



## RFP Summary

### **Summary Description**

With funding from King County's Veterans, Seniors, and Human Services Levy, Public Health – Seattle & King County (PHSKC) is requesting applications from community-based agencies to establish senior mobile medical outreach teams to provide mobile medical services which may also include behavioral health and social services for seniors in King County.

### **Pre-Proposal Conference**

Public Health – Seattle & King County (PHSKC) will conduct one pre-Proposal conference for this RFP. This conference will be an opportunity for interested organizations to hear more about the program and to ask questions about the program and/or the Proposal process.

**June 29, 2026 @ 12 pm – 1:30 pm**

#### **Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/26406577793357?p=yCcTTAjbGPOdu53jfM>

Meeting ID: 264 065 777 933 57

Passcode: cg2Je6Cz

---

[Need help?](#) | [System reference](#)

#### **Dial in by phone**

[+1 425-653-6586,,664496042#](#) United States, Bellevue

[Find a local number](#)

Phone conference ID: 664 496 042#

#### **Join on a video conferencing device**

Tenant key: [kcsc@m.webex.com](mailto:kcsc@m.webex.com)

Video ID: 119 042 830 6

[More info](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



## Schedule

A contract will be negotiated with successful applicants selected via this RFP. To be considered responsive to this RFP, the proposing agency must be ready to begin work August 1, 2026.

The following timeframe represents the tentative schedule of the entire process, from RFP solicitation to contracts beginning. The dates listed here are subject to change:

RFP Issued	June 17, 2026
Information Sessions	June 29, 2026 @ 12-1:30 pm
Final Day to Ask Questions	July 7, 2026
Final RFP Addendum Issued (if necessary)	July 8, 2026
<b>RFP Responses Due</b>	<b>July 16, 2026 at 2:00pm</b>
Responses Reviewed and Rated (Tentative)	July 30, 2026
Interviews with proposers (if recommended by review panel) (Tentative)	August 4, 2026
Notice of Selected and Non-Selected Proposals (Tentative)	August 7, 2026
Contracts negotiated (Tentative)	August 12, 2026
Contracts begin (Tentative)	September 1, 2026

## What to Submit

Proposals shall be emailed in one email and shall contain all required documents as one file or multiple files:

- Completed and signed RFP cover page.
- Narrative Response. Submit a narrative response not to exceed 5 single-spaced pages 11-point Arial font with 1-inch margins that includes the following:
  1. **Agency Experience ~ ½ page** (Response must demonstrate how applicant meets Minimum Qualification B in Section IV)
    - a) Describe your agency's experience hiring and fielding outreach-based staff who work with the low-income senior population to engage clients and ensure successful provision of and linkages to services.
    - b) Describe your agency's experience integrating anti-racist principles to your work.
  2. **Philosophy of care ~ ½ page** (Response must demonstrate how applicant meets Minimum Qualification C)
    - a) Describe your agency's philosophy of care.

b) Provide specific examples of how your organization would implement this philosophy in their work.

**3. Alignment with King County's goal of reducing social and health disparities ~ 1 page** (Response must demonstrate how applicant meets Minimum Qualification D)

Poverty exacerbates health disparities. These disparities within the senior population often are more severe and persistent when related to race, ethnicity, place, sexual orientation, gender identity, language, and family structures.

a) Describe your agency's proposed approach (or approaches) to addressing the disparities experienced by King County's senior population.

**4. Agency response to scope of services ~1.5 pages**

a) Describe your proposed staffing approach (including supervision) and the specific services you will provide in response to the recommended Scope of Services.

b) Describe the processes and best practices that you will use to successfully reach, engage, and improve the health of the senior population, especially via collaboration with partner agency/site staff.

c) Describe structures for community and patient feedback/program input and evaluation.

**5. Operational capacity ~ 1/2 page**

a) Describe your agency's ability to provide backfill for the positions proposed in the event that staff are out on leave or the positions are vacant.

b) Describe your Agency's prior experience collaborating with external partner agencies to meet patient health needs, either directly or via relationships that will enable successful linkage to care.

c) Describe your Agency's prior experience providing services at partner sites to meet patient health and social service needs.

d) Describe your Agency's prior experience forging collaborative relationships with new-to-your agency types of partners, and what best practices you used in doing so?

**6. Budget Narrative~1/2 page**

Provide 12-month budget (**Attachment C Budget Template**) for your proposed operational plan including the cost of staffing the team, supplies and equipment, and vehicle maintenance and operation. The terms of the vehicle title transfer will be developed during the contract negotiation process.

a) List positions that the Agency believes are required to perform the scope of work (SOW), including supervision of staff

b) List number of FTE in each position

c) Provide full cost of the position per FTE (including overhead, occupancy, fringe benefits and other expenses allocated to positions by the agency)

d) Include any administrative and medical supply/equipment costs

e) Ongoing costs related to vehicle maintenance and operation

f) Include projected income from patient billing (patient generated revenue or PGR) if proposed

The budget narrative should:

- Describe your budget and provide a clear rationale for your costs and staffing model
- Describe the calculation behind any estimate for patient generated revenue (PGR)

- Describe possible start-up costs (outside of annual budget), which may include: King County vehicle retrofit and/or new vehicle purchase, equipment, hiring bonuses

**In addition to the narrative response, the following submittal items are required but do not count towards the 5-page limit:**

- Provide your organization’s most current documentation (e.g., Strategic Plan or Annual Report) of recent impact and effective use of resources.
- Provide the most recent financial audit and/or management letter for your organization, if applicable.
- Completed and signed Organizational Questionnaire & Acceptance of Potential Agreement Terms and Conditions (**Attachment E**)
- Completed Budget Template and Justification (**Attachments C and D**)

***How will Proposers be evaluated?***

Proposals will be reviewed and evaluated by a committee of Proposal Evaluators.

Your application will receive a score of up to 100 points for the written application, and 30 points for the interview portion (if recommended by RFP review panel). Criteria for those points are as follows:

<b>SITE AND AGENCY QUALIFICATIONS</b>		
<b>HIGH</b>	<b>LOW</b>	<b>POINTS (40)</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>▪ More extensive experience providing scope of service or similar to focus population</li> <li>▪ Demonstrated experience applying anti-racist principles to their work</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>▪ Little or no experience providing scope of service or similar to focus population</li> <li>▪ Minimal evidence of experience applying anti-racist principles</li> </ul>	10 Points
<b>Philosophy</b> <ul style="list-style-type: none"> <li>▪ Demonstrates alignment of agency’s philosophy of care with that of the Health Care for the Homeless Network, including trauma-informed, harm reduction lens, strength-based, equity focused</li> <li>▪ Provides specific examples of philosophy implementation in proposed scopes</li> </ul>	<b>Philosophy</b> <ul style="list-style-type: none"> <li>▪ Concepts of trauma-informed care, harm reduction lens, strengths-based care and racial equity are not described sufficiently or are described inaccurately</li> <li>▪ Unclear how philosophy would be implemented in proposed scopes</li> </ul>	10 points
<b>Equity/Reducing health disparities</b> <ul style="list-style-type: none"> <li>▪ Demonstrates an understanding of fundamental equity concepts and commitment</li> </ul>	<b>Equity /Reducing health disparities</b> <ul style="list-style-type: none"> <li>▪ Foundational equity concepts are not described sufficiently or</li> </ul>	20 Points

<p>to change towards more equitable systems.</p> <ul style="list-style-type: none"> <li>▪ Demonstrates how equity principles and practices are integrated into programs to address health disparities</li> <li>▪ Demonstrates how equity practices are embedded in their own organizational practices (hiring, staff advancement, professional development, staff engagement, and internal accountability.)</li> <li>▪ Demonstrates competency serving language groups for proposed population</li> <li>▪ Well-defined organizational mission/vision and/or other demonstrated commitment to racial equity</li> </ul>	<p>are described inaccurately</p> <ul style="list-style-type: none"> <li>▪ Equity frameworks are not used OR they are considered separately rather than integrated into programs</li> <li>▪ Does not—as an organization— have a demonstrated commitment to equity</li> <li>▪ Strategies to serve language groups for proposed population are vague or deficient</li> <li>▪ No organizational mission/vision and/or other demonstration of commitment to racial equity included</li> </ul>	
---	---	--

<b>WELL-DEFINED PROGRAM</b>		
<b>HIGH</b>	<b>LOW</b>	<b>POINTS (35)</b>
<p><b>Approach/Scope of Services</b></p> <ul style="list-style-type: none"> <li>▪ Clients and site partners will be provided opportunities for input into program design and evaluation in a meaningful way.</li> <li>▪ Applicant provides a detailed plan for how the scope(s) of services will be accomplished.</li> <li>▪ Activities are well matched to focus population and geography; equity considerations are clearly addressed.</li> <li>▪ The plan outlines discreet activities as well as encounter types and targets/outcomes/visits to be achieved (aligned with Table 1).</li> <li>▪ The proposed processes reflect best practices and are a good fit for the</li> </ul>	<p><b>Approach /Scope of Services</b></p> <ul style="list-style-type: none"> <li>▪ Plan for integration of client/site input is either absent or minimal.</li> <li>▪ Plan for proposed services is general or vague.</li> <li>▪ Proposed activities are not matched to focus population and geography; equity considerations are not apparent.</li> <li>▪ Strategies and activities are not clearly connected to targets/ outcomes/visit /encounter types.</li> <li>▪ Knowledge of best practices is not integrated into how the applicant does its work.</li> <li>▪ Staffing levels are not adequate or do not include</li> </ul>	<p>20 points</p>

<p>focus population and provide an appropriate level of support.</p> <ul style="list-style-type: none"> <li>▪ The plan provides details on staff qualifications and levels appropriate for the scope of services and target number of patients/visits.</li> <li>▪ Patient targets are well aligned with staffing levels.</li> </ul>	<p>appropriately qualified personnel.</p> <ul style="list-style-type: none"> <li>▪ Patient targets are misaligned with staffing levels.</li> </ul>	
<p><b>Partnerships and Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Provides clear and specific mechanisms and agreements to maximize coordination of care between applicant agency and partner organizations and avoid duplication.</li> <li>▪ Describes approaches for ensuring interdisciplinary, integrated services provided with team-based approach</li> <li>▪ Clear and specific mechanisms to link clients to appropriate services</li> <li>▪ Current or planned interagency partnerships demonstrate commitment to participate in collaboration and care coordination</li> </ul>	<p><b>Partnerships and Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Mechanisms to coordinate care are vague or not appropriate to focus population</li> <li>▪ Interdisciplinary team-based approach is not part of service model</li> <li>▪ Plan to link clients to services is vague or not appropriate for focus population</li> <li>▪ Partnership descriptions vague or lacks required commitments</li> </ul>	<p>15 points</p>

<b>ADDITIONAL CONSIDERATIONS</b>		
<b>HIGH</b>	<b>LOW</b>	<b>POINTS (15)</b>
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Clearly itemizes costs and provides a rationale</li> <li>▪ Includes adequate staffing to complete the scope of work; staff are employed by the agency (not contract); reasonable pay difference between management and front-line staff</li> <li>▪ Can feasibly be spent down in the standard 12-month contract period</li> </ul>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Is vague or missing a rationale</li> <li>▪ Includes too many or too few staff to complete the scope of work; significantly under or overcompensates staff</li> <li>▪ Cannot be feasibly spent down in the standard 12-month contract period</li> </ul>	<p>10 points</p>

<b>Site(s)</b> <ul style="list-style-type: none"> <li>Selected site(s) aligns with investment priorities: BIPOC, refugee/immigrant, and/or low-income adults 55+</li> </ul>	<b>Site(s)</b> <ul style="list-style-type: none"> <li>Selected site(s) not well justified in terms of serving the most vulnerable populations</li> </ul>	5 points
<b>BONUS POINTS</b>		<b>(10)</b>
<b>Medicaid Billing</b> <ul style="list-style-type: none"> <li>Proposes reasonable and justified revenue from patient billing (patient generated revenue, PGR)</li> </ul>	<ul style="list-style-type: none"> <li>Includes too little or too much, or no PGR</li> </ul>	5 bonus points
<b>Population Expertise</b> <ul style="list-style-type: none"> <li>Demonstrated experience successfully serving unhoused individuals</li> </ul>	<ul style="list-style-type: none"> <li>Includes little of no demonstrated experience successfully serving unhoused individuals</li> </ul>	5 bonus points
<b>Oral Interview (if recommended by RFP review panel)</b>		<b>30 points</b>

***If Selected, what are the next steps?***

A representative of the PHSKC program will reach out to the awarded Proposer to begin negotiations on the program elements of the Agreement. The Proposer shall submit within five (5) Days of notification from the County the following:

- Insurance certificate and endorsement meeting the levels of coverage set forth below.
- King County Substitute W-9 (if not on file with the County within the past two (2) years).
- King County Responsibility Detail & Attestation Form
- The Substitute W-9 and the Responsibility Detail & Attestation forms are available for download at <https://kingcounty.gov/depts/finance-business-operations/procurement/forms.aspx>.

