

HEALTH SERVICES

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HUMAN SERVICES

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Request for Qualifications for:

Developmental Disabilities Individual Employment Services

Wahkiakum County Health & Human Services (hereafter referred to as the “County”) announces an ongoing Request for Qualifications (RFQ) to solicit qualified providers to deliver Employment Services.

The County intends to identify providers who are qualified to provide the services described herein. The result of this RFQ is intended to be the negotiation and award of a contract. No provider will be awarded a contract for any area of service related to Employment Services unless the provider has been determined to be qualified through the procedure described in this RFQ.

Newly qualified applicants are defined as organizations who are deemed qualified as a result of this qualification process, and who are not currently providing supported employment to Washington State Developmental Disabilities Administration (DDA)-eligible individuals residing in Wahkiakum County. For newly-qualified applicants, the County will issue a provisional twelve (12) month contract. To remain a qualified provider, the agency must fully comply with its county subcontract.

Description of Solicited Services

1. Individual Employment (IE) services are part of an individual’s pathway to employment and are tailored to individual needs, interests, and abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state’s minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job. For more information about Supported Employment services, please visit the [Washington State Developmental Disabilities Administration](#) website.

Population Served

Individuals eligible for this service must be Wahkiakum County residents who have met the DDA eligibility requirements and have been approved for services through a DDA case manager. Historically, Wahkiakum County’s population eligible for this service has been less than 5 per year.

Eligible Applicants

Organizations with at least two (2) years’ experience coordinating direct services to individuals with disabilities and their families may provide a response to this RFQ. The applicant’s response

must clearly demonstrate the skills and capacity to provide the proposed services. Agencies must demonstrate ability to meet the requirements of [DDA policy 6.13](#)

Application Evaluation procedure and Criteria

An Evaluation Committee (EC) with knowledge of specific professional service requirements will evaluate eligible applications and make recommendations to the Department twice a year in September and March.

Based upon the content of the application(s), the applicant interview(s), and the evaluation of other available information, the EC will score the application response(s). The EC will present its recommendations to the Wahkiakum County Health & Human Services Advisory Board for advisory oversight and to the Board of County Commissioners for final decision on the application.

The EC may also consider the applicant's performance related to any previous contracts that the applicant may have held with the County.

Cancellation of Application

Wahkiakum County reserves the right to cancel this RFQ at any time

Notification of Required Assurances

Applicants who are awarded a contract agree to provide services in accordance with the requirements of the contract, and with the statutes, regulations, requirements, and policies identified below, including but not limited to:

- [DDA Policy 6.13](#)
- [DDA Criteria for Evaluation](#)
- [DDA Policy 4.11](#)
- DDA Guiding Values
- Compliance with federal and state laws requiring the safeguarding and disclosure of
- confidential information;
- Purchase of comprehensive liability insurance and bonding, as required by the County.
- Completion of an annual financial audit, and/or providing the County with audited financial statements;
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
- Certification that the firm, association or corporation or any person in a controlling capacity or any position involving the administration of federal, state or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three (3) years; does have a proposed

debarment pending; has not been indicted, convicted or has not had a civil judgment rendered against said person, firm association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years;

- Maintaining program and financial records for audit review, and providing access to documentation upon request by the County;
- Submission of program and financial reports, as required by the County.

Contact

Interested applicants may request further information, timeline, and application packet in writing to:

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