions that we do not get to today, please submit these via email to the RFP Coordinator at: **[stephaine.ssaaka@dshs.wa.gov](mailto:stephaine.ssaaka@dshs.wa.gov)**  
***(David/Alice/Bridget)***

***Final Questions are due via email no later than April 26, 2024 @ 3:00PM  
PT***

**DSHS appreciates your time and  
interest in this solicitation!**