General Insurance Requirements for the selected Proposer are contained in Attachment 1 to this RFP, section 11. For insurance related questions please view our FAQ at [Insurance requirements frequently asked questions - King County, Washington](#). Specific coverage limits for this particular Work are:

- Commercial General Liability, to include Products and Completed Operations, in the amount of \$3,000,000 combined single limit; \$3,000,000 aggregate
- Sexual Abuse & Misconduct Liability Insurance: \$3M per occurrence and \$3M in aggregate
- Automobile Liability: If driving as part of the Scope of Work \$1,000,000 combined single limit per accident for bodily injury and property damage. In the event that services delivered pursuant to this Contract involve the transportation of clients by Contractor personnel in Contractor-owned vehicles or non-owned vehicles, the limit shall be no less than \$3,000,000 combined single limit per accident for bodily injury and property damage.
- Professional Liability coverage of at least \$3,000,000
- Cyber Liability/Technology Insurance: \$3M per claim and in the aggregate
- Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000
- Include Public Health – Seattle & King County 401 5th Ave, Ste. 1120, Seattle WA 98104, in the Certificate Holder box.

- Provide an additional Insured endorsement to be included with the certificate of insurance, "CG 2010 11/85" or its equivalent is required which may include a blanket endorsement

**List of Attachments**

Attachment A – HCHN Philosophy of Care

Attachment B - HRSA Definitions

Attachment C – Budget Template

Attachment D - Technical Assistance

Attachment E – Organizational Questionnaire & Acceptance of Potential Agreement Terms and Conditions

Attachment F – Sample Contract including exhibits

Attachment G – King County Terms & Conditions

Attachment H – Current and Priority Sites



## Veterans, Seniors & Human Services Levy

### Service System Access and Improvement Strategy (SS2): Senior Mobile Medical Outreach Request for Applications

#### I. Introduction

With funding from King County's Veterans, Seniors, and Human Services Levy, Public Health – Seattle & King County (PHSKC) is requesting applications from community-based agencies to establish senior mobile medical outreach teams to provide mobile medical services which may also include behavioral health and social services for seniors in King County.

#### A. VSHSL Description

Approved by voters in 2024, the Veterans, Seniors, and Human Services Levy (VSHSL) is a six-year property tax levy that supports veterans and military service members and their respective families, seniors and their caregivers, and other vulnerable populations to promote:

- Healthy Living
- Housing Stability
- Financial Stability
- Social Engagement
- Service System Access and Improvement (which is the focus of this RFP)

The VSHSL is administered by King County Department of Community and Human Services (DCHS) who will partner with PHSKC to support this body of work. The guiding principles of the VSHSL are to build healthy relationships, improve connections and increase community support among the communities the levy serves and among the people and organizations that provide the levy's services. People do best when they feel a sense of belonging based on personal relationships and culturally responsive connections to their community. Human services investments are more effective and efficient when they are connected to other services. Our goal is to better connect individuals to community-rooted services and build the capacity of providers to leverage and connect to each other, in order to reflect the following (but not limited to):

1. Promotion of strategies and programs that support healthy relationships and community-rooted connections.
2. Use of the VSHSL as a platform to build community-led practices and invest in partnered providers representative of communities served.
3. Focus on health promotion and serving people who are historically marginalized and excluded from resources, opportunity, and access to essential services.

For more information about the VSHSL, visit <https://kingcounty.gov/VSHSL>

Senior Mobile Medical Outreach (SMMO) strategy is managed by Health Care for the Homeless<sup>1</sup>, part of Community Health Services within PHSKC and funded by the Veterans, Seniors, and Human Services Levy. See **Attachment A** to learn about the HCHN Philosophy of Care. This work comes under strategy SS2, focused on Service System Access and Improvement of the [VSHSL Implementation Plan](#). The selected agencies will hire interdisciplinary medical, behavioral health and social services teams to travel to locations where King County seniors gather, including senior centers that are a part of the VSHSL-funded King County Senior Network, low-income housing sites, and permanent supportive housing sites to reach underserved older adults 55 years of age and older.

---

<sup>1</sup> Clients served by this investment do not need to be homeless, but a significant proportion of the focus population experience housing instability, thus the program is operated under PHSKC's Health Care for the Homeless program.

The intent of this strategy is to connect seniors to health care services, including behavioral health care and social services and bring needed services to seniors who face barriers that affect their ability to access services. The focus population the scope of this RFP is adults age 55 and older, focusing on low-income, underserved communities including Black, Indigenous, and other people of color, refugee & immigrant populations, and those who may be unhoused. The program will prioritize services that intersect or connect to potential participants through other County-funded investments, such as VSHSL-supported senior centers or Health Through Housing facilities.

In consideration of the geographic diversity of King County, PHSKC envisions that applicants will need to develop separate and distinct approaches to serve urban/suburban and rural residents of King County. Applicants may apply to serve one or both areas of geographic focus, and up to 2 applicants will be awarded. A vehicle for transporting staff, supplies and equipment may be provided on loan to the successful applicant(s).

Technical Assistance is available for qualifying RFP applicants. See Part 5 below.

## **B. Equity and Social Justice**

For many in our region, King County is a great place to live, learn, work and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. Launched by King County Executive Ron Sims in 2008 and formalized by Executive Dow Constantine and the Metropolitan King County Council via ordinance in 2010, Equity and Social Justice (ESJ) is integral to the County's work and foundational to the work of Public Health. Our goal is to ensure that all people, regardless of who they are or where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources. The County seeks to support organizations that are reflective of and embedded in the communities they serve, and which recognize and address the disparities that exist in our communities. More info:

<https://www.kingcounty.gov/elected/executive/equity-social-justice/>

## **II. INVESTMENT AVAILABLE**

The total annual funding amount available for this RFP is \$900,000 per year, and up to two awards will be made, one for rural services and one for urban/suburban. Applicants may apply to provide services in one or both areas of geographic focus. The initial award will be pro-rated for a 5-month period, from August 1 to December 31, 2026. PHSKC intends to renew the award annually for up to 3 additional years through December 31, 2029, when the current Levy expires. Ongoing funding beyond 2029 shall be contingent on program performance, contract compliance and continued funding availability through the King County biennial budget process.

## **III. STRATEGY**

### **A. Senior Mobile Medical Outreach Team Description**

The goal of the senior mobile medical outreach (SMMO) team is to provide services that assess and address the medical, behavioral health and social service needs of low-income older adults (aged 55+) in King County. SMMO services should include a mix of outreach, medical services, behavioral health services and social services. Services delivered in this model will be nurse-led and informed by stakeholder engagement regarding local needs.

In consideration of the geographic diversity of King County, PHSKC envisions that applicants will need to develop separate and distinct approaches to serve urban/suburban and rural residents of King County. Applicants may apply to serve one or both areas of geographic focus, and funds may be awarded to up to two agencies.

The SMMO teams will provide services at locations that include [VSHSL Senior Hubs](#), senior centers, permanent

supportive housing sites with 50% or more residents over the age of 55, and senior affordable housing<sup>2</sup>. The SMMO teams will send providers to locations throughout King County to meet seniors where they are. The interdisciplinary care team will integrate a broad range of medical, behavioral health and social services using a philosophy of care that is client-centered, equity and strengths-based, and trauma-informed.

The successful Applicant(s) may be loaned a vehicle from King County which the SMMO team will use to transport staff, equipment, and supplies. The successful Applicant(s) will be responsible for vehicle operations and maintenance. Applicants should not include the cost of a vehicle in their budget but should include operational costs such as fuel, parking, annual registration, and maintenance. Please see **Section B – Scope of Services**, for further details.

SMMO is meant to be an approach that combines outreach and health care:

- With support from the Health Care for the Homeless program manager and VSHSL program staff, the SMMO team will build relationships with proposed sites.
- SMMO will determine the level of need for services and optimal hours of operation at identified sites. The team will have a flexible and variable schedule that minimizes down time and maximizes the number of patients served.
- Providers will establish trust and rapport with seniors, using engagement, treatment and patient-centered care best practices.
- SMMO is meant to be a nimble approach that will be responsive to the unique service needs at different locations.
- SMMO is not intended to provide primary care or emergency medical services. Services will focus on screening/assessment, provision of basic medical care, and linkages/referrals for other care needs.

The SMMO will be staffed by a multi-disciplinary team of professionals with experience meeting the unique needs of the senior population. The staffing model is not prescribed and can be proposed by the awardee to best align with provision of the scope of services below. Staffing may include:

**Registered Nurse** to assess and respond to medical and behavioral health conditions; to conduct triage, provide patient wound and foot care, health education, and coordinate client care; facilitate linkages/referrals and ongoing connection to care, including relevant urgent, primary, behavioral health, SUD and specialty health services.

**ARNP/PA** (Advanced Practice Nurse Practitioner/Physician's Assistant) to work in partnership with RN to increase scope of care, and to order and interpret diagnostic and laboratory tests, diagnose disease/medical conditions, and formulate and prescribe medications and develop treatment plans.

**Medical Assistant** to assist in patient care, blood pressure checks, diabetes screenings, and drawing labs, in partnership with the RN. MA's role will also include engaging clients, building trust, and linking clients to ongoing services.

**Case Manager/Health Educator** to offer highly flexible assistance in meeting basic needs, e.g., assessment for health insurance eligibility, food and transportation services.

**Clinic Manager** to coordinate site clinic schedules and lead host site relationship.

## **B. Scope of Services**

The SMMO team is expected to provide a menu of medical, behavioral health and social services tailored to the unique needs of each community it serves. The team will work collaboratively to provide client outreach, establish trusting relationships with clients, provide basic medical care, and facilitate client linkages to community-based services. The final selection of medical and social services to be provided will be negotiated between the Agency and PHSKC during initial contract negotiations and revisited annually thereafter. It is anticipated that the SMMO team would operate in the field 4-5 days per week, visiting 1-2 sites per day and visiting each site at least once per month. Please indicate in the narrative response which of the following recommended medical (including behavioral health) and social services the

---

<sup>2</sup> Info on senior hubs can be found [here](#). [Health Through Housing](#) Sites with 50%+ residents over age 55 include (but is not limited to) Don's Place, Haven Heights, Sheila Stanton Place, and Sidney Wilson House.

