



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

DATE: April 10, 2023

TO: RFP # 2234-819 Peer Mentor Services

FROM: Amel Alsalman, Solicitation Coordinator  
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 03 –Bidder’s Q & A

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DSHS amends the RFP # 2234-819 document to include:

- Questions and Answers from Vendor Community

**Vendor Community Questions and Answers**  
**RFP# 2234-819**

**Question #1:** In the Sample Contract, Attachment A, the following language is used: “Publicity. The Contractor shall not name DSHS as a customer, nor use any information related to this Contract, in any format or media, in any Contractor’s advertising or publicity without prior written consent from DSHS.” We arrived at two possible interpretations. The first interpretation is that by conducting this work, the contractor may not make any reference to DSHS as a customer for any work they provide (including this contract) without written consent. The second interpretation is that the contractor would not be able to make any reference to the work of this contract (or DSHS as the customer) without written consent. Could you clarify the intent of this language and whether it restricts all advertising and publicity of work with DSHS or whether it is limited to the scope of this contract?

**A:** The Contractor is not authorized to make reference to the work of this contract without prior consent from DSHS. The second interpretation is correct.

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**Question #2:** The RFP background shares that at present, approximately 80 ICF/IID clients have expressed interest in this program. When building our proposal and project plan, should we use this number (approximately 80 clients) for the duration of the contract, or should we build in the flexibility of providing peer mentorship to more clients should more express interest (in writing) within the contract’s timeframe?

**A:** A bidder should build in the flexibility of providing Peer Mentor Services to more or fewer clients depending on need. The 80 client number was a snapshot in time at the time the RFP was written. Some of those individuals have successfully moved to the community while other different clients have indicated a desire to move. As participation in the program is voluntary for clients, it is difficult to predict an exact number who will request the service once the service is available. We do think that once the Peer Mentor Services are established and clients learn about the program, there likely will be increased interest.

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**Question #3:** In developing the Peer Mentorship Training, we understand it will need to be approved by DDA. In terms of budgeting this development, is the intention that the ownership of these training materials transition to DDA as a work made for hire, or will the contractor retain final ownership of the materials after they have been approved?

**A:** Although the intent is that the training curriculum is to be reviewed and approved by DDA, it is not intended that DDA will own those training materials.

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**Question #4:** If the training materials are intended as a work made for hire, what expectations, if any, will there be in coordinating the materials to the visual standards of DDA's communications office?

**A:** No, the training materials are for the use of the contractor and will be reviewed for content, and not reviewed for compliance with state visual communication standards.

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**All other terms and conditions in this RFI remain the same.**