



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

DATE: May 5th, 2023

TO: RFP # 2234-821 Bidders

FROM: Nicole Kahle, Solicitation Coordinator  
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Change to the RFP Document and Bidder’s Q & A

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DSHS amends the RFP # 2234-821 procurement document to include:

- An update to RFP # 2234-821, Cover Page;
- The slideshow from the RFP # 2234-821 Pre-Bid Conference, and
- Bidder’s Questions and Answers

**Update to RFP #2234-821  
Solicitation Document**

RFP # 2234-821 Training & Technical Assistance for Developmentally Disabled Support Programs, Cover page is amended to read:

All Responses **must be received in their entirety by 3:00 p.m.** Pacific Time on **May 18, 2023** unless an Amendment is issued modifying the Solicitation Schedule set forth in Section C.1 of this Solicitation Document.

**Bidder's Questions and Answers**  
**RFP# 2234-821**

**Question #1:** Could you identify the incumbent and the length of their current contract?

**A:** The current provider is Service Alternatives, and their current contract is a one-year term expiring 6/30/2023.

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**Question #2:** How many conferences are done annually?

**A:** Historically DSHS has held 2 conferences/year.

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**Question #3:** Is it allowable to bid on 2 SOW's vs. all the categories being provided? We typically support a project end to end vs. staff augmentation.

**A:** Unfortunately, DSHS cannot accept a partial response to this RFP, but potential bidders are encouraged to submit joint proposals if they can.

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**Question #4:** Can you provide some examples of how the technical assistance is being provided? For instance is it done by provider?

**A:**

1. Virtual platform hosting (and advanced hosting)
    - Hosting consists of scheduling Zoom or MS Teams meeting based on facilitator and audience preference on behalf of the facilitator
    - Advanced Hosting consists of the duties above as well as monitoring the chat, managing breakout rooms and other "in-meeting" technical roles.
  2. Contact for ordering supplies
  3. Contact for coordinating payment for contracted providers/facilitators
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**Question #5:** What is the total allowable cost for this contract annually?

**A:** The maximum amount DSHS will accept in proposals for this contract annually is \$3,200,000.00

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

# Pre-Bid Conference for RFP #2234-821: Training and Technical Assistance for DD Support Programs

Solicitation Coordinator: Nicole Kahle  
DDA Representative: Sarah Blanchette



- ## Agenda

- Introduction
- Overview of RFP; purpose and background information
- DDA Values, Vision, and Mission
- Successful Bidder Profile
- Project Scope
- Contact Information & Next Steps
- Questions?

# Purpose

The Developmental Disabilities Administration of the Washington State DSHS is seeking qualified contractors to provide:

- **Training**
- **Technical assistance**
- **Consultation**

Services will be provided directly to community providers, county staff, families of clients and also to administration staff who work with clients, providers and families.

# Background

DSHS is the largest state agency

DSHS Mission: To Transform Lives

Developmental Disabilities Administration (DDA)

supports individuals with Intellectual and/or

Developmental Disabilities:

- 49,297 individuals with assessments and support planning
- 18,000 clients with in-home care support
- 208 clients in state operated living alternatives statewide
- 647 residents with care and support in 24-hour residential habilitation centers.

# Background

Since 1984, DSHS' DDA has utilized specialized training, technical assistance and consultation services.

- Provide support to eligible individuals, their families, community providers, county staff and other relevant individuals and organizations
- Strengthen our delivery system
- Provide meaningful opportunities for individuals with I/DD to reside in the community
- Empower our person-centered approach to supports and services
  - Power of Can
  - Dignity and Respect
  - Assuming Competence



# Background

Using this framework, we aspire to design a system that provides:

- support
- engaging experiences
- learning solutions
- dynamic environments that promote positive relationships.

This organizational approach offers a valued community culture for individuals with I/DD and those who are dedicated to supporting and serving individuals experiencing I/DD