Agency proposes to provide, either directly or via closely coordinated linkages to appropriate community providers:

#### Medical Services

- Physical health screenings and referrals to care
- Behavioral health screenings and referrals to care (including mental health and substance use disorder)
- Medication prescribing and/or management
- Blood pressure checks
- Blood glucose checks
- Foot care
- Wound care
- Assess client's physical health needs and provide referrals and linkages to needed medical or behavioral health care.

#### Social Services

- Health insurance and other benefit enrollment assistance
- Connection to food, transportation and utility assistance
- Eviction prevention counseling and referral
- Assess client needs for other services including disability, housing, and employment.

#### Required Activities:

- Collaborate with community providers to ensure continuity of care and effective linkages to needed services
- Maintain accurate and timely records of individual client encounters and outcomes in the Agency's electronic medical record system and submit to King County regularly.

#### Vehicle Operations:

Prospective Applicants are asked to include in their budgets funding for operation, insurance, registration, parking, and maintenance of a vehicle to transport the clinical team and necessary medical and program supplies to each field site. The vehicle will be provided on loan at no cost by PHSKC to the successful Applicant, and the title will be transferred to the Applicant's agency for the length of the contract.

### **C. Other Requirements**

Priority will be given to applicant agencies who are able to demonstrate the following:

- Prior experience providing services to senior populations, especially low-income and/or otherwise vulnerable seniors.
- Prior experience providing health and social services, including clinical supervision.
- Prior experience hiring and training staff to apply the principles of whole person, integrated and trauma-informed care to their work.
- Prior experience of hiring and fielding outreach-based staff; proven ability to engage clients and ensure successful linkages to community services.
- Ability to provide backfill for team positions in the event that staff are out on leave or positions are vacant.
- Agencies who either: a) are part of a larger healthcare network that can support the whole health care needs of the patient OR b) have strong community relationships that will enable successful linkage to care
- Experience hiring, supporting and retaining staff from diverse racial, ethnic and language backgrounds.
- Ability to provide interpretation services for the languages spoken in King County including ASL.

### Wage Survey Participation

The 2023 King County Nonprofit Employment Surveys showed how underinvestment in the nonprofit workforce impacts programs, services, and the overall sector. Following the 2023 surveys, King County took action to address funding practices through the Inflation Rate Adjustment Policy for Human Services Contracts. Each iteration of the surveys has created a report on employee satisfaction, an online salary database, and a report on employment practices, benefits, salaries below the living wage, and more. All levy-funded organizations will be expected to complete the wage survey every two years, the results of which will be freely and universally available to King County human services providers.

### Client Satisfaction Survey

Funded organizations will work with PHSKC to develop a method to collect client satisfaction data and other client feedback to provide to King County.

### Participation in VSHSL & PHSKC Meetings and Trainings

Funded organizations will participate in regular meetings convened by DCHS of levy-funded organizations, if and when these are convened; any meetings convened for organizations funded under this RFP; and any training offered by the VSHSL for the purposes of improving system connections, coordination of services, and improving skills and core competencies. King County DCHS staff will take equity into consideration in scheduling dates, times and locations of these meetings. Funded organizations will also participate in additional training held by PHSKC along with regular meetings of leadership and direct service staff.

### Projected Patients/Visits

Applicants will include in the narrative response an estimate of the number of unduplicated patients they project to serve as well as the number of medical, substance use, mental health, and patient support visits they project to provide each year. PHSKC follows federal Health Resources and Services Administration (HRSA) guidelines to classify patient visits by provider type. Please see the table below for the types of providers who are eligible to generate each type of reportable visit:

<b>Provider Type</b>	<b>Visit Type</b>
-Licensed medical prescribers (MD, ARNP, PA) -Registered nurses	Medical visits
-SUD social workers -Psychiatric nurses -Psychiatric social workers -Mental health nurses -Clinical psychologists -Clinical social workers -Alcohol and drug use counselors -Family therapists -Other individuals providing SUD counseling and/or treatment services**	Substance Use Disorder visits
-Psychiatrists -Licensed Clinical Psychologists -Licensed Clinical Social Workers -Other Licensed Mental Health Providers** -Other Mental Health Personnel**	Mental Health Visits
-Health educators* -Case managers*	Health education + case management visits (patient support services)

\*Services provided by case managers and health educators are *the only patient support services that HRSA counts as reportable patient visits*. Therefore, *these position titles and scopes of work are strongly encouraged*. See **Attachment B** for HRSA definitions of service and provider types.

\*\* See **Attachment B** for HRSA definitions of provider types.

#### D. Evaluation

The Agency will be required to collect and report on individual client level data on a quarterly basis. Targets will be negotiated between PHSKC and the Agency during contract negotiations and revisited annually thereafter. Targets will be proposed by the Agency to reflect the anticipated period of program implementation based on available data and understanding of the patient population. After targets are solidified, renewed investments will be based, in part, on the Agency's successful achievement of annual performance targets. Contract performance measures will likely include the following:

<b>Performance Measures: Senior Mobile Medical Outreach</b>
a. Total number of unduplicated patients served
b. Number of sites served
c. Total number of patient visits by type, with goals for medical, SUD, mental health and/or patient support visits
d. Number of patients linked to follow-up services
e. Percent of patients linked to follow-up services with a confirmed connection
f. Data on select clinical quality measures, based on scope of service

PHSKC and King County DCHS will work with funded organizations to develop an evaluation plan for funded programs. The evaluation plan will include methodology and type of data collection, reporting cycle, and other activities that may support evaluation and learning. As part of this plan, additional performance measures may be developed in coordination between staff from PHSKC, VSHSL and the Agency selected for funding through this RFP.

Performance measure data will be collected quarterly, will be used to summarize how the program is being implemented, and measures tracked will be responsive and adaptive as programs evolve. Tracking performance measures allows the County to measure what the VSHSL-funded programs accomplish and how the VSHSL-funded programs impact the seniors who are directly served under this RFP. In addition to collecting client demographic and service provision information, agencies will also submit bi-annual narrative reports sharing information about operations and system change efforts.

Funded organizations will also participate in and comply with PHSKC HCHN quality improvement and quality assurance activities, including, but not limited to, chart reviews, peer reviews, behavioral health and harm reduction activities, and clinical measurement activities based on scope of service. The PHSKC-based Program Manager will provide support and assistance with evaluation, quality improvement and reporting requirements.

#### IV. MINIMUM QUALIFICATIONS REQUIRED OF ALL APPLICANTS

*Note: Applications that do not demonstrate meeting A-E below will be deemed ineligible.*

A. Eligible organizations include public, nonprofit or private entities and faith-based organizations. Examples of eligible organizations include community health centers, hospitals, community-based organizations, substance use disorder service programs and mental health agencies.

B. Three years of demonstrated experience providing outreach services to senior populations.

C. Three years of demonstrated experience providing services with recognized best and promising practices and that align with principles of trauma-informed care.

D. Three years of demonstrated experience providing culturally and linguistically responsive services that address health and social inequities.

E. Evidence that agency has or will have the ability to provide appropriate clinical supervision for all clinical services and clinical providers funded through this RFP.

## V. SUBMITTAL REQUIRED OF ALL APPLICANTS

**Narrative Response. Submit a narrative response not to exceed 5 single-spaced pages 11-point Arial font with 1-inch margins that includes the following:**

- **Agency Experience ~ ½ page** (Response must demonstrate how applicant meets Minimum Qualification B in Section IV)
  - a) Describe your agency's experience hiring and fielding outreach-based staff who work with the low-income senior population to engage clients and ensure successful provision of and linkages to services.
  - b) Describe your agency's experience integrating anti-racist principles to your work.
- **Philosophy of care ~ ½ page** (Response must demonstrate how applicant meets Minimum Qualification C)
  - c) Describe your agency's philosophy of care.
  - d) Provide specific examples of how your organization would implement this philosophy in their work.
- **Alignment with King County's goal of reducing social and health disparities ~ 1 page** (Response must demonstrate how applicant meets Minimum Qualification D)

Poverty exacerbates health disparities. These disparities within the senior population often are more severe and persistent when related to race, ethnicity, place, sexual orientation, gender identity, language, and family structures.

- b) Describe your agency's proposed approach (or approaches) to addressing the disparities experienced by King County's senior population.
- **Agency response to scope of services ~1.5 pages**
    - d) Describe your proposed staffing approach (including supervision) and the specific services you will provide in response to the recommended Scope of Services.
    - e) Describe the processes and best practices that you will use to successfully reach, engage, and improve the health of the senior population, especially via collaboration with partner agency/site staff.
    - f) Describe structures for community and patient feedback/program input and evaluation.
  - **Operational capacity ~ 1/2 page**
    - e) Describe your agency's ability to provide backfill for the positions proposed in the event that staff are out on leave or the positions are vacant.
    - f) Describe your Agency's prior experience collaborating with external partner agencies to meet patient health needs, either directly or via relationships that will enable successful linkage to care.
    - g) Describe your Agency's prior experience providing services at partner sites to meet patient health and social service needs.
    - h) Describe your Agency's prior experience forging collaborative relationships with new-to-your agency types of partners, and what best practices you used in doing so?

- **Budget Narrative~1/2 page**

Provide 12-month budget (**Attachment C Budget Template**) for your proposed operational plan including the cost of staffing the team, supplies and equipment, and vehicle maintenance and operation. The terms of the vehicle title transfer will be developed during the contract negotiation process.

- g) List positions that the Agency believes are required to perform the scope of work (SOW), including supervision of staff
- h) List number of FTE in each position
- i) Provide full cost of the position per FTE (including overhead, occupancy, fringe benefits and other expenses allocated to positions by the agency)
- j) Include any administrative and medical supply/equipment costs
- k) Ongoing costs related to vehicle maintenance and operation
- l) Include projected income from patient billing (patient generated revenue or PGR) if proposed

The budget narrative should:

- describe your budget and provide a clear rationale for your costs and staffing model
- describe the calculation behind any estimate for patient generated revenue (PGR)
- describe possible start-up costs (outside of annual budget), which may include: King County vehicle retrofit and/or new vehicle purchase, equipment, hiring bonuses

**In addition to the narrative response, the following submittal items are required but do not count towards the 5-page limit:**

- e) Provide your organization's most current documentation (e.g., Strategic Plan or Annual Report) of recent impact and effective use of resources.
- f) Provide the most recent financial audit and/or management letter for your organization, if applicable.
- g) Completed and signed Organizational Questionnaire & Acceptance of Potential Agreement Terms and Conditions (**Attachment E**)
- h) Completed Budget Template and Justification (**Attachments C and D**)

#### **Part 5: Technical Assistance Available for the RFP**

We recognize that many community-based organizations historically and continue to experience linguistic, cultural, and procedural barriers to accessing funding opportunities from government agencies such as King County. To address this and create a stronger system of community-based organizations in HCHN, we partner with skilled technical assistance (TA) providers to help organizations apply to funding opportunities.

TA Consultants can offer applicants culturally responsive assistance on proposal development and responses to RFP opportunities. King County partners with TA consultants who reflect the communities we support and collectively bring a range of skills, areas of expertise, and language abilities. TA consultants can help applicants determine whether programs are an appropriate fit for the HCHN RFP, support organizations as they navigate the proposal process, review drafts, refine budgets, and support applicants to authentically share their stories of success and impact.

HCHN offers technical assistance to smaller organizations during the RFP application process. To be eligible for technical assistance, organizations must have a) fewer than 20 full-time equivalent staff, and b) an annual operating budget of less than \$4M in the 2025 fiscal year. To partner with a TA consultant:

Applicants should reach out to the TA consultants directly. See **Attachment D** for technical assistance provider contact information. We ask that you only contact one consultant and provide them 24 hours to respond before contacting any other consultants.

