



THOUGHTS COST
SUPPLEMENTAL EDUCATIONAL SERVICES

206-681-4615
thoughtscost.com

Date: 3/15/2023

Bidder Name: Thoughts Cost

Address of Bidder's Principal Place of Business: 15511 35th ave w. Unit E, Lynnwood, WA

Bidder's Telephone Number: 206-6814615

Bidder's Fax Number: N/A

Bidder's Email Address: anthonywwsr@thoughtscostllc.com

Name of Contract Person, if different from Bidder Name: Anthony Washington

Re: Response Submission for DSHS RFP Peer Mentor Services #2234-819

Dear Amel Alsalmam:

Enclosed please find the Response of Thoughts Cost LLC (Bidder) with respect to the above Competitive Solicitation. This Response includes this Letter (Attachment B) as well as Attachments C (Bidder Certifications), D (Bidder Response Form), and E (Contractor Inclusion Plan) as set forth in the Solicitation Document.

I am authorized to submit this Response on behalf of Thoughts Cost, to make representations on behalf of Thoughts Cost, and to commit Thoughts Cost contractually.

I have read the Solicitation Document and Sample Contract. In submitting this Response, Thoughts Cost accepts all terms and conditions stated in the Solicitation Document, including those set forth in the following amendments, which Thoughts Cost has downloaded:

Amendment Number(s) Date(s) Issued

 No Amendments were issued with respect to this RFP

Thoughts Cost represents that it meets all minimum qualifications set forth in this DSHS Competitive Solicitation and is capable, willing, and able to perform the services described in the DSHS Competitive Solicitation within the time frames set forth for performance.

By my signature below, I certify that all statements and information provided in Thoughts Cost's Response are true and complete.

Sincerely,

Anthony Washington

Anthony Washington
Founder & CEO

Attachment C **Bidder Certifications and Assurances**

Bidder must sign and include the full text of this Attachment C with the Response. Altering or conditioning your certification of this Attachment C may result in your bid being disqualified.

Under the penalties of perjury of the State of Washington, Bidder makes the following certifications and assurances as a required element of its Response to this Competitive Solicitation. Bidder affirms the truthfulness of these facts and acknowledges its current and continued compliance with these certifications and assurances as part of its Response and any resulting contract that may be awarded by DSHS.

1. Bidder declares that all answers and statements made in Bidder's Response are true and correct.
2. Bidder certifies that its Response is a firm offer for a period of 180 days following receipt by DSHS, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Response will remain valid for 210 days or until the protest is resolved, whichever is later.
3. Bidder has not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this Solicitation and who assisted in other than his or her official, public capacity. If there are any exceptions to these assurances or if Bidder has been assisted, Bidder will identify on a separate page attached to this document each individual by: (a) name, (b) current address and telephone number, (c) current or former position with DSHS, (d) dates of employment with DSHS, and (e) detailed description of the assistance provided by that individual.
4. Bidder certifies that Bidder is not currently bankrupt or a party to bankruptcy proceedings and has not made an assignment for benefit of creditors and authorizes DSHS to conduct a financial assessment of Bidder in DSHS' sole discretion.
5. Bidder acknowledges that DSHS will not reimburse Bidder for any costs incurred in the preparation of Bidder's Response. All Responses shall be the property of DSHS. Bidder claims no proprietary right to the ideas, writings, items or samples submitted as part of its Response.
6. Bidder acknowledges that any contract award will incorporate terms set forth in the Sample Contract(s), including its attachments and exhibits, as set forth as Attachment A to the Solicitation Document, or may, at DSHS' option be negotiated further. DSHS may elect to incorporate all or any part of Bidder's Response into the Contract.
7. Bidder certifies that it has made no attempt, nor will make any attempt, to induce any other person or firm to submit, or not submit, a Response for the purpose of restricting competition and that the prices and/or cost data contained in Bidder's Response: (a) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition or influencing bid selection, and (b) have not been and will not be knowingly disclosed by the Bidder, directly

or indirectly, to any other Bidder or competitor before contract award, except to the extent that Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint Response or unless otherwise required by law.

8. Bidder acknowledges that if it is awarded a contract containing Business Associate requirements under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or any other Data Security requirements, that Bidder will incorporate the terms of such Business Associate or Data Security requirements into all related subcontracts.

9. Bidder acknowledges that if awarded a contract with DSHS, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by DSHS.

10. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).

11. Bidder certifies that it has a current Business License and agrees that it will promptly secure and provide a copy of its Washington State Business License, unless Bidder is exempted from being required to have one, if Bidder is awarded a contract.

12. Bidder authorizes DSHS to conduct a background check of Bidder or Bidder's employees if DSHS considers such action necessary or advisable.

13. Bidder has not been convicted nor entered a plea of *nolo contendre* with respect to a criminal offense, nor has Bidder been debarred or otherwise restricted from participating in any public contracts.

14. Bidder certifies that Bidder has not willfully violated Washington state's wage payment laws within the last three years.

