

# Kittitas County Public Health Department

## Staff Report

**AGENDA DATE:** November 15, 2016

**LEAD STAFF:** Joann Schaan, Developmental Disabilities Coordinator

### Background:

On September 20, 2016, the Kittitas County Developmental Disabilities Program staff released a Request for Proposals (RFP) for one-time projects addressing developmental disabilities information and education. The total funds available for projects were limited to \$20,000 based on the availability of unspent grant funds from previous grant cycles. Proposals were due October 14, 2016 and funding would be available through June 30, 2017.

Priorities for the funding were identified by the Developmental Disabilities Advisory Committee and approved by the Board of County Commissioners:

- Aim at increasing the public awareness regarding the shortage of trained caregivers and respite providers in the community.
- Build relationships with local employers to educate them about the benefits of hiring persons with developmental disabilities.
- Increase public awareness within the medical community on early identification and interventions for children with developmental delays.

The RFP announcement was sent to the media via a press release, posted on the county public website, and emailed to current providers through the Developmental Disabilities Program and the Developmental Disabilities Advisory Committee.

The full RFP is included in the submitted documents for this discussion.

### Proposals:

Three proposals were received by the deadline in response to the RFP. All proposals are included in the submitted documents.

Rhonda Edwards submitted a proposal to create a new organization called Eastside Opportunity Center. This organization would “provide broad support and life skills training to individuals with disabilities, and will act as a ‘go between’ or liaison between the clients and prospective employers.” It proposed to help employers understand better how to work with people with developmental disabilities. There was no requested budget amount with this proposal.

Entrust