We encourage you to reach out to a TA consultant as early as possible. To ensure high quality support, please initiate any technical assistance request at least 14 days prior to the

RFP's closing date. We cannot guarantee TA provider's availability within 5 business days of when the funding opportunity closes.

- Please include the RFP name (Senior Mobile Medical Outreach - SMMO) you're seeking assistance for in the subject line of your email.

Additional technical assistance for successful applicants will be also available during the first contract year from PHSKC HCHN. Areas of support include trauma informed staff support, invoice management, data and evaluation, board governance, equity and social justice, needs assessments, and organizational development.

## SECTION 2 INSTRUCTION TO PROPOSERS

### 2.1 Proposal Submission

Proposals shall contain all required attachments and information and be submitted no later than the due date and time to the place stated on the front of this RFP or as amended. The Proposals shall show the title, the due date specified, and the name and address of the Proposer. Proposers are cautioned that failure to comply may result in non-acceptance of the Proposal. The Proposer accepts all risks of late delivery of mailed Proposals or of mis-delivery regardless of fault. Proposals properly and timely submitted will be opened.

Proposals will only be accepted from Proposers able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one Proposal for the team, with accompanying proof of the joint venture agreement. Likewise, when an agency is covered by a fiscal sponsor, the fiscal sponsor shall submit the Proposal on behalf of its sponsored agency and will be considered the Proposer. The fiscal sponsor will note in its submitted materials the name of the agency which will complete the Work.

When hard copies of materials are requested, Proposers are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation and shall use both sides of paper sheets where practicable.

### 2.2 Electronic Commerce and Correspondence

PHSKC is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most solicitations including Requests for Proposal, Requests for Proposals, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the PHSKC RFP Web Site, located at <http://www.kingcounty.gov/health/rfp>. Interested parties may subscribe to email alerts regarding PHSKC funding opportunities by accessing this link: [https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic\\_id=WAPHSKC\\_97](https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic_id=WAPHSKC_97)

After submittals have been opened, PHSKC will make available a listing of the businesses submitting Proposals, and later, any final award determination.

### 2.3 Late Proposals

Proposals and modifications of Proposals received at the location designated in the solicitation after the exact hour and date specified for receipt will not be considered.

### 2.4 Cancellation of RFP or Postponement of Proposal Opening

The County reserves the right to cancel this RFP at any time. The County may change the date and time for submitting Proposals prior to the date and time established for submittal.

### 2.5 Proposal Signature

Each Proposal shall include a completed Proposal cover page (page 1) signed by an authorized representative of the Proposer.

### 2.6 Addenda

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County will issue a written Addendum to the RFP.

### 2.7 Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any Proposer. All questions and any explanations must be requested in writing and directed to the Contract Specialist identified on page 1 no later than **the date specified in the Schedule above**. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. **Communications concerning this**

**Proposal, with other than the listed Contract Specialist may cause the Proposer to be disqualified.**

**2.8 Pre-Proposal Conference**

If a Pre-Proposal conference is conducted, it will be held at the time, date and location indicated in the RFP Summary. All prospective Proposers are strongly encouraged to attend. The intent of the Pre-Proposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses. These questions should be emailed to the Contract Specialist indicated on the cover page. Proposers will also have an opportunity to ask questions during the conference.

**2.9 Examination of Proposal and Agreement Documents**

The submission of a Proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with all requirements and documents pursuant with the RFP, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with the above requirement shall in no way relieve the Proposer from any obligations with respect to its Proposal or to any Agreement awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

**2.10 Cost of Proposals and Samples**

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of Proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

**2.11 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date**

At any time before the time and date set for submittal of Proposals, a Proposer may submit a modification of a Proposal previously submitted to the County. All Proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original Proposal.

Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of Proposals.

**2.12 Proposal Withdrawal after Public Opening**

Except for claims of error granted by the County, no Proposer may withdraw a Proposal after the date and time established for submitting Proposals, or before the award and execution of an Agreement pursuant to this RFP, unless the award is delayed for a period exceeding the period for Proposal effectiveness.

**2.13 Error and Administrative Corrections**

The County shall not be responsible for any errors in Proposals. Proposers shall only be allowed to alter Proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

**2.14 Proposal Submission Instructions**

All materials should be received by the date and time indicated on page 1 of this RFP. Materials should be submitted by email only in one package to the email address specified on page 1. Late submissions will not be

accepted.

## **2.15 Compliance with RFP Terms, Attachments and Addenda**

- A. The County intends to award an Agreement based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit Proposals, which respond to the requirements of the RFP.
- B. The County reserves the right to reject any Proposal for any reason including, but not limited to, the following –
  - Any Proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
  - Any Proposal that has any qualification, limitation, or provision attached to the Proposal;
  - Any Proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
  - Any Proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
  - Any Proposal from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
  - Any Proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- C. In consideration for the County's review and evaluation of its Proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all Proposals, including any claim for costs incurred by Proposers in the preparation and presentation of Proposals submitted in response to this RFP.
- D. Proposals shall address all requirements identified in this RFP. In addition, the County may consider Proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

## **2.16 Acceptance of Agreement, Attachments and Addenda**

Proposer(s) shall review the Agreement, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the Proposal.

If there are exceptions taken to the proposed terms and conditions and any of its attachments, the Proposer's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and the terms attachment as an attachment to the Proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked in the Agreement using the tracking changes feature in Microsoft Word®. Identifying any exceptions does not affect your score, and does not guarantee that those exceptions will be accepted by the County if your agency is selected.

The project schedule is such that it requires a very efficient Proposal review and negotiation period. It is very important that any possible roadblocks or issues the Proposer may have with the terms and conditions are identified during the Proposal process and resolved prior to proceeding with the Agreement negotiations.

## **2.17 Collusion**

If the County determines that collusion has occurred among Proposers, none of the Proposals from the participants in such collusion shall be considered. The County's determination shall be final.

## **2.18 Proposal Price and Effective Date**

- A. The Proposal price shall include everything necessary for the prosecution and completion of Work under the Agreement including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the Proposal price. The County shall pay any Washington State sales/use taxes applicable to the Agreement price or tender an appropriate amount to the agency for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for an Proposal item, the County reserves the right to clarify the Proposal.
- C. The Proposal shall remain in effect for 120 Days after the Proposal due date, unless extended by agreement.

## **2.19 Procedure When Only One Proposal Is Received**

If the County receives a single responsive, responsible Proposal, the County may request an extension of the Proposal acceptance period and/or conduct a price or cost analysis on such Proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single Proposal; the County reserves the right to reject such Proposal or any portion thereof.

## **2.20 Appeal Procedures**

PHSKC will notify all respondents in writing of the acceptance or rejection of the response or Application and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the Application response form. Any applicant wishing to appeal the decision must do so in writing by 4:30 p.m. two (2) business days after the email notification of PHSKC's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFA.
- Failure to adhere to published criteria and/or procedures in carrying out the RFA process.

Appeals must be sent by email to the Contract Specialist indicated on the cover page. PHSKC will review the written appeal and may request additional oral or written information from the appellant organization. PHSKC will provide a written decision and such decision shall be final.

## **SECTION 3 PROPOSAL EVALUATION AND AGREEMENT AWARD**

### **3.1 Proposal Evaluation**

- A. The County will evaluate Proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of Proposal information may be conducted with those Proposers whose Proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that a Proposer appears fully qualified to perform the Agreement, or it may require additional information or actions from a Proposer. In the event the County determines that the Proposal is not responsive or responsible the County shall eliminate the Proposal from further consideration.
- C. The County may enter negotiations with one or more Proposers to finalize Agreement terms and conditions. Negotiation of an Agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Agreement. In the event negotiations are not successful, the County may reject Proposals.
- D. The County reserves the right to make an award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Agreement award, if any, shall be made by the County to the responsible Proposer whose Proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award an Agreement to the Proposer offering the lowest price. The County shall have no obligations until an Agreement is signed between the Proposer and the County. The County reserves the right to award one or more agreements as it determines to be in its best interest.

### **3.2 Responsive and Responsible**

#### Responsive

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

#### Responsible

In determining the responsibility of the Proposer, the County may consider:

- the ability, capacity and skill to perform the Agreement and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Agreement properly and within the times proposed;
- the quality and timeliness of performance on previous agreements with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Agreement.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a Proposal.

### **3.3 Financial Resources and Auditing**

If requested by the County, prior to the award of an Agreement, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of work required by the subsequent Agreement.

King County reserves the right to audit the agency throughout the term of the subsequent Agreement to assure the agency's financial fitness to perform and comply with all terms and conditions contained within the Agreement. King County will be the sole judge in determining the agency's financial fitness in carrying out the terms of the Agreement.

### **3.4 Public Disclosure of Proposals**

This solicitation is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the Agreement has been made, the Proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its Proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County will release the portions of the Proposal deemed subject to disclosure. By submitting a Proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

### **3.5 Term of the Agreement**

If an Agreement is awarded based on this RFP, it may allow for the initial agreement period to be for one (1) year from the start date of the agreement, with an extension for 3 additional one-year periods for a total agreement duration of 4 years, in accordance with the County's best interest and at the sole option of the County. Reasonable budget changes may be requested by contacting appropriate PHSKC personnel.

## DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO INSTRUCTION OF THE RFP

Words and terms shall be given their ordinary and usual meanings. Where used in the Agreement documents, the following words and terms shall have the meanings indicated.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by PHSKC during the Proposal period and prior to award.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a Proposal to perform the Work.

Proposal Evaluators (AE): Team of people appointed by the County to evaluate the Proposals, conduct discussions, call for Best and Final Offers, score the Proposals and make recommendations.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised Proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Agreement; risk allocation and the probable cost to the County.

Days: Calendar days.

Measurable Amount of Work: For purposes of payment of a living wage, Measurable Amount of Work means a definitive allocation of an employee's time that can be attributed to work performed on a specific matter, but that is not less than a total of one hour in any one-week period.

RFP: Request for Proposals, also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings which are available to Proposers for information and reference in preparing Proposals but not as part of this Agreement.

**Attachment 1 – Agreement Terms and Conditions**  
**PART A. KING COUNTY TERMS AND CONDITIONS**

**1. Agreement Term and Termination**

- A. This Agreement shall begin on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice if: (1) the Recipient breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- D. If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon seven business days advance written notice to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. If such appropriation is not approved, this Agreement will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

**2. Compensation and Method of Payment**

- A. The County shall compensate the Recipient for satisfactory completion of the services and requirements specified in this Agreement payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, in accordance with the terms found in the attached Budget Exhibit.
- B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 15 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.

- C. The Recipient shall submit its final invoice and all outstanding reports within 30 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any later invoice.
- D. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- E. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- F. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
  - 1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
  - 2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
  - 3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
  - 4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

### **3. Internal Control and Accounting System**

The Recipient shall establish and maintain a system of accounting and internal controls that complies with the generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Recipient's form of incorporation.

### **4. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not currently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter into a sub-agreement with a person or entity that is debarred, suspended, or proposed for debarment. The Recipient will notify King County if it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

**5. Maintenance of Records/Evaluations and Inspections**

- A. The Recipient shall maintain for a period of six years after termination of this Agreement accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following for a period of six years after termination of this Agreement:
  - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
  - 2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all entities seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review these records. The Recipient shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Recipient shall provide to the County, state, and/or federal agencies or officials, access to its facilities—including those of any sub-awardee assigned any portion of this Agreement in order to monitor and evaluate the services provided under this Agreement. The County will give reasonable advance notice to the Recipient of the date on which the audit shall begin. The Recipient shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the Agreement documents. If different from the Recipient's address listed above, the Recipient shall inform the County in writing of the location, of its books, records, documents, and other evidence for which review is sought and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six (6) years after termination of this Agreement. The records and documents with respect to all matters covered by this Agreement shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Agreement and six (6) years after termination hereof, unless a longer retention period is required by law.
- D. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- E. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

**6. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>.

**7. Financial Reports and Audits**

Recipient is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to [MonitoringTechnicalSupport@kingcounty.gov](mailto:MonitoringTechnicalSupport@kingcounty.gov) by the stated due date.