# DDA Vision

Transforming  
Lives

Engagement

Individualizing  
Supports

Continually  
Improving Supports

Supporting individuals with  
I/DD to live in communities

Building Support Plans based on  
needs and strengths

DDA CORE  
Values

Respect

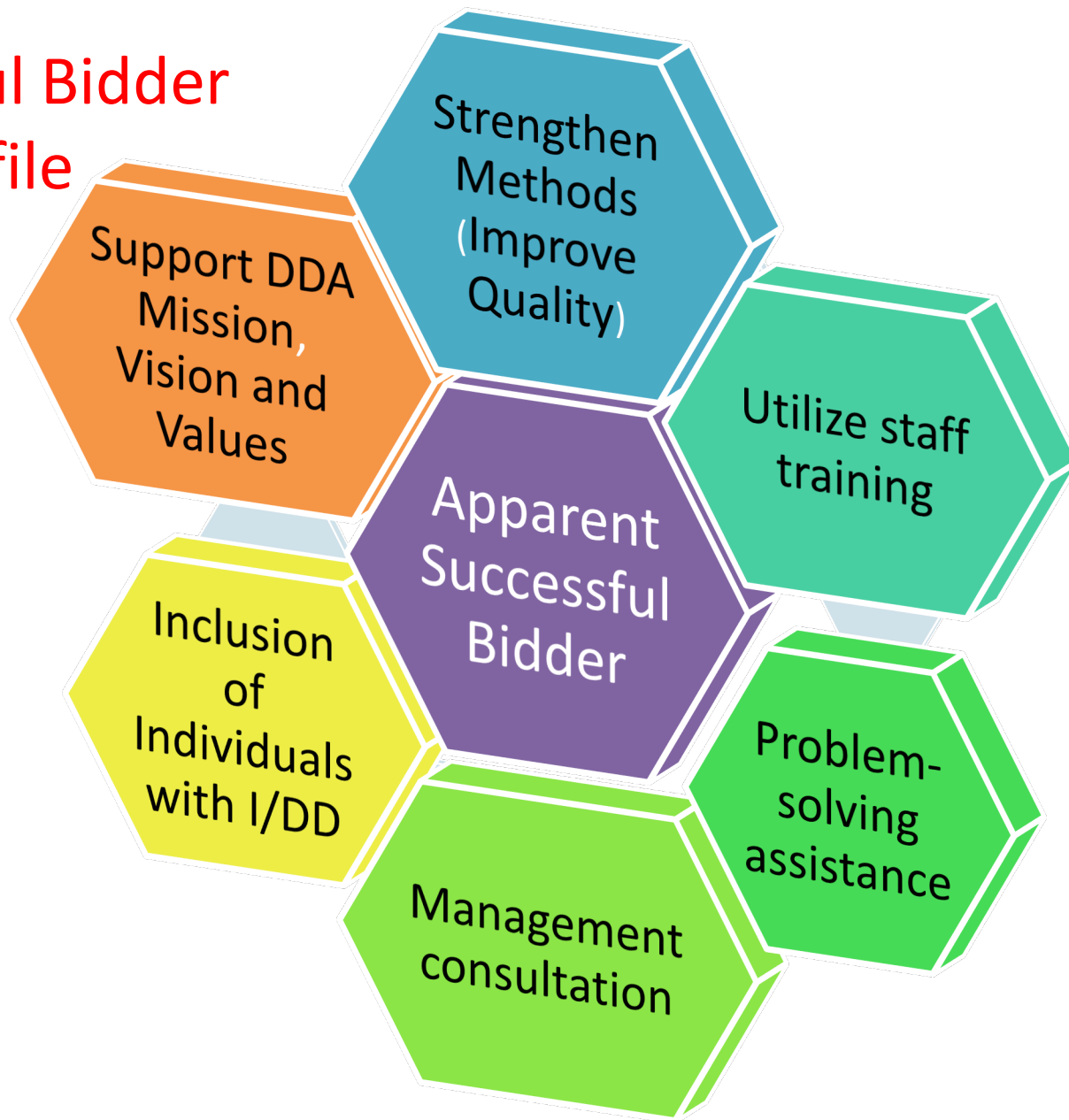
Transforming  
Lives

Person-Centered  
Planning

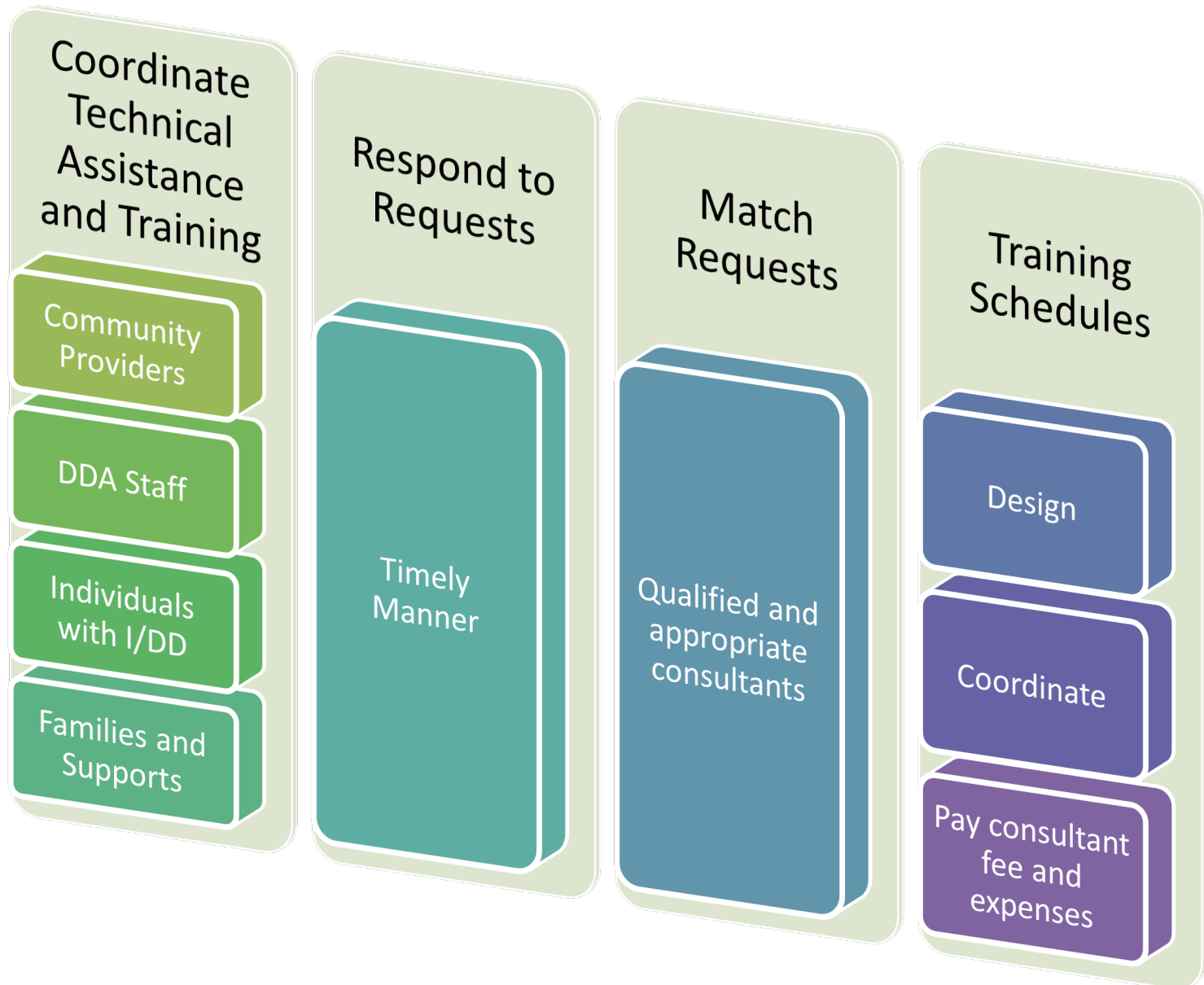
Partnerships

Community Participation

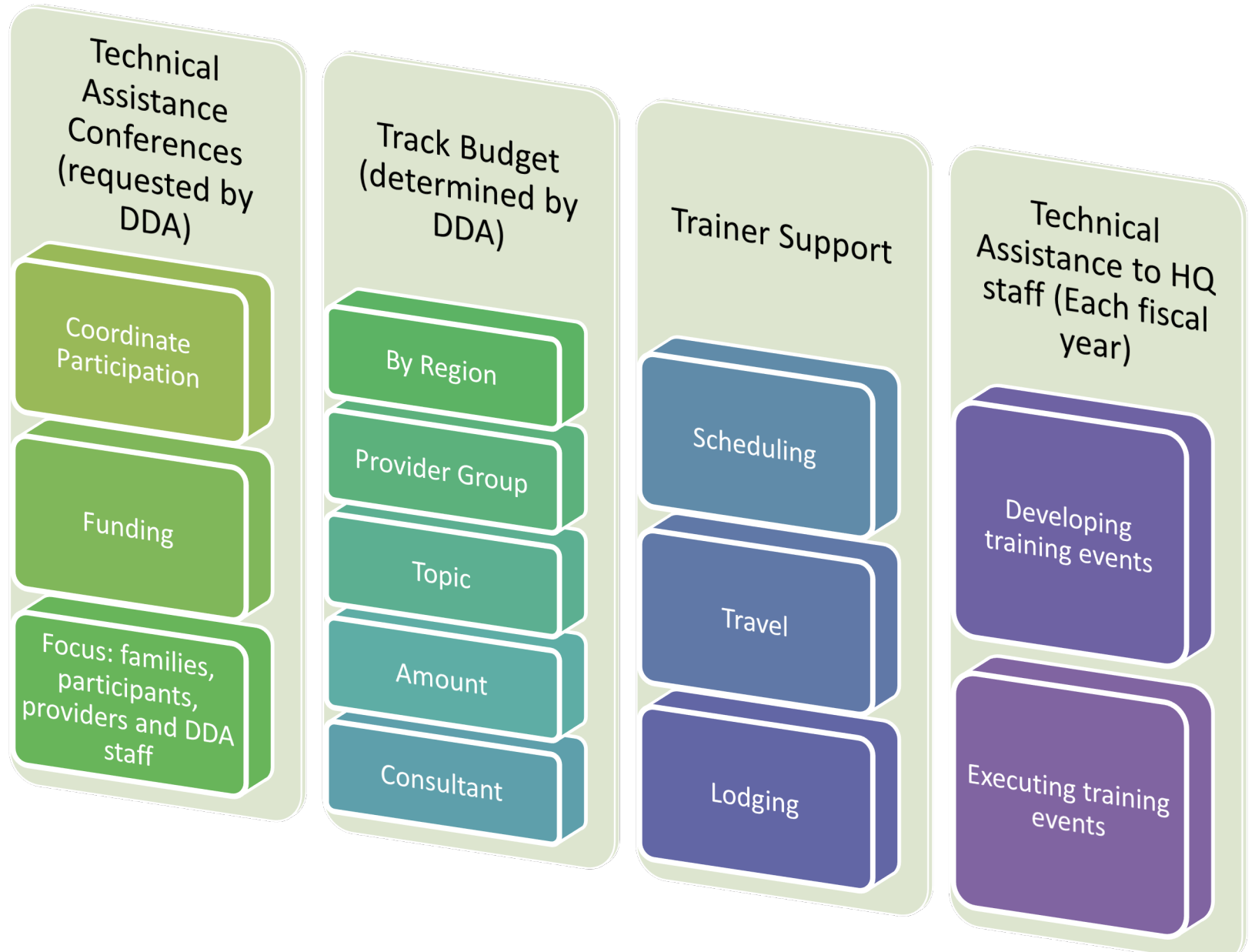
# Successful Bidder Profile



# Project Scope



# Project Scope



# Project Scope

Video/Media Support for Professional Development

Technical Support

Consultation support

Subcontract with Subject Matter Experts

Operational Values through Service Delivery