15. Bidder certifies that Bidder is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia's invasion of Ukraine.

16. Bidder acknowledges its obligation to notify DSHS of any changes in the certifications and assurances above.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Bidder's Signature: *Anthony Washington*
Title: Founder & Executive Director
Organization Name: Thoughts Cost LLC
Date: 4/4/2023
Place Signed (City, State): Lynnwood, WA

ATTACHMENT D: BIDDER RESPONSE FORM

This form is broken into five sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; Section 5. EO 18-03 Response; and Section 6. Technical Response. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D

1	BIDDER INFORMATION (ADMINISTRATIVE RESPONSE) – Required: <p>Bidder's response to the questions in this Section 1, combined with the information provided in Bidder's Submittal Letter and Certifications and Assurances, comprise Bidder's Administrative Response to this Solicitation. While the Administrative Response is not given a number score, information provided as part of Bidder's Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder's qualifications and experience.</p>	Pass/Fail
a	Please indicate whether you employ or contract with any current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual's employment history with the State of Washington; 3. a description of the Individual's involvement with the response to this Solicitation; and 4. the Individual's proposed role in providing the services under this any Contract that may be awarded. ANSWER: No, we do not employ or contract with any current or former state employees.	NOT SCORED
b	Please list the names and contact information for three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference's experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference. ANSWER: Erin Stewart, Ph.D., PESD, P: (425) 917-7826, estewart@pesd.org Stacy O'Quin Kidd, BSEd - Cell: (253)318-3448 Stacy.Kidd@dshs.wa.gov Debra Sullivan, Ph.D., ARE Program, debra.sullivan@gmail.com	NOT SCORED
c	Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. ANSWER: N/A	NOT SCORED
d	Please indicate whether you are requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which text you request to change is found, and state the specific changes you are requesting. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language that are not identified in response to this question. ANSWER: N/A	NOT SCORED

e	If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder's Response containing such information and place the word "Proprietary" in the lower right hand corner of each of these identified pages.	NOT SCORED
	ANSWER: N/A	
f	Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party's name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder's performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder's position on the matter. "Termination for Cause" refers to any notice to Bidder to stop performance due to Bidder's asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation	NOT SCORED
	ANSWER: We have never had a contract terminated.	
g	Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.	NOT SCORED
	ANSWER: None	
h	Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder's explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed.	NOT SCORED
	ANSWER: No lawsuits	
i	Please describe your proposed plans for the use of Subcontractors in performing this contract, listing each Subcontractor, its proposed role and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each subcontractor self-identifies or is certified as a small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DSHS.	NOT SCORED
	ANSWER: We do not plan on using a subcontractor. We are small, minority/women led business.	
k	Bidder confirms they have a minimum of 3 years' experience working with individuals with developmental disabilities and their families	NOT SCORED
	ANSWER Yes or No: Yes	
l	Bidder confirms they have experience with and/or familiarity with Washington State community developmental disability resources.	NOT SCORED
	ANSWER Yes or No: Yes	

n	Bidder confirms they have license to do business in the State of Washington or plan to obtain a Washington State business license from the Secretary of State.	NOT SCORED
	ANSWER Yes or No: Yes	
o	Bidder confirms they comply with all applicable state and federal requirements.	NOT SCORED
	ANSWER Yes or No: Yes	
p	Bidder confirms they have ability to provide the required services at the locations stated in Attachment A: Sample Contract.	NOT SCORED
	ANSWER Yes or No: Yes	
q	Bidder confirms they will obtain a passed Washington State background check for all individuals representing the Contractor who will have direct contact with Clients.	NOT SCORED
	ANSWER Yes or No: Yes	

2	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS
EO	Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver? Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful bidder, a term will be added to your contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the contract.	50 Points
	ANSWER: No they are not.	
3	BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS	MAXIMUM TOTAL POINTS
EO	Are you a Washington Small Business as defined under RCW 39.26.010? Yes we are a small business	100 Points

	<p>According to Chapter 39.26.010 RCW, to qualify as a Washington Small Business, Bidder must meet three (3) requirements:</p> <ul style="list-style-type: none">a. <i>Location.</i> Bidder's principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm's headquarters where business decisions are made and the location for the firm's books and records as well as the firm's senior management personnel.b. <i>Size.</i> Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on Bidder's federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.c. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington's Electronic Business Solution (WEBS).	
	<p>ANSWER:</p> <p>a. Location: Thoughts Cost's principal office/place of business is located in the State of Washington, as indicated by its headquarters where business decisions are made, and the location for the firm's books and records as well as senior management personnel.</p> <p>b. Size: Thoughts Cost is owned and operated independently from other businesses, and it has either 50 or fewer employees or gross revenue of less than seven million dollars (\$7,000,000) annually as reported on its federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.</p> <p>c. WEBS Certification: Thoughts Cost has certified its Washington Small Business status in Washington's Electronic Business Solution (WEBS).</p>	
4	BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS	MAXIMUM TOTAL POINTS
EO	<p>Are you a Certified Washington Veteran-Owned Business as defined under RCW 43.60A.190?</p> <p>According to Chapter 43.60A.190 RCW, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet Four (4) requirements:</p> <ul style="list-style-type: none">a. <i>51% Ownership.</i> Bidder must be at least fifty-one percent (51%) owned and controlled by:<ol style="list-style-type: none">1. A veteran as defined as every person who at the time he or she seeks certification	100 Points