- A. If the Recipient is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$1,000,000 or more in Federal awards during the its fiscal year, then the Recipient shall meet the audit requirements as described in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Recipient’s fiscal year.
- B. If the Recipient is not subject to the requirements in subsection A, the following apply:

Entity Type	Non-Profit		For Profit	
<b>Gross Revenue</b>	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.
<b>Required Documentation</b>	<ul style="list-style-type: none"> <li>• Form 990 within 30 days of its being filed; and</li> <li>• A full set of annual internal financial statements</li> </ul>	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm	<ul style="list-style-type: none"> <li>• Income tax return; and</li> <li>• A full set of annual internal financial statements</li> </ul>	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm
<b>Due Date</b>	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.

C. Waiver

A Recipient that is not subject to the requirements in subsection A may request, and in the County’s sole discretion be granted, a waiver of the audit requirements. If approved by the County, the Recipient may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Recipient’s Board of Directors.

- D. The County may require additional audit or review requirements and the Recipient will be required to comply with any such requirements.

**8. Corrective Action**

If the County determines that the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services (each a “breach”), and if the County determines that the breach warrants corrective action, the following procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach.
- B. The Recipient shall respond with a written corrective action plan within ten (10) working days of its receipt of such notification, unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach, which shall not be more than thirty (30) days from the

date of the Recipient's response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.

- C. The County will notify the Recipient in writing of the County's determination as to the sufficiency of the Recipient's corrective action plan. The determination of sufficiency of the Recipient's corrective action plan shall be at the sole discretion of the County.
- D. If the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Agreement in whole or in part pursuant to Section 1.
- E. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

## **9. Dispute Resolution**

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

## **10. Hold Harmless and Indemnification**

### **G. Duties as Independent Contractor:**

In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, and/or others by reason of this Agreement. The Recipient shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

### **H. Recipient's Duty to Repay County:**

The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.

### **I. Recipient Indemnifies County:**

The Recipient shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents, in its performance or non-performance of its obligations under this Agreement. The Recipient agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Recipient, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under any industrial insurance act,

including Title 51 RCW, other Worker's Compensation Act, Disability Benefit Act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In addition, the Recipient shall protect and assume the defense of the County and its officers, agents and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.

J. County Indemnifies Recipient:

The County shall protect, defend, indemnify, and save harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the sole negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Recipient only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

K. Intellectual Property Infringement:

For purposes of this section, claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

L. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

## 11. **Insurance Requirements**

The Recipient, unless expressly waived in Appendix 1, shall procure and maintain for the term of this Agreement, insurance covering King County as an additional insured, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages required by this contract are contained in Appendix 1.

A. Municipal or state agency provisions

If the Contractor is a Municipal Corporation or an agency of the State of Washington or any other Public Agency and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached and be incorporated by reference and shall constitute compliance with this section.

B. Deductibles and self-insured retentions

Any deductibles or self-insured retentions shall not apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor or its Subcontractor.

C. Other insurance provisions: The insurance coverage(s) required in this Contract are to contain, or be endorsed to contain, the following provisions

1. All Liability Policies (except Employers Liability, Workers Compensation and Professional Liability (Errors and Omissions):
  - a. King County, its officers, officials, employees and agents are to be covered as additional insureds, for full coverage and policy limits, as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Additional Insured Endorsement(s) shall be included with the certificate of insurance, "CG 2010 11/85" or its substantive equivalent is required. The County requires these Endorsement(s) to complete the Contract.
  - b. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents.
  - c. The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
2. All policies
  - a. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after thirty (30) days prior written notice has been given to the County.
  - b. Each insurance policy shall be written on an "occurrence" basis/form; except that insurance on a "claims made" basis/form may be acceptable with prior County approval.

If coverage is approved and purchased on a "claims made" basis/form, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of Contract termination and/or conversion from a "claims made" form to an "occurrence" coverage form.

#### D. Acceptability of Insurers

1. Insurance coverage is to be placed with insurers with an AM Best's rating of no less than A: VIII, or, if not rated with an AM Best's, with minimum surpluses the equivalent of an AM Best's surplus size VIII.
2. Professional Liability, Errors and Omissions insurance coverage may be placed with insurers with an AM Best's rating of B+:VII. Any exception must be approved by the County.
3. If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

#### E. Verification of coverage

1. The Contractor shall furnish the County certificates of insurance and endorsements required by this Contract. Such certificates and endorsements, and renewals thereof, shall be attached as exhibits to the Contract. The certificates and endorsements for each insurance policy are to be on forms approved by the County prior to the commencement of activities associated with the Contract. In the event of a claim, the County reserves the right to require complete, certified copies of all required insurance policies at any time, which may be redacted of confidential and proprietary information.
2. If the Agency/Contracting Party is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA) or any other self-insurance risk pool, a written acknowledgement/certification of current membership will be attached to the Agreement as Exhibit I and satisfies the insurance requirements specified above.
3. County's receipt or acceptance of Contractor's evidence of insurance without comment or objection, or County's failure to request certified copies of such insurance does not waive, alter, modify or

invalidate any of the insurance requirements set forth above or, consequently, constitute County's acceptance of the adequacy of Contractor's insurance or preclude or prevent any action by County against Contractor for breach of the insurance requirements.

F. Insurance for subcontractors

1. If the Contractor subcontracts any portion of this Contract pursuant to Section XIII, the Contractor shall include all subcontractors as insureds under its policies or shall require reasonable and appropriate insurance coverage and insurance limits to cover each of the subcontractors liabilities given the subcontractor's scope of work and the services being provided herein. To the extent reasonably commercially available, insurance maintained by any subcontractor must comply with the specified insurance requirements, including the requirements under "Other insurance provisions".
2. Contractor is obligated to require and verify that each subcontractor maintains the required insurance and ensure that King County is included as additional insured. Upon request by King County, and within five (5) business days, Contractor must provide evidence of each subcontractor's insurance coverage, including endorsements.

G. All coverages and requirements

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded by said policies, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

**12. Assignment/Sub-agreements**

- A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.
- B. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.
- C. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.F., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Funder's Special Terms and Conditions, if attached, in every sub-agreement or purchase agreement for services that relate to the subject matter of this Agreement.
- D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:

"Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph."

**13. Nondiscrimination; Equal Employment Opportunity; Payment of a Living Wage**

The Recipient shall comply with all requirements found at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>.

**14. Conflict of Interest**

- A. The Recipient shall comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this

Agreement and subject the Recipient to the remedies stated in this contract, or otherwise available to the County at law or in equity.

- B. The Recipient agrees, pursuant to K.C.C. 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any County official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the County will be cancelled and it shall not be able to bid on any County Agreement for a period of two years.
- C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

## 15. **Equipment Purchase, Maintenance, and Ownership**

### **Funder's requirements may take precedence over this section as applicable.**

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more (hereinafter referred to as "Equipment"), is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the Equipment.
- B. The Recipient shall ensure that all such Equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.
- C. All Equipment not listed as a budget line item purchased under this Agreement requires prior written approval from the County.
- D. All Equipment purchased under this Agreement shall be recorded and tagged as an asset in inventory and reported to the County.

## 16. **Proprietary Rights**

### A. **Ownership Rights of Materials Resulting from Agreement:**

Except as indicated below or as described in an Exhibit, the parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Recipient by operation of law or for any other reason, the Recipient hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Recipient, a nonexclusive, and royalty-free license to use, and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

### B. **Ownership Rights of Previously Existing Materials:**

The Recipient shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Agreement, but do not originate from the work described herein. The Recipient agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Agreement.

C. **Continued Ownership Rights:**

The Recipient shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this section.

**17. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

**18. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

**19. Future Support**

The County makes no commitment to support the services under this Agreement and assumes no obligation for future support of the activity under this Agreement except as expressly set forth in this Agreement.

**20. Entire Agreement/Waiver of Default**

The parties agree that this Agreement is the complete expression of described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

**21. Amendments**

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

**22. Notices**

Whenever this Agreement provides for notice by one party to another, such notice shall be in writing and directed to the Recipient contact and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by that party.

**23. Services Provided in Accordance with Law and Rule and Regulation**

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

If there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**24. Applicable Law**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

**25. Electronic Processing and Signatures**

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docusign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

**26. No Third Party Beneficiaries**

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

**END OF COUNTY TERMS AND CONDITIONS**

**END OF RFP**

## Health Care for the Homeless Network

401 Fifth Avenue, Suite 1000  
Seattle, WA 98104-1818

**206-296-5091** Fax 206-205-6236  
TTY Relay: 711

[www.kingcounty.gov/health](http://www.kingcounty.gov/health)

### **Attachment A- HEALTH CARE FOR THE HOMELESS NETWORK PHILOSOPHY OF CARE**

Health Care for the Homeless Network (HCHN) supports the right to quality health care for all people, with particular emphasis on access to all aspects of health care for people living in poverty, and experiencing isolation and displacement. Staff and programs recognize the importance of providing integrated care through interdisciplinary treatment teams that coordinate primary medical and dental care, access to a health care home, mental health treatment and substance use disorder treatment, affordable housing, food programs, family and community support, and benefits and entitlements.

All services are intended to promote human dignity, to empower participants and improve health and housing outcomes. Most are community-based and strive to be culturally and linguistically appropriate. Evidence-based practices and promising practices are incorporated into a model of care that emphasizes the importance of developing a relationship with each participant. This model recognizes that participants are experts about themselves, that participants and staff each bring experience, skills, tools, knowledge of services and expertise to the relationship, and that this relationship takes place within the context of an organization that has both assets and limitations as dictated by policy, law and funding.

As the coordinating body for this work, HCHN is responsible for identifying and supporting evidence-based practices that contribute to successful program outcomes, such as providing resources on adapting care for homeless people in recognition of their living circumstances, and providing and encouraging ongoing training in best practices. In particular, HCHN promotes a trauma-informed approach and the evidence-based practices of motivational interviewing and harm reduction. Services are organized through partnerships with other systems of service and other funders to leverage collective resources, create a diversity of approaches and options, and create a system that helps people link to health care providers and health care homes that are a good match for them. Seattle/King County's HCHN is a network, built upon partnerships with community and public health clinics, and mental health, substance use disorder and social service and housing agencies. These collaborative relationships are the cornerstone of the Network. Organizations that agree to be part of the network do so with the understanding that they are making the choice to accept, and abide by program expectations and contract requirements.

The following core principles guide service delivery throughout the programs of the Network:

#### **Human Rights**

Each and every human being has the right to belong to a community without experiencing discrimination, isolation, or fear; the right to speak from a position of equality and power; the right to make choices; the right to impact how services are provided; and the right to develop the skills and supports necessary to improve and sustain quality of life. To promote human rights, in addition to providing direct care to program participants, Network staff act as client advocates within service systems and the community at large. To ensure that each and every action we take promotes human rights, HCHN and its partners strive to:

- Offer and provide care in a manner that enhances participants' dignity;
- Recognize the need to address and work toward the elimination of institutional racism in our community and within our organizations;
- Ensure participants understand their rights in order to facilitate access to safe and affordable housing, health care, employment services, a living wage, benefits and entitlements, and other supportive services;
- Educate program participants about the availability of services;
- Offer participants access to information about evidence-based and promising practices, and help them to explore choices;
- Create opportunities for participants to organize and advocate on their own behalf;
- Promote an organizational culture of transparency and accountability by seeking input from and collaborating with participants in developing the most appropriate plan of action or care plan; and
- Ensure program policies and responsibilities of staff and participants take into account the rights of the individual while respecting the needs and well-being of our communities.