Resource Management

Behavioral Support

Incident Management

Subcontract with Subject Matter Experts (continued)

Mental Health

Person-Centered Caregiving and Case Management

Inclusive Practices

Equity, Diversity, Access and Inclusion

Other areas identified by Administrative Staff

# Project Scope

Facilitate Individual and Community Training events for:

Community Providers

Individuals and Families

Other requested by DDA Admin Staff

Facilitate and Coordinate DDA Specialty Training For:

AFH/AL Providers

DDA Community Residential Providers

Others approved by DDA Admin Staff

Coordinate Training and Technical Assistance for RCL

individuals

Families

Agencies

Employers/potential employers

Other areas identified by Administrative Staff



Questions? Direct your correspondence to: Nicole Kahle,  
Solicitation Coordinator, at [Nicole.Kahle@dshs.wa.gov](mailto:Nicole.Kahle@dshs.wa.gov)

## Next Steps:

- April 28: questions or requests for changes due by 3 p.m. PST
- May 5: DSHS will post answers to questions received
- May 11: complaints due by 5 p.m. PST

*DSHS Procurement Website:*

<https://www.dshs.wa.gov/ffa/procurements-and-contracting>

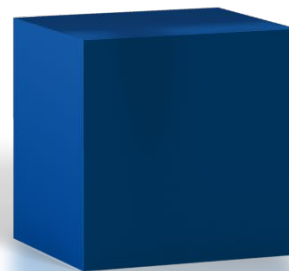
*WEBS Website:*

<https://pr-webs-vendor.des.wa.gov/>

**Responses due by 3:00pm P.S.T. May 18, 2023\***

\*Please see the RFP#2234-821 Solicitation Document for response submission details

Please  
type your  
questions  
into the  
chat box!



Transforming lives