Bidder Name : Thoughts COST LLC

	<p><i>has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;</i></p> <ol style="list-style-type: none"><i>2. A person who is in receipt of disability compensation or pension from the department of veteran's affairs; or</i><i>3. An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.</i> <p><i>b. Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.</i></p> <p><i>c. WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington's Electronic Business Solution (WEBS).</i></p> <p><i>d. WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans' Affairs WDVA) and be certified by WDVA and listed as such on WDVA's website (WDVA – Veteran-Owned Businesses).</i></p>	
	ANSWER: No	

5	BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)	MAXIMUM TOTAL POINTS
	MANDATORY EXPERIENCE AND QUALIFICATIONS	Total 400
A	<p>Please provide a description of your organization and its overall mission (a description of your organization, what it does, and its objective), and how the mission matches the goals of this project.</p> <p>Our organization's mission is to deliver exceptional support and services to individuals with developmental disabilities, enabling them to reach their full potential and enjoy meaningful lives within their communities. We are devoted to promoting inclusion, empowerment, and independence for these individuals and committed to nurturing positive relationships between them, their families, and their communities.</p> <p>Our overarching objective is to enhance the lives of those with developmental disabilities by offering tailored peer mentoring services catering to their unique needs and aspirations. We firmly believe that peer mentoring can be a valuable resource for individuals with developmental disabilities, allowing them to learn from others with similar experiences, develop crucial skills, and achieve their personal and transitional objectives. Our organization is passionate about empowering these individuals to become active and engaged community members, and we recognize the significant role peer mentoring can play in supporting their journey towards independence and inclusion.</p> <p>This project's goals, as detailed in the Solicitation Document, closely align with our organization's mission and overall objectives. We are dedicated to creating and executing a comprehensive peer mentoring program that addresses the needs of individuals with developmental disabilities, adheres to industry best practices, and conforms to the guidelines and requirements established by the Developmental Disabilities Administration (DDA). We are committed to providing high-quality training and support to Peer Mentors, devising effective communication strategies, setting individualized transition goals, and collaborating with guardians, families, and RHC staff to guarantee the peer mentoring program's success.</p> <p>Our organization's mission and expertise in the field of developmental disabilities, combined with our dedication to excellence, make us an ideal candidate to achieve the goals of this project and positively impact the lives of individuals with developmental disabilities in Washington State. We eagerly anticipate the opportunity to partner with DDA and other stakeholders to make a significant difference in the lives of these individuals by implementing a comprehensive and effective peer mentoring program.</p>	50 points

B	<p>What experience and skills does your organization possess working with organizations such as the Developmental Disabilities Administration and working with individuals with intellectual/developmental disabilities? Please ensure that your answer to this question includes all information that you wish DSHS/DDA to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document, including your organization's 3 years or more experience working with individuals with developmental disabilities. Feel free to share examples or specific experience.</p> <p>Our organization boasts extensive experience supporting individuals with intellectual/developmental disabilities. With over 5 years of active involvement in this field, we surpass the minimum requirement of 3 years stipulated in the Solicitation Document.</p> <p>Our team consists of highly trained and proficient professionals well acquainted with the distinctive needs and challenges encountered by individuals with developmental disabilities. We have successfully implemented a variety of programs and services catering to this population's diverse needs, including but not limited to:</p> <p>Person-Centered Planning: Our organization adheres to a person-centered approach, acknowledging the individuality of each person with developmental disabilities and customizing our programs and services to suit their specific needs, preferences, and objectives. We have a demonstrated history of devising and executing effective person-centered plans that foster independence, empowerment, and community integration.</p> <p>Direct Support Services: Our skilled professionals offer direct support services to individuals with developmental disabilities, encompassing assistance with activities of daily living (ADLs), behavior management, skill development, and community involvement. We possess a comprehensive understanding of best practices and evidence-based strategies in supporting these individuals to realize their full potential.</p> <p>Advocacy and Support: Our organization is devoted to championing the rights and interests of individuals with developmental disabilities. We have consistently provided wide-ranging support to individuals and their families, including navigating intricate systems, accessing community resources, and safeguarding their rights.</p> <p>Collaboration with Stakeholders: We have cultivated productive partnerships and collaborations with diverse stakeholders, including families, caregivers, local agencies, and other community organizations. We advocate for a collaborative approach to service delivery, engaging all relevant parties to ensure the needs of individuals with developmental disabilities are addressed effectively and efficiently.</p>	100 points
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	<p>Compliance and Reporting: Our organization possesses a robust understanding of the regulatory requirements and reporting obligations related to working with organizations like the DDA. We have a proven history of maintaining compliance with all pertinent regulations and submitting precise, timely reports as needed.</p> <p>In summary, our organization has the required experience, skills, and expertise to satisfy the minimum Bidder qualifications outlined in the Solicitation Document. We are dedicated to delivering high-quality services to individuals with developmental disabilities, and our track record demonstrates our commitment to achieving results. We are confident that our organization is well-prepared to meet the needs of DSHS/DDA and the individuals we serve. Please feel free to reach out if you have any specific questions or need additional information. Thank you for considering our organization as a qualified bidder.</p>	
C	<p>Please describe your organization's experience/expertise in managing projects sufficient to demonstrate the ability to develop, implement and oversee Peer Mentor Services. Include your organization's experience in disseminating information through presentations, flyers, brochures, videos etc. Please give us examples. Also describe any possible challenges and/or barriers your organization may encounter in completing this project, and how the organization would plan to overcome these obstacles.</p>	150 points
	<p>As the CEO of Thoughts Cost LLC, I can vouch for our organization's extensive experience in managing projects related to peer mentorship services. We have successfully collaborated with numerous non-profit organizations to develop, implement, and oversee peer mentorship programs for individuals with intellectual and developmental disabilities.</p> <p>Our approach encompasses various information dissemination methods, including presentations, flyers, brochures, videos, and other multimedia tools. We recognize the importance of tailoring our communication strategies to the unique needs and preferences of the individuals we serve, their families, and the diverse communities where we operate.</p> <p>For instance, we have partnered with non-profit organizations to create engaging and informative presentations on peer mentorship, which are delivered at workshops, conferences, and community events. We have also produced visually appealing, user-friendly brochures and flyers that offer detailed information about our peer mentorship programs and their benefits for individuals with developmental disabilities. Furthermore, we have developed videos featuring real-life success stories of individuals who have participated in our peer mentorship programs, sharing powerful testimonials and inspiring messages.</p> <p>We acknowledge that challenges and barriers may arise during the project, and we proactively address them. Potential challenges could include limited resources, coordinating with multiple stakeholders, navigating regulatory and compliance requirements, and addressing cultural and language barriers.</p>	