### **Invite, Recognize, and Embrace Differences**

The success of our programs depends on our ability to tailor relationships, interventions, staff, and services to the individual participant, family, or community. No one model of care or provider will be effective in all settings or with all individuals. Our philosophy of care invites and welcomes diversity. These differences may include race, ethnicity, national origin, socioeconomic status, gender, sexual orientation, gender identity, age, disability, religion, education, definition of family, and experience of recovery, health, and treatment. To strengthen our commitment to diversity, HCHN and its partners strive to:

- Create a culture within our programs where differences are welcome and celebrated, and where intolerance and discrimination are stopped when/if they occur;
- Discourage inaccurate assumptions and biases that affect the participant-provider relationship, and encourage participants to teach us about themselves and their needs;
- Employ staff who reflect the diversity of the participants we serve, who are curious about differences, and who are open to learning what our participants teach us about diversity;
- Recognize that there may be indigenous practices and treatment modes that are accepted, respected, and chosen by participants and seek to provide complementary or integrated care;
- Understand that participants are experts about themselves, giving the participant control when possible; and
- Create relationships and opportunities that promote equality, freedom from fear and oppression, and rebalance the power dynamic between participants and staff or perceived authority figures.

### **Strength-Based Assessment and Intervention**

Providing care from a strength-based perspective requires us to see the potential and capabilities our participants possess. HCHN emphasizes a holistic approach that builds on the positive factors each individual or family brings to the relationship, rather than focusing solely on what is missing. We understand that these strengths have helped our participants survive illness, loss, and trauma. Our programs and interventions are designed to reinforce these adaptive

attributes, enhance and build skills, and emphasize resilience. To achieve this, HCHN and its partners strive to:

- Help participants identify and build upon their adaptive skills and strengths, and generalize them to other parts of their lives;
- Help participants learn how to break the cycle of living from crisis to crisis and to move from survival mode to planned efforts to improve quality of life by collaborating with participants to develop interventions and plans that are realistic and achievable and that are determined by both the participants' goals and recommended service options; and
- Build upon the participant's internal resources to develop his or her support system to create sustainable change, while reducing reliance on the program, provider, organization, or other like services when possible.

### **Harm Reduction**

Harm reduction is a set of practical strategies and principles intended to reduce the negative consequences to an individual that are associated with high risk behaviors. These strategies guide providers in meeting people "where they are," and addressing conditions and motivations of risky behaviors. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. Harm reduction has most commonly been applied to behaviors related to drug and alcohol use including safer use, managed use, and non-punitive treatment. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, by neither condoning nor condemning drug use. Staff who work in a harm reduction setting can establish a partnership with clients, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to overall health as well as many other issues.

As a harm reduction oriented program our responsibility includes balancing the need of the individual with that of the community to ensure our services remain accessible and harm-free for all participants and staff. To achieve this goal, HCHN and its partners strive to:

- Develop and offer a wide range of options and choices to facilitate positive change and seek to expand access to such options;
  - Explore with participants the benefits of changing, reducing or eliminating high-risk behaviors;
  - Establish and maintain relationships with participants who continue to engage in high-risk behaviors;
  - Continually and collaboratively define and redefine success;
  - Reach out to help participants engage in services, build motivation, and recognize that ambivalence is integral to the process of change; and
- Be genuine, non-judgmental partners in the change process, recognizing that the decision-making power rests with the participant, while staff continue to provide encouragement and compassionate guidance.

### **Trauma-Informed Care Organization**

Because so many participants served by HCHN are survivors of some form of trauma, the network's service approach is based on a trauma-informed model. Trauma comes in many forms including community violence, poverty, personal violence, torture, loss of homeland, war, fear,

homelessness, oppression, imprisonment, racism and environmental degradation. A trauma-informed approach means that HCHN and its partners strive to:

- Revise policies and practices to reduce or eliminate barriers that prevent trauma survivors from engaging in services, seeking or maintaining employment, or actively participating in the program;
- Ask participants about their experience of trauma when assessing them for services and help participants discuss their experiences at their own pace and plan appropriately;
- Recognize and respect when participants are not ready to talk or re-experience their trauma and provide participants with the opportunity to discuss and master their experiences in a way that empowers them;
- Offer access to specific trauma-informed treatment interventions or to appropriate services when needed;
- Assess participants' current safety and enhance participant skills to establish and maintain safety;
- Acknowledge participants' resilience and strength as trauma survivors;
- Develop and promote training for staff on Trauma Informed Care; and
- Develop and promote training and support mechanisms for staff to prevent and/or address the signs and symptoms of secondary, vicarious trauma among themselves.

Health Care for the Homeless Network (HCHN) SMMO RFP for Services 2026

**ATTACHMENT B - HRSA Definitions**

For HRSA guidance regarding countable visits, please review [this FAQ](#).

**Case manager:** personnel who assist patients in the management of their health and social needs, including assessment of patient medical and/or social service needs; establishment of service plans; and maintenance of referral, tracking, and follow-up systems. Case management services are the coordination of support and enabling services to meet the ongoing needs of a patient. At a minimum, these services include an assessment of factors affecting health (e.g., medical, social, housing, or educational), counseling and referrals to address identified needs and periodic follow-up of services. Case managers may provide health education and/or eligibility assistance in the course of their case management functions but this is not their primary function.

**Health Educator:** patient and community health educators with or without specific degrees. Health education is provided to support the delivery of other health care services. Health education services include a variety of learning experiences designed to help individuals improve their health. At a minimum, these services include education regarding the availability and appropriate use of health services. Services may include primary prevention and/or targeted education on self-managed care and other health promoting behaviors for patients with identified risk factors or conditions (e.g., tobacco cessation). These services may also include education on injury prevention to address the unique needs and risks of special populations.

**Mental health services** include psychiatric, psychological, psychosocial, or crisis intervention services. Mental health services are the prevention, assessment, diagnosis, treatment/intervention, and follow-up of mental health conditions and disorders (e.g., depression, anxiety, attention deficit and disruptive behavior disorders) including care of patients with severe mental illness who have been stabilized. These services may include treatment and counseling for health center patients such as individual or group counseling/psychotherapy, cognitive-behavioral therapy or problem-solving therapy, 24-hour crisis services, and case management services. Other Licensed Mental Health Providers include psychiatric social workers, board-certified psychiatric NPs, family therapists, and other licensed master's degree-prepared providers. Other unlicensed mental health providers include "certified" personnel who provide counseling or treatment, or who support licensed mental health providers, such as unlicensed interns or residents.

**SUD Services**

Substance use disorder services are screening, diagnosis, and treatment services for substance use disorders (e.g., abuse of alcohol, tobacco, prescription drugs). At a minimum, these services include age appropriate, risk reduction and counseling to address identified risk factors; detoxification to manage withdrawal symptoms associated with substance use disorder; and treatment/rehabilitation, to include individual and/or group treatment, counseling and case management. Treatment may occur in out-patient or short-term residential settings and may include medication-assisted treatment (e.g., buprenorphine products, methadone, naltrexone). Neither licenses nor credentials are required for SUD personnel. SUD providers are credentialed according to the state's and health center's standards. Medical providers treating patients with substance use diagnoses should be counted as medical visits.

See [HRSA UDS manual](#) pages 57-63 and [HRSA Required Services Definitions](#) for additional details.

Health Care for the Homeless Network (HCHN)  
RFP for SMMO Services 2026  
Attachment C - Budget Detail

Organization:	
Program Name:	

Budget Detail  
insert time frame

FTE: HCHN Funding	FTE: Other Revenue	BUDGET DETAIL	HCHN Funding	Other Revenue Sources	Total program Expense	Estimated Program Income *
		<u>PERSONNEL EXPENSES</u>			\$ -	
		<i>Salary &amp; Wages</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>Position Title</i>			\$ -	
		<i>may add additional lines as needed</i>			\$ -	
		<b>Subtotal Salary &amp; Wages</b>	\$ -	\$ -	\$ -	
		Fringe Benefits @ x %			\$ -	
		<i>if the percentage of fringe benefits changes by job classification, please add additional lines to show benefits per each level of coverage and associated job classifications</i>				
		Total Fringe Benefits	\$ -	\$ -	\$ -	
		<b>TOTAL PERSONNEL</b>	\$ -	\$ -	\$ -	
		<u>OPERATING EXPENSES</u>				
		<i>Travel/Training</i>			\$ -	
		Staff Travel/Mileage			\$ -	
		Training/Conferences/Recertification			\$ -	
		Vehicle Gas and maintenance***			\$ -	
		<b>Subtotal Travel/Training:</b>	\$ -	\$ -	\$ -	
		<i>Supplies</i>				
		Office Supplies			\$ -	
		Outreach/ Advertisement Supplies			\$ -	
		Supplies for Group Session for Clients			\$ -	
		Laptops/Cell Phones/IT equipment			\$ -	
		Clinical/ Medical Supplies			\$ -	
		<b>Subtotal Supplies:</b>	\$ -	\$ -	\$ -	
		<i>Contractual Agreements</i>			\$ -	
		Database Support			\$ -	
		Janitorial Services			\$ -	
		<i>Please add additional lines as needed</i>			\$ -	
		<b>Subtotal Travel/Training:</b>	\$ -	\$ -	\$ -	
		<i>Client Assistance</i>				
		Transportation Assistance			\$ -	
		Pharmaceutical Assistance			\$ -	
		Food, Clothing, Tents, and hygiene supplies			\$ -	
		Phones and Phone minutes			\$ -	
		Other Client Assistance (including motel and housing application fees)			\$ -	
		<b>Subtotal Client Assistance:</b>	\$ -	\$ -	\$ -	
		<i>Other Operating</i>			\$ -	
		Office Space/ Occupancy			\$ -	
		Communications			\$ -	
		Agency Licensure			\$ -	
		<i>Please add additional lines as needed</i>			\$ -	
		<b>Subtotal Other Operating:</b>	\$ -	\$ -	\$ -	
		<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ -	\$ -	
		Indirect Costs 15% (costs cannot exceed 15% unless a federally negotiated indirect rate is on file)	\$ -	\$ -	\$ -	
		<b>TOTAL BUDGET for 1/1/2027 - 12/31/2027</b>	\$ -	\$ -	\$ -	\$ -

\* Program Income: Program income amount is an estimate only based on prior earnings and is not a contractual expectation other than reporting the amount at least quarterly, documenting the amount earned, and reinvesting the program income back into the program. Recipients who do not normally earn program income are still required to report it at least on a quarterly basis (even if zero). On an annual basis, contractors who report program income are required to provide detail on the source and amount of program income (3rd party payments, donations, etc.) and report on how it is used (e.g., salaries, operating, etc.) is required on a form provided by the HCHN Program.

# Technical Assistance for Applicants



## Health Care for the Homeless Network (HCHN) RFP for SMMO Services 2026 Attachment D – Technical Assistance

### Technical Assistance Available for the RFP

We recognize that many community-based organizations historically and continue to experience linguistic, cultural, and procedural barriers to accessing funding opportunities from government agencies such as King County. To address this and create a stronger system of community-based organizations in HCHN, we partner with skilled technical assistance (TA) providers to help organizations apply to funding opportunities.

TA Consultants can offer applicants culturally responsive assistance on proposal development and responses to RFP opportunities. King County partners with TA consultants who reflect the communities we support and collectively bring a range of skills, areas of expertise, and language abilities. TA consultants can help applicants determine whether programs are an appropriate fit for the HCHN RFP, support organizations as they navigate the proposal process, review drafts, refine budgets, and support applicants to authentically share their stories of success and impact.

