



COMMUNITY SERVICES, HOUSING, AND COMMUNITY  
DEVELOPMENT DEPARTMENT  
Kathleen Torella, Director

TO: Interested Parties

FROM: Brian Nichols, Developmental Disabilities Coordinator;  
Spokane County Community Services, Housing, and  
Community Development Department

SUBJECT: REQUEST FOR PROPOSALS FOR CHILD DEVELOPMENT  
SERVICES

DATE: March 8, 2021

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The Spokane County Community Services, Housing, and Community Development Department (CSHCD) announces the availability of funds for the provision of **Child Development Services** in Spokane County. Services are to be provided to children ages birth to three who are enrolled in the Department of Social and Health Services (DSHS) Developmental Disabilities Administration (DDA) and authorized to receive early childhood services.

The amount of funds available is estimated to be \$466,233. Funding is for the provision of services for the period July 1, 2021 through June 30, 2022. Funding is contingent upon the Washington State legislative allocation of 2021 funds. Contracts may be renewed annually through June 30, 2025.

Early Childhood Services are defined by DDA as:

*Birth to three services that are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child's development. Services may include specialized instruction, speech and language pathology, occupational therapy, physical therapy, assistive technology, and vision services. Services are provided in natural environments to the maximum extent appropriate.*

Spokane County has funded child development services by subcontracting with local agencies for nearly 40 years. Approximately one hundred (100) children and their families are currently receiving early intervention services from three community agencies now under contract.

Agencies typically use county funding as one of many fiscal resources to provide early intervention services to children with developmental disabilities or delays and their families. Interagency collaboration is vital to providing comprehensive and quality early intervention supports and services. County-funded services are an integral part of the network of services available to children and their families in Spokane County.



County-contracted services are to be provided in accordance with the following five documents:

- *County Guide to Achieve DDA Guiding Values* are a set of philosophical values and policy statements developed by Washington State Department of Social and Health Services (DSHS) Division of Developmental Disabilities (DDA) that provide a framework around how county- contracted services are to be delivered and evaluated in Washington State.
- *DDA Budget, Accounting and Reporting System (BARS) Chart of Accounts – Definitions 568.61 Child Development Services (Birth to Three)*, *BARS* is a supplement published by the Department of Social and Health Services (DSHS) and circulated by the Office of the State Auditors.
- Washington State’s approved plan for the *Individuals with Disabilities Education Act (IDEA) Part C*. *IDEA Part C* is the federal education law that extends rights and protections to young children, birth to three with developmental disabilities and their families, and guides early intervention services delivery.
- DDA Policy 6.13 Provider Qualifications for Employment and Day Program Services

Links to these documents can be found on the County website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp) - Latest news RFP for Child Development Services

## GENERAL INFORMATION AND REQUIREMENTS

- **Proposals must be received no later than 5:00 p.m., Monday, April 5, 2021.**
- **Application Submittal Requirements:** In order for an application to be considered, the applicant must adhere to guidelines and instructions that are included in this application instruction document.

- **Contact Information:**

Program Inquiries:

Priscilla Bradford, Child and Family Program Specialist, Developmental Disabilities

Email: [pbradford@spokanecounty.org](mailto:pbradford@spokanecounty.org)

Fiscal Inquiries:

Nicole Bond, Fiscal Grant Specialist, Developmental Disabilities

Email: [nbond@spokanecounty.org](mailto:nbond@spokanecounty.org)

Contracts/Insurance Inquiries:

Jamie Gadd, Program Specialist

Email: [jgadd@spokanecounty.org](mailto:jgadd@spokanecounty.org)

**Questions:** Please email questions to either Priscilla (Program) or Nicole (Fiscal), Jamie (Contracts/Insurance) and they will email a response. Each email

question/response will be posted on the county website. Check the website frequently to see if your question has already been answered.

- **Forms and Other Documents:**
  - Applicant Checklist for Proposal
  - Organization Information
  - Child Development Services Questions
  - Blank Budget Forms
  - Sample Budget Forms
  - Sample Proposal Rating Sheet

Forms and other documents are in a combination of MSWord and PDF formats and can be printed from the website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp). If you are unable to open and/or print any of these documents, you may contact Denise Magee at [dmagee@spokanecounty.org](mailto:dmagee@spokanecounty.org)

- **Funding Recommendations:**

At their regular meeting on Tuesday, April 13, 2021, at 4:00 P.M., the Spokane County Developmental Disabilities Advisory Board will make funding recommendations. Each agency is requested to have a representative available to answer questions from the Board. The Board meeting will meet via zoom.
- **Amendments to Solicitation:** The County reserves the right to issue amendments to this solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check the County website periodically to see if amendments have been posted.
- **Cancellation:** The County reserves the right to cancel this solicitation in whole or in part and any or all proposals may be accepted or rejected in whole or in part.
- **Proposal Revisions:** The County may find it necessary to seek clarification from applicants regarding any of the responses submitted. The County may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation of the application.

Property of the County: Any application submitted becomes the property of the County and will not be returned to the applicant.

**TECHNICAL REQUIREMENTS OF THE PROPOSAL:**

- Use standard 8.5 x 11 white background paper;
- Use 12-point font, black;
- double-spaced narratives with one-inch margins;
- Print your organization name as a header on all pages of the application response;
- Insert page numbers at the bottom of the page;

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- **Submit one PDF electronic file** containing all documents, in order, to [pbradford@spokanecounty.org](mailto:pbradford@spokanecounty.org), [bnichols@spokanecounty.org](mailto:bnichols@spokanecounty.org), and [dmagee@spokanecounty.org](mailto:dmagee@spokanecounty.org)
- There is no minimum or maximum number of pages for the entire response;
- Proposal applications that are incomplete or do not follow the guidelines described in the “General Information and Requirements” section will not be considered;
- All questions must be answered.

This recruitment announcement can be found in the Developmental Disabilities Index on the Spokane County Community Services Web site at: [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp)

**DELIVERY OF THE PROPOSAL: The proposal must be received no later than 5:00 p.m. (Pacific Time) on April 5, 2021.**

**Proposals received after 5:00 p.m. (Pacific Time) on Monday, April 5, 2021 will be disqualified from consideration under this RFP.**

cc: Spokane County Developmental Disabilities Advisory Board  
Branda Matson, DSHS DDA  
Lorna Morris, DSHS DDA  
Stacie Garcia, DHSS DDA  
Michelle Wolf, DSHS DDA  
Carrie Bayha, DSHS DDA  
Dala Rice, DSHS DDA  
Kathleen Torella, Director, CSHCD

bn/dm