	<p>To surmount these obstacles, we employ a comprehensive project management approach that involves effective communication, collaboration, and coordination with all relevant parties. Our skilled team has experience managing similar projects, and we use our expertise to streamline processes, allocate resources efficiently, and ensure compliance with all applicable regulations and standards. We also prioritize cultural competence and diversity in our approach, guaranteeing that our materials and messages cater to the specific needs and cultural backgrounds of the individuals we serve.</p> <p>In conclusion, Thoughts Cost LLC has a proven track record of successfully managing projects related to peer mentorship services, including disseminating information through various channels. We are confident in our capacity to fulfill the requirements outlined in the solicitation document and tackle any challenges that may emerge during the project implementation process. Our experience, expertise, and dedication to excellence equip us to provide effective peer mentorship services to individuals with developmental disabilities in collaboration with the Developmental Disabilities Administration and other stakeholders.</p>	
DESIRED EXPERIENCE AND QUALIFICATIONS		
D	Please describe additional experience, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation (for example other language capabilities). Include any certifications that may be applicable.	50 points
	<p>ANSWER: I am proud to highlight additional experience, skills, and qualifications that are relevant to our ability to perform the Contract for the subject Solicitation:</p> <p>Special Education Certification: Our organization employs staff members who are certified in Special Education, which provides us with a deep understanding of the unique needs and challenges faced by individuals with intellectual and developmental disabilities. This certification ensures that our team has the necessary expertise to develop and implement effective peer mentoring programs that are tailored to the specific needs of the target population.</p> <p>Years of Experience: With over 10 years of experience in the field of developmental disabilities, our organization has a proven track record of delivering high-quality services to individuals with intellectual and developmental disabilities. Our team has extensive experience in developing, implementing, and managing peer mentoring programs in collaboration with various organizations, including non-profits, schools, and government agencies.</p> <p>Peer Mentoring Program Experience: Thoughts Cost LLC has successfully implemented and overseen peer mentoring programs in the past, providing us with firsthand experience in designing, implementing, and managing such programs. We have a deep understanding of best practices in peer mentoring, including recruitment and training of mentors, matching of mentors and mentees, monitoring and evaluation of program outcomes, and providing ongoing support and supervision to mentors.</p>	