HCHN offers technical assistance, free of charge, to smaller organizations during the RFP application process. To be eligible for technical assistance, organizations must have a) fewer than 20 full-time equivalent staff, and b) an annual operating budget of less than \$4M in the 2025 fiscal year. To partner with a TA consultant:

### We are excited to introduce our TA consultants! They can support by:

- Helping to determine appropriate fit between your proposal and the funding opportunity.
- Providing guidance on how best to answer application questions.
- Supporting your application development, including editing and budget review.

**If you are applying for an open and/or upcoming funding opportunity and would like the help of a TA consultant, please reach out directly to them using their email addresses provided below.** We encourage you to only contact one TA consultant and provide them 24 hours to respond before contacting any other consultants. Please include the RFP name (Senior Mobile Medical Outreach, SMMO) in the subject line of our outreach email.

**Please reach out to a TA Consultant as early as possible. We cannot guarantee TA provider availability within 5 business days of when the funding opportunity closes.**

Read on to learn more about the TA consultants (in alphabetical order)!

---

### Crux Consulting Consortium



Crux provides wide-ranging technical assistance and capacity building services to passionate, equity driven organizations. Catherine Verrenti, the primary lead for grant assistance with Crux, brings over 20 years in direct service leadership, including extensive successful grant writing, to this work, leveraging programmatic experience in areas including youth development, education, workforce development, health, homelessness, seniors, immigrant/refugee issues, food security and more. She listens deeply to what organizations seek to accomplish through each grant opportunity to customize a partnership that ensures each proposal submitted is compelling, responsive, and achievable. She sees her role as ensuring that community providers tell their stories through the proposal process to best meet their missions.

**Contact:** [catherine@verrenticonsulting.com](mailto:catherine@verrenticonsulting.com)

---

## Dicentra

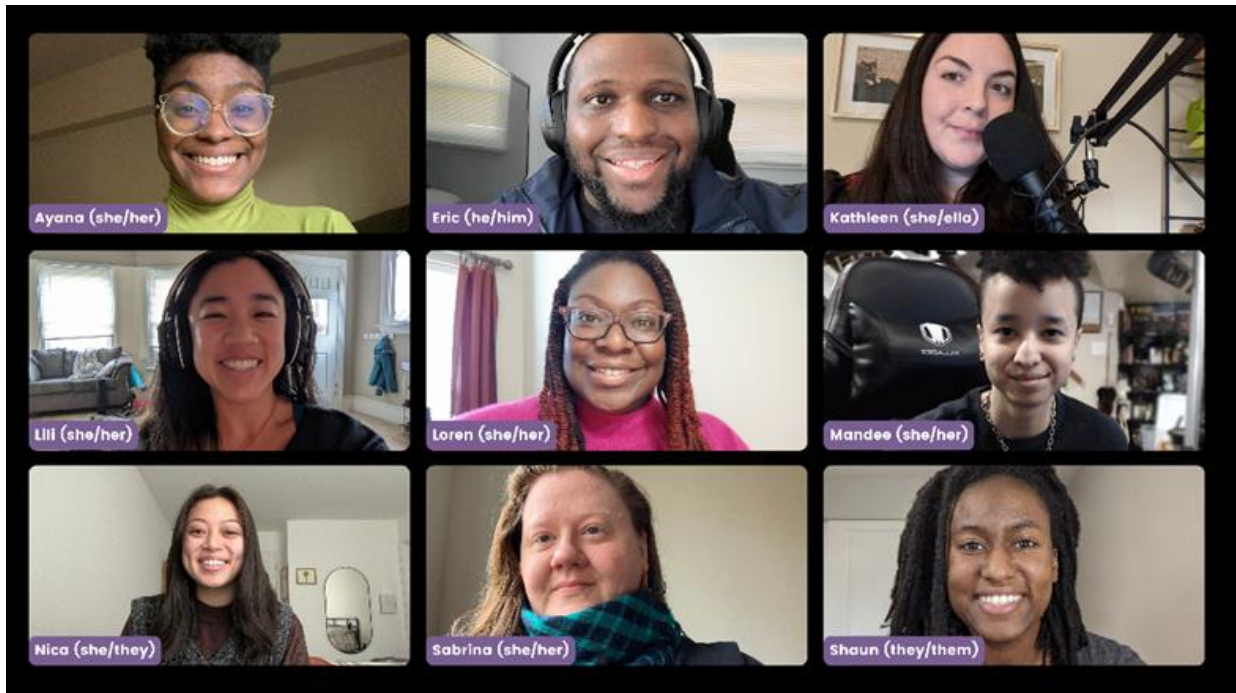


Dicentra Consulting's team — Swee May Cripe, Ashenafi Cherkos, and Karen Cowgill — is delighted to have this opportunity to support community-based organizations (CBOs) as they apply for Best Starts funds. Our team speaks Amharic, Tigrigna, Spanish, French, Malay, and Cantonese. We have skills and many years of experience in writing proposals that get funded, designing projects, analyzing data, and conducting evaluations. We focus on building transformational relationships that are based on trust and respect. We understand that every person has value, and we want to help you promote voices from your community. We will first listen to understand the vision and mission of your CBO and what you hope to do with Best Starts funds. Then we will agree together on how we can best support you to tell your story. We are excited to help you craft strong proposals that will be funded and lead to successful programs!

**Contact:** [askdicentra@gmail.com](mailto:askdicentra@gmail.com)

---

## Inclusive Data



Inclusive Data is a consulting team of grant winners and tech wizards who teach and support clients to create community-led solutions. We've honed our grant skills into an \$18+ million playbook for Black non-profits and small businesses in our community all while centering liberation frameworks. For Best Starts for Kids, we provide both Technical Assistance and IT Capacity-Building in English, Spanish, and Mandarin. A strong grant proposal demonstrates an organization's ability to build effective partnerships. If you want help creating your own irresistible grant proposals or robust coalitions, we're your team. We will work with you on grant proposal strategies, planning, checklists, and reviews. We can provide a website audit and asynchronous video interview to better understand your needs. Contact us today to start your winning proposal.

**Contact:** [bsk@inclusivedatasolutions.com](mailto:bsk@inclusivedatasolutions.com) or (253) 693-0235



Name and Title:

Email:

Phone:

**Organization Information:**

Parent Organization (if applicable):

Type of Organization (public, nonprofit, private entities, faith-based organizations):

Number of Full Time Employees:

Number of Part Time Employees:

Total FTE:

2026 Annual Budget:

Organization Racial Demographics:

Staff – Executive Leadership (Executive Director, Development Director, etc.):

Staff – Supervisors/Program Managers (if different than Executive Leadership):

Staff – Direct Service:


Board Members:

**Where do you propose to provide services:**

Scope:	Geographic Area*	Municipality
Urban/ Suburban		
Rural		

\*Geographic Area(s): Seattle, N. King County, E. King County, S. King County

## Attachment F- Sample Contract

	<b>COMMUNITY SERVICES AGREEMENT</b>	<b>PHSKC Agreement #</b> \$formula(\$contract_title1)												
This Agreement is between King County and the Recipient identified below. The County department overseeing the work to be performed in this Agreement is the Department of Public Health (PHSKC).														
<b>RECIPIENT NAME</b> \$formula(\$company_name)		<b>RECIPIENT FEDERAL TAX ID #</b> \$formula(\$party_federal_tax_id_)												
<b>RECIPIENT ADDRESS</b> \$formula(\$address_1_and_2_in_block_format), \$formula(\$city), \$formula(\$state_province) \$formula(\$zip_or_postal_code)		<b>RECIPIENT CONTACT &amp; EMAIL ADDRESS</b> \$formula(\$main_contact); \$formula(\$main_contact_email)												
<b>PHSKC DIVISION</b> \$formula(\$for_department)		<b>PROJECT TITLE</b> \$formula(\$project_title)												
<b>AGREEMENT START DATE</b> \$formula(dateformat("MMMMM dd, yyyy", \$contract_start_date))	<b>AGREEMENT END DATE</b> \$formula(dateformat("MMMMM dd, yyyy", \$contract_end_date))	<b>AGREEMENT MAXIMUM AMOUNT</b> \$formula(\$contract_value)												
<b>FUNDING DETAILS</b> \$formula(\$related1465850976888) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Funding Source</th> <th style="text-align: left; border-bottom: 1px solid black;">PHSKC Contract #</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount</th> <th style="text-align: left; border-bottom: 1px solid black;">Effective Dates</th> </tr> </thead> <tbody> <tr> <td>\$funding_source</td> <td>\$phskc_contract</td> <td>\$funding_amount</td> <td>\$fesd TO \$feed</td> </tr> <tr> <td>\$funding_source</td> <td>\$phskc_contract</td> <td>\$funding_amount</td> <td>\$fesd TO \$feed</td> </tr> </tbody> </table>			Funding Source	PHSKC Contract #	Amount	Effective Dates	\$funding_source	\$phskc_contract	\$funding_amount	\$fesd TO \$feed	\$funding_source	\$phskc_contract	\$funding_amount	\$fesd TO \$feed
Funding Source	PHSKC Contract #	Amount	Effective Dates											
\$funding_source	\$phskc_contract	\$funding_amount	\$fesd TO \$feed											
\$funding_source	\$phskc_contract	\$funding_amount	\$fesd TO \$feed											
<b>FUNDING SUMMARY</b> FEDERAL: \$formula(\$federal_funding)	COUNTY: \$formula(\$county_funding)	STATE: \$formula(\$state_funding)	OTHER: \$formula(\$other_funding)											
<b>IS THE RECIPIENT A SUBRECIPIENT FOR PURPOSES OF THIS AGREEMENT:</b> \$formula(\$is_the_organization_a_subrecipient)														
<b>EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:</b>  														
In consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree that the Recipient shall provide services and comply with the requirements set forth in this Agreement. The parties signing below represent that they have read and understand this Agreement, and have the authority to execute this Agreement. Furthermore, in addition to agreeing to the terms and conditions provided herein, by signing this Agreement, the Recipient certifies that it has read and understands the Agreement requirements on the PHSKC website ( <a href="https://www.kingcounty.gov/depts/health/partnerships/contracts.aspx">https://www.kingcounty.gov/depts/health/partnerships/contracts.aspx</a> ), and agrees to comply with all of the Agreement terms and conditions detailed on that site, including EEO, Nondiscrimination, Payment of a Living Wage, Civil Immigration Enforcement, and , as applicable, HIPAA and Credentialing.														
<b>RECIPIENT SIGNATURE</b>	<b>PRINTED NAME AND TITLE</b>	<b>DATE SIGNED</b>												
<b>PHSKC SIGNATURE</b>	<b>PRINTED NAME AND TITLE</b>	<b>DATE SIGNED</b>												

Approved as to Form: OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY  
 (This form is available in alternate formats for people with disabilities upon request.)

**Attachment F- Sample Contract**  
**KING COUNTY TERMS AND CONDITIONS**

**1. Agreement Term and Termination**

- A. This Agreement shall begin on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice if: (1) the Recipient breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- D. If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon seven business days advance written notice to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. If such appropriation is not approved, this Agreement will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

**2. Compensation and Method of Payment**

- A. The County shall compensate the Recipient for satisfactory completion of the services and requirements specified in this Agreement payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, in accordance with the terms found in the attached Budget Exhibit.
- B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 15 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.

## **Attachment F- Sample Contract**

- C. The Recipient shall submit its final invoice and all outstanding reports within 30 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any later invoice.
- D. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- E. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- F. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
  - 1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
  - 2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
  - 3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
  - 4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

### **3. Internal Control and Accounting System**

The Recipient shall establish and maintain a system of accounting and internal controls that complies with the generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Recipient's form of incorporation.