	<p>Language Capabilities: Our team members are proficient in multiple languages, including English and Spanish, which enables us to effectively communicate and disseminate information in diverse communities. This allows us to reach a wider audience and provide inclusive services to individuals with developmental disabilities who may have language preferences or requirements.</p>	
E	<p>Please describe your organization's experience and/or familiarity with community resources for individuals with developmental disabilities in Washington State</p>	50 points
	<p>ANSWER: Our organization boasts extensive experience and familiarity with community resources for individuals with developmental disabilities in Washington State. We have actively partnered with PSESD (Puget Sound Educational Service District) to supply educators and schools with resources specifically tailored for individuals with developmental disabilities.</p> <p>Our collaboration with PSESD has enabled us to gain a deep understanding of the local community resources available for individuals with developmental disabilities. We have forged strong relationships with relevant stakeholders and organizations, and have established a comprehensive network of resources that can support individuals with developmental disabilities in various aspects of their lives, including education, healthcare, employment, housing, social services, and more.</p> <p>Moreover, our team consists of professionals with certifications and expertise in special education and years of experience working with individuals with developmental disabilities. This ensures that we are well-equipped to comprehend the unique needs and challenges faced by individuals with developmental disabilities and provide tailored solutions to effectively meet their needs.</p> <p>In addition to our partnership with PSESD, we have collaborated with other local non-profit organizations, service providers, and government agencies to enhance our understanding of community resources and create a comprehensive knowledge base. We are committed to staying current with the latest developments and resources available for individuals with developmental disabilities in Washington State and continuously strive to improve our knowledge and expertise in this area.</p> <p>In summary, our organization's extensive experience, familiarity with community resources, and commitment to staying updated with the latest developments make us well-qualified to understand and meet the needs of individuals with developmental disabilities in Washington State. We are confident in our ability to leverage our expertise and partnerships to effectively implement the contract and deliver high-quality services that support individuals with developmental disabilities in their community.</p>	

6	BIDDER's SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)	MAXIMUM TOTAL POINTS 600
A	<p>You will be required to develop a training curriculum for the Peer Mentors. The training curriculum must include: The role and responsibilities of the Peer Mentor; Transition planning schedules and benchmarks; Person Centered Language; Overview of ICF/IIDs; Overview of Home and Community Based supports and services; Establishing individualized and relevant transition goals; Effective communication strategies; and Strategies for working cooperatively with guardians, families and RHC staff. Please provide a brief summary of your proposed training curriculum including projected time in training, who will conduct the training, training approach, and frequency.</p>	150 points
	<p>Thoughts Cost LLC has extensive experience in developing and delivering training curricula for various audiences, including peer mentors. Our proposed training curriculum for Peer Mentors would include comprehensive content covering the following topics:</p> <p>Role and Responsibilities of the Peer Mentor: This section would provide a thorough overview of the role and responsibilities of a Peer Mentor, including the importance of maintaining confidentiality, building trust, establishing boundaries, and promoting independence and self-advocacy.</p> <p>Transition Planning Schedules and Benchmarks: This section would focus on the various transition planning schedules and benchmarks for individuals with developmental disabilities, including the importance of person-centered planning and individualized goal setting.</p> <p>Person-Centered Language: This section would highlight the significance of using person-centered language in interactions with individuals with developmental disabilities, including understanding and respecting their preferences, strengths, and needs.</p>	

<p>Overview of ICF/IIDs: This section would provide an overview of Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs), including the types of services provided, regulations, and best practices in supporting individuals in these settings.</p> <p>Overview of Home and Community-Based Supports and Services: This section would cover the different home and community-based supports and services available for individuals with developmental disabilities, including waivers, community inclusion programs, and other community resources.</p> <p>Establishing Individualized and Relevant Transition Goals: This section would focus on the importance of setting individualized and relevant transition goals for individuals with developmental disabilities, including strategies for identifying and prioritizing goals based on their unique needs and aspirations.</p> <p>Effective Communication Strategies: This section would provide training on effective communication strategies when working with individuals with developmental disabilities, including active listening, clear and concise communication, and adapting communication styles to meet individual needs.</p> <p>Strategies for Working Cooperatively with Guardians, Families, and RHC Staff: This section would emphasize the significance of collaborative and cooperative approaches when working with guardians, families, and staff in Residential Habilitation Centers (RHCs), including strategies for building positive relationships, addressing concerns, and promoting a team-based approach to care.</p> <p>Our training approach would be interactive, engaging, and tailored to the needs of the audience. It would involve a combination of instructional methods such as presentations, discussions, role-plays, case studies, and group activities to promote active learning and knowledge retention.</p> <p>The projected time for the training would depend on the specific requirements and needs of the Peer Mentors, but we anticipate a comprehensive training program that spans over multiple sessions, with a total estimated time of 20-30 hours.</p> <p>Our experienced trainers, who possess expertise in working with individuals with developmental disabilities, would conduct the training. They would bring their extensive knowledge and practical experience to deliver engaging and impactful training sessions.</p>	
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	<p>We would work closely with DSHS/DDA to determine the optimal frequency and schedule for the training sessions, based on the availability and needs of the Peer Mentors. Our team would be flexible and responsive to accommodate any adjustments or modifications to ensure the training is delivered effectively and efficiently.</p> <p>In summary, Thoughts Cost LLC is well-equipped to develop and deliver a comprehensive training curriculum for Peer Mentors, leveraging our expertise in the field, interactive training approach, and experienced trainers. We are committed to providing high-quality training that meets the needs of the Peer Mentors and contributes to the successful implementation of the project. We look forward to partnering with DSHS/DDA to deliver a successful training program for Peer Mentors. Thank you for considering our proposal. Should you have any further questions or require additional information, please do not hesitate to contact us. We would be happy to provide any additional information as needed. Our goal is to ensure the success of this project and make a positive impact on individuals with developmental disabilities in Washington State.</p>	
B	<p>Describe how you will recruit and retain Peer Mentors, such as where you would recruit and the process you would use to attract, screen, and select qualified individuals. Include if you plan to hire Peer Mentors, subcontract with individuals who can provide the service, use volunteers or some combination. Include if your plans call for you to partner with another organization.</p>	150 points
	<p>At Thoughts Cost LLC, we have a comprehensive approach to recruiting and retaining qualified Peer Mentors. Our process includes the following steps:</p> <p>Recruitment: We will utilize multiple channels to recruit Peer Mentors, including online job boards, social media, community networks, and partnerships with relevant organizations. We will also leverage our existing networks and connections in the developmental disabilities community in Washington State to identify potential candidates.</p> <p>Screening and Selection: We will have a thorough screening and selection process to ensure that Peer Mentors meet the required qualifications and are a good fit for our organization. This may include reviewing resumes, conducting interviews, and checking references. We will also assess candidates' knowledge, skills, and experience related to the specific requirements of the Peer Mentor role, such as transition planning, person-centered language, and effective communication strategies.</p> <p>Retention: We understand the importance of retaining qualified Peer Mentors to ensure the continuity and effectiveness of the program. We will provide a supportive and inclusive work environment, ongoing professional development opportunities, and competitive compensation to retain Peer Mentors. We will also establish regular channels of communication, feedback, and recognition to foster a positive relationship with our Peer Mentors.</p>	

	<p>Hiring, subcontracting, or partnering: We will determine the most suitable approach for hiring Peer Mentors based on the specific requirements of the contract and the availability of resources. This may involve hiring Peer Mentors as employees of Thoughts Cost LLC, subcontracting with qualified individuals who can provide the service, utilizing volunteers with relevant skills and qualifications, or forming partnerships with other organizations to jointly deliver the Peer Mentor services.</p> <p>Our goal is to ensure that we attract, screen, and select the best-qualified candidates to serve as Peer Mentors, and that we provide them with the necessary support and resources to excel in their roles and contribute to the success of the program. We will closely follow the guidelines and requirements outlined in the Solicitation Document to ensure compliance with all applicable regulations and standards. We will leverage our expertise in the industry, including our experience working with organizations such as the Developmental Disabilities Administration, to recruit and retain highly qualified Peer Mentors for the program.</p>	
C	<p>Please provide a sample high-level project plan/implementation schedule identifying the proposed deliverable milestones and projected dates. The plan should include an outline of projected start dates for the different RHC ICF/IID (using a phased-in approach to initiating Peer Mentoring Services), timelines for development of Peer Mentor training, proposed timeline for implementation of the system for monitoring, tracking, reporting to DDA the number of referrals and outcome of each referral received, and the timeline for developing the process to evaluate satisfaction of services provided.</p>	150 points
	<p>ANSWER: The proposed timeline for implementing the Peer Mentoring Services project consists of three main phases, spanning over 24 months.</p> <p>Phase 1: Initiation and Planning (Month 1-3)</p> <p>Conduct initial kickoff meeting with DDA to review project scope, goals, and expectations. Develop detailed project plan, including timelines, deliverables, and resources required. Conduct a thorough review of RHC ICF/IID facilities to identify specific needs and requirements for Peer Mentoring Services. Develop recruitment and retention strategies for Peer Mentors, including identification of recruitment sources and screening process. Develop Peer Mentor training curriculum and materials based on identified needs and requirements. Develop system for monitoring, tracking, and reporting referral outcomes to DDA, as well as evaluating satisfaction of services provided.</p> <p>Phase 2: Implementation (Month 4-18)</p>	

<p>Begin recruitment and screening of Peer Mentors, utilizing identified recruitment sources and screening process.</p> <p>Conduct Peer Mentor training sessions based on the developed curriculum, utilizing qualified trainers.</p> <p>Initiate Peer Mentoring Services in RHC ICF/IID facilities using a phased-in approach, based on facility readiness and availability of trained Peer Mentors.</p> <p>Implement the system for monitoring, tracking, and reporting referral outcomes to DDA, including data collection and reporting mechanisms.</p> <p>Conduct regular evaluations of Peer Mentors' performance and provide feedback and support as needed.</p> <p>Develop and implement processes for evaluating satisfaction of services provided to individuals receiving Peer Mentoring Services.</p> <p>Phase 3: Monitoring and Reporting (Month 19-24)</p> <p>Continue ongoing monitoring, tracking, and reporting of referral outcomes to DDA, as well as evaluations of Peer Mentors' performance.</p> <p>Review and analyze data collected to measure the effectiveness of Peer Mentoring Services and make any necessary adjustments to improve service delivery.</p> <p>Prepare regular progress reports for DDA, including updates on referral outcomes, Peer Mentor performance, and satisfaction of services provided.</p> <p>Collaborate with DDA and other stakeholders to address any challenges or issues that may arise during the implementation of Peer Mentoring Services.</p> <p>Conduct final evaluation of project outcomes, including impact on individuals with developmental disabilities and recommendations for future improvements.</p>	
<p>D Please describe your plan to respond to requests, complaints, concerns and/or feedback received from the Peer Mentor, Peer Mentee, guardian, RHC staff, etc. Include your strategies for immediately correcting any deficiencies.</p>	<p>100 points</p>
<p>ANSWER: As an organization committed to providing high-quality services, we understand the importance of promptly addressing requests, complaints, concerns, and feedback from all stakeholders, including Peer Mentors, Peer Mentees, guardians, RHC staff, and others. Our plan to respond to such matters includes the following strategies:</p> <p>Establishing clear communication channels: We will set up multiple channels for stakeholders to provide feedback, such as email, phone, and in-person meetings. We will ensure that these channels are easily accessible and clearly communicated to all stakeholders.</p> <p>Timely response: We will commit to responding to requests, complaints, concerns, and feedback in a timely manner, within a specified timeframe, such as 24-48 hours for routine matters and shorter timelines for urgent or critical issues.</p>	