### **4. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature

## **Attachment F- Sample Contract**

to this Agreement, certifies that the Recipient is not currently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter into a sub-agreement with a person or entity that is debarred, suspended, or proposed for debarment. The Recipient will notify King County if it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

### **5. Maintenance of Records/Evaluations and Inspections**

- A. The Recipient shall maintain for a period of six years after termination of this Agreement accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following for a period of six years after termination of this Agreement:
  - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
  - 2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all entities seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review these records. The Recipient shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Recipient shall provide to the County, state, and/or federal agencies or officials, access to its facilities—including those of any sub-awardee assigned any portion of this Agreement in order to monitor and evaluate the services provided under this Agreement. The County will give reasonable advance notice to the Recipient of the date on which the audit shall begin. The Recipient shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the Agreement documents. If different from the Recipient's address listed above, the Recipient shall inform the County in writing of the location, of its books, records, documents, and other evidence for which review is sought and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six (6) years after termination of this Agreement. The records and documents with respect to all matters covered by this Agreement shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Agreement and six (6) years after termination hereof, unless a longer retention period is required by law.
- D. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- E. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.

## Attachment F- Sample Contract

F. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

### 6. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at [Compliance with the Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) - King County, Washington](#)

### 7. Financial Reports and Audits

Recipient is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to [MonitoringTechnicalSupport@kingcounty.gov](mailto:MonitoringTechnicalSupport@kingcounty.gov) by the stated due date.

A. If the Recipient is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$1,000,000 or more in Federal awards during the its fiscal year, then the Recipient shall meet the audit requirements as described in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Recipient’s fiscal year.

B. If the Recipient is not subject to the requirements in subsection A, the following apply:

Entity Type	Non-Profit		For Profit	
<b>Gross Revenue</b>	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.
<b>Required Documentation</b>	<ul style="list-style-type: none"> <li>• Form 990 within 30 days of its being filed; and</li> <li>• A full set of annual internal financial statements</li> </ul>	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm	<ul style="list-style-type: none"> <li>• Income tax return; and</li> <li>• A full set of annual internal financial statements</li> </ul>	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm
<b>Due Date</b>	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.

C. Waiver

A Recipient that is not subject to the requirements in subsection A may request, and in the County’s sole discretion be granted, a waiver of the audit requirements. If approved by the County, the Recipient may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Recipient’s Board of Directors.

## **Attachment F- Sample Contract**

- D. The County may require additional audit or review requirements and the Recipient will be required to comply with any such requirements.

### **8. Corrective Action**

If the County determines that the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services (each a "breach"), and if the County determines that the breach warrants corrective action, the following procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach.
- B. The Recipient shall respond with a written corrective action plan within ten (10) working days of its receipt of such notification, unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach, which shall not be more than thirty (30) days from the date of the Recipient's response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.
- C. The County will notify the Recipient in writing of the County's determination as to the sufficiency of the Recipient's corrective action plan. The determination of sufficiency of the Recipient's corrective action plan shall be at the sole discretion of the County.
- D. If the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Agreement in whole or in part pursuant to Section 1.
- E. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

### **9. Dispute Resolution**

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

### **10. Hold Harmless and Indemnification**

- A. Duties as Independent Contractor:

In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, and/or others by reason of this Agreement. The Recipient shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

- B. Recipient's Duty to Repay County:

## **Attachment F- Sample Contract**

The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.

C. Recipient Indemnifies County:

The Recipient shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents, in its performance or non-performance of its obligations under this Agreement. The Recipient agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Recipient, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under any industrial insurance act, including Title 51 RCW, other Worker's Compensation Act, Disability Benefit Act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In addition, the Recipient shall protect and assume the defense of the County and its officers, agents and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.

D. County Indemnifies Recipient:

The County shall protect, defend, indemnify, and save harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the sole negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Recipient only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

E. Intellectual Property Infringement:

For purposes of this section, claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

### **11. Insurance Requirements**

The Recipient, unless expressly waived in Appendix 1, shall procure and maintain for the term of this Agreement, insurance covering King County as an additional insured, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs

## Attachment F- Sample Contract

of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages required by this contract are contained in Appendix 1.

### A. Municipal or state agency provisions

If the Contractor is a Municipal Corporation or an agency of the State of Washington or any other Public Agency and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached and be incorporated by reference and shall constitute compliance with this section.

### B. Deductibles and self-insured retentions

Any deductibles or self-insured retentions shall not apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor or its Subcontractor.

### C. Other insurance provisions: The insurance coverage(s) required in this Contract are to contain, or be endorsed to contain, the following provisions

1. All Liability Policies (except Employers Liability, Workers Compensation and Professional Liability (Errors and Omissions):
  - a. King County, its officers, officials, employees and agents are to be covered as additional insureds, for full coverage and policy limits, as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Additional Insured Endorsement(s) shall be included with the certificate of insurance, "CG 2010 11/85" or its substantive equivalent is required. The County requires these Endorsement(s) to complete the Contract.
  - b. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents.
  - c. The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
2. All policies
  - a. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after thirty (30) days prior written notice has been given to the County.
  - b. Each insurance policy shall be written on an "occurrence" basis/form; except that insurance on a "claims made" basis/form may be acceptable with prior County approval.

If coverage is approved and purchased on a "claims made" basis/form, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of Contract termination and/or conversion from a "claims made" form to an "occurrence" coverage form.

### D. Acceptability of Insurers

1. Insurance coverage is to be placed with insurers with an AM Best's rating of no less than A: VIII, or, if not rated with an AM Best's, with minimum surpluses the equivalent of an AM Best's surplus size VIII.

## **Attachment F- Sample Contract**

2. Professional Liability, Errors and Omissions insurance coverage may be placed with insurers with an AM Best's rating of B+:VII. Any exception must be approved by the County.
3. If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

### **E. Verification of coverage**

1. The Contractor shall furnish the County certificates of insurance and endorsements required by this Contract. Such certificates and endorsements, and renewals thereof, shall be attached as exhibits to the Contract. The certificates and endorsements for each insurance policy are to be on forms approved by the County prior to the commencement of activities associated with the Contract. In the event of a claim, the County reserves the right to require complete, certified copies of all required insurance policies at any time, which may be redacted of confidential and proprietary information.
2. If the Agency/Contracting Party is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA) or any other self-insurance risk pool, a written acknowledgement/certification of current membership will be attached to the Agreement as Exhibit I and satisfies the insurance requirements specified above.
3. County's receipt or acceptance of Contractor's evidence of insurance without comment or objection, or County's failure to request certified copies of such insurance does not waive, alter, modify or invalidate any of the insurance requirements set forth above or, consequently, constitute County's acceptance of the adequacy of Contractor's insurance or preclude or prevent any action by County against Contractor for breach of the insurance requirements.

### **F. Insurance for subcontractors**

1. If the Contractor subcontracts any portion of this Contract pursuant to Section XIII, the Contractor shall include all subcontractors as insureds under its policies or shall require reasonable and appropriate insurance coverage and insurance limits to cover each of the subcontractors liabilities given the subcontractor's scope of work and the services being provided herein. To the extent reasonably commercially available, insurance maintained by any subcontractor must comply with the specified insurance requirements, including the requirements under "Other insurance provisions".
2. Contractor is obligated to require and verify that each subcontractor maintains the required insurance and ensure that King County is included as additional insured. Upon request by King County, and within five (5) business days, Contractor must provide evidence of each subcontractor's insurance coverage, including endorsements.

### **G. All coverages and requirements**

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded by said policies, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

## **12. Assignment/Sub-agreements**

- A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County.

## **Attachment F- Sample Contract**

Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.

- B. “Sub-agreement” shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term “sub-awardee” does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.
- C. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.F., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Funder’s Special Terms and Conditions, if attached, in every sub-agreement or purchase agreement for services that relate to the subject matter of this Agreement.
- D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:

“Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph.”

### **13. Nondiscrimination; Equal Employment Opportunity; Payment of a Living Wage**

The Recipient shall comply with all requirements found at <https://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>

### **14. Conflict of Interest**

- A. The Recipient shall comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement and subject the Recipient to the remedies stated in this contract, or otherwise available to the County at law or in equity.
- B. The Recipient agrees, pursuant to K.C.C. 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any County official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the County will be cancelled and it shall not be able to bid on any County Agreement for a period of two years.
- C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County employees involved in this transaction may result in the County’s denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County’s Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

### **15. Equipment Purchase, Maintenance, and Ownership**

#### **Funder’s requirements may take precedence over this section as applicable.**

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more (hereinafter referred to as “Equipment”), is upon its purchase or receipt the property of the County and/or federal/state government. The

## **Attachment F- Sample Contract**

Recipient shall be responsible for all such property, including the proper care and maintenance of the Equipment.

- B. The Recipient shall ensure that all such Equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.
- C. All Equipment not listed as a budget line item purchased under this Agreement requires prior written approval from the County.
- D. All Equipment purchased under this Agreement shall be recorded and tagged as an asset in inventory and reported to the County.

### **16. Proprietary Rights**

#### A. Ownership Rights of Materials Resulting from Agreement:

Except as indicated below or as described in an Exhibit, the parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Recipient by operation of law or for any other reason, the Recipient hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Recipient, a nonexclusive, and royalty-free license to use, and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

#### B. Ownership Rights of Previously Existing Materials:

The Recipient shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Agreement, but do not originate from the work described herein. The Recipient agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Agreement.

#### C. Continued Ownership Rights:

The Recipient shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this section.

### **17. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

### **18. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

### **19. Future Support**

The County makes no commitment to support the services under this Agreement and assumes no obligation for future support of the activity under this Agreement except as expressly set forth in this Agreement.

### **20. Entire Agreement/Waiver of Default**

## **Attachment F- Sample Contract**

The parties agree that this Agreement is the complete expression of described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

### **21. Amendments**

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

### **22. Notices**

Whenever this Agreement provides for notice by one party to another, such notice shall be in writing and directed to the Recipient contact and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by that party.

### **23. Services Provided in Accordance with Law and Rule and Regulation**

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

If there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

### **24. Applicable Law**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

### **25. Electronic Processing and Signatures**

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docuSign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

### **26. No Third Party Beneficiaries**

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

**END OF COUNTY TERMS AND CONDITIONS**

Health Care for the Homeless Network (HCHN)  
RFP for SMMO Services 2026

**Attachment G – SMMO Current and Priority Sites**

**Senior/Day Centers:**

Central Area Senior Center, (Central Seattle)

Des Moines Senior Center

Issaquah Senior Center

King County Veterans Program, (Tukwila)

Pike Market Senior Center

Mt Si Senior Center

Shoreline Forest Park Senior Center

Southeast Senior Center, (South Seattle)

Sno Valley Senior Center, (Carnation)

**Housing:\***

Cascade Park Apartments – Mount Si Senior Center, North Bend

Haven Heights – The Salvation Army, Redmond\*\*

Pride Place – GenPride & Community Roots Housing, Capitol Hill Seattle\*\*

Sand Point Santos, Solid Ground, North Seattle

Sheila Stanton Place - Plymouth Housing, Kirkland\*\*

Sunrise Towers - Bellwether Housing, Downtown Seattle

The Frye Hotel - LIHI, Downtown Seattle

*\* Outreach to housing sites began as a pilot in 2024 at Sand Point Solid Ground senior housing and grew with success notably to The Frye, Sunrise Towers and Palisade Housing.*

*\*\* Priority sites for future SMMO services. Health Through Housing with 50% or more residents ages 55 years+.*