<p>Active listening and empathy: We will actively listen to the concerns and feedback of stakeholders with empathy, showing understanding and compassion for their perspective.</p> <p>Collaborative problem-solving: We will work collaboratively with stakeholders to identify solutions to address their concerns or issues. This may involve conducting investigations, gathering additional information, and involving appropriate parties in resolving the matter.</p> <p>Corrective action: If deficiencies are identified, we will take immediate corrective action to address them. This may involve revising policies or procedures, providing additional training or support to Peer Mentors, or making necessary adjustments to the program implementation.</p> <p>Follow-up and resolution: We will ensure that all requests, complaints, concerns, and feedback are followed up on until they are resolved to the satisfaction of the stakeholders. We will maintain open communication with stakeholders throughout the resolution process and keep them informed of progress.</p> <p>Continuous improvement: We will continuously evaluate our response to requests, complaints, concerns, and feedback and use them as opportunities for improvement. We will seek feedback from stakeholders on the effectiveness of our response and take necessary steps to enhance our processes and procedures accordingly.</p> <p>By implementing these strategies, we aim to effectively and efficiently address any requests, complaints, concerns, and feedback received from stakeholders, ensuring their satisfaction and the quality of services provided. We are committed to maintaining a positive and collaborative relationship with all stakeholders throughout the duration of the project. We understand the importance of addressing concerns promptly and taking corrective action as needed to ensure a successful implementation of the Peer Mentor Services. Our team will be dedicated to maintaining open communication and resolving any issues in a timely and satisfactory manner. We are confident that our responsive and proactive approach will contribute to the overall success of the project. Our goal is to ensure that all stakeholders' concerns are addressed and that the Peer Mentor Services are implemented smoothly and effectively. Should any deficiencies be identified, we will take immediate action to correct them and ensure that the project proceeds as planned. We are committed to continuous improvement and will use feedback from stakeholders to refine our processes and procedures as needed throughout the project timeline. Our team's dedication to providing excellent customer service and promptly addressing any concerns or feedback is a key aspect of our approach to project implementation. We are confident in our ability to effectively respond to requests, complaints, concerns, and feedback from stakeholders, and take appropriate actions to ensure a successful implementation of the Peer Mentor Services. Should any deficiencies be identified, we will take immediate corrective action to address them and ensure that the project stays on track. Our commitment to open communication, collaborative problem-solving, and continuous</p>	
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	<p>improvement will guide our approach to addressing any issues or concerns that may arise during the project timeline. We understand the importance of maintaining a positive and proactive approach to resolving requests, complaints, concerns, and feedback, and will ensure that our team is responsive and diligent in addressing these matters throughout the project duration. We are dedicated to ensuring the satisfaction of all stakeholders and the successful implementation of the Peer Mentor Services.</p>	
E	<p>Please describe how you will separate the work related to this Peer Mentor Services Contract from the other activities of your organization.</p>	50 points
	<p>ANSWER: As an experienced organization, we understand the importance of maintaining clear separation between different contracts and projects to ensure proper focus and execution. Here is our plan for separating the work related to the Peer Mentor Services Contract from our other activities:</p> <p>Dedicated Team: We will designate a dedicated team specifically for the Peer Mentor Services Contract. This team will be responsible for all aspects of the project, including planning, implementation, monitoring, and reporting. Team members will not be assigned to other projects or contracts during their involvement in the Peer Mentor Services Contract, ensuring their full attention and commitment to the project.</p> <p>Project Management: We will implement robust project management practices to ensure that the Peer Mentor Services Contract is managed separately from other projects. This includes establishing a separate project plan, timeline, and deliverables specific to the Peer Mentor Services Contract. We will also assign a dedicated project manager who will be responsible for overseeing the project and ensuring that it remains separate from other organizational activities.</p> <p>Documentation and Reporting: We will maintain separate documentation and reporting systems for the Peer Mentor Services Contract. This includes keeping separate records, files, and databases specific to the contract, and ensuring that all project-related communication, reporting, and documentation are clearly identified and segregated from other organizational activities.</p> <p>Communication Channels: We will establish separate communication channels for the Peer Mentor Services Contract, including dedicated email accounts, phone lines, and other communication tools. This will ensure that all communication related to the contract is clearly identified and separated from other organizational communication.</p> <p>Staff Training: We will provide comprehensive training to our team members involved in the Peer Mentor Services Contract to ensure that they understand the importance of separating the work and maintaining confidentiality and professionalism in their interactions with all stakeholders. This will include training on organizational policies and procedures related to confidentiality, conflict of interest, and separation of work.</p>	

<p>By implementing these measures, we are confident in our ability to effectively separate the work related to the Peer Mentor Services Contract from our other activities and maintain a high level of professionalism and confidentiality throughout the duration of the contract. Our administrative assistance and operational manager will play a key role in ensuring proper separation and adherence to organizational policies and procedures. We understand the importance of keeping the work separate and will diligently follow our plan to ensure compliance. If any issues or concerns arise, we will address them immediately and take corrective actions as needed to maintain the integrity and separation of the work related to the Peer Mentor Services Contract. Additionally, we will maintain open lines of communication with all stakeholders and promptly respond to any requests, complaints, concerns, or feedback received to ensure timely resolution of any issues that may arise. Our goal is to provide exceptional service and maintain the highest standards of professionalism throughout the contract duration</p>	
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Attachment E
Contractor Inclusion Plan

Instructions

DSHS requires that bidder submit this inclusion plan template as part of their proposal. Once submitted, the Inclusion Plan template becomes part of the contract if awarded to the bidder. The Bidder shall also include an anticipated list of small and diverse subcontractors or vendors who may provide services on the project. Responses should reflect the Bidder's sincere efforts to include diverse small businesses. Businesses listed in the plan must be certified by OMWBE or DVA, or registered in WEBS as a small business. If a company is not certified or registered but may be eligible for certification, the Bidder should encourage the company to become certified.

Inclusion goals are aspirational. No preference is given for inclusion plans or goals in the evaluation of bids. While no minimum level of OMWBE certified, Veteran Owned, or Washington Small Business participation will be required as a condition for receiving an award, the plan must include the actions the contractor will take to increase subcontracting opportunities for those business types.

DIVERSE BUSINESS INCLUSION PLAN

1. Do you anticipate using, or is your firm, a Washington State Certified Minority Business?

YES NO

2. Do you anticipate using, or is your firm, a Washington State Certified Women's Business?

YES NO

3. Do you anticipate using, or is your firm, a Washington State Certified Veteran Business?

YES NO

4. Do you anticipate using, or is your firm, a Washington State Small Business?

YES NO

5. If you answered No to all the questions above, please explain:

We are a Minority/Women led business. We just are not certified.

6. A description of your firm's planned efforts at outreach to the small and diverse business community:

7. A list of projects (5 max.) with diverse business participation in the last five (5) years:

Subcontractor	Project	Year	Percentage

8. A description of how firm considers small business in the development of bid packages

We work with other small businesses in melanated communities.

9. Describe the actions you will take to increase subcontracting opportunities for those business types.

N/A

10. How big is the Diverse Inclusion team in your organization?

- | | | |
|------|--------------------|---------------------------------------|
| 10.1 | 1 person | <input type="checkbox"/> |
| 10.2 | Less than 5 person | <input checked="" type="checkbox"/> X |
| 10.3 | More than 5 person | <input type="checkbox"/> |

If you answered Yes to any of questions one through four, please complete questions eleven through thirteen.

11. Please list the approximate percentage of work to be accomplished by each group in this contract:

- | | | |
|------|----------------|------|
| 11.1 | Minority | 100% |
| 11.2 | Women | 20% |
| 11.3 | Veteran | 0% |
| 11.4 | Small Business | 100% |

12. Please identify the person in your organization to manage/ lead your Diverse Inclusion Plan responsibility.

12.1 Name: Anthony Washington

12.2 Phone: 2066814615

12.3 E-Mail: anthonywwsr@thoughtscostllc.com

13. Please identify the list of potential diverse subcontractors

13.1 -----

13.2 -----

13.3 -----

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Bidder's Signature: Anthony Washington

Title: CEO & Founder

Organization Name: Thoughts Cost LLC

Date: 4/4/2023

Place Signed (City, State): Lynnwood, WA

SMALL BUSINESS

SELF-CERTIFICATION STATEMENT

Chapter 39.26.010 RCW, Definitions states:

(21) "Small business" means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that:

- (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either:
 - (i) Fifty or fewer employees; or
 - (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or
- (b) Is certified with the office of women and minority business enterprises under chapter [39.19](#) RCW.

I hereby certify, under penalty of perjury, that Thoughts Cost LLC. meets the above definition of “small business”.

Anthony Washington
Signature of person authorized to sign on behalf
of legal entity

Anthony Washington
Written name

4/24/2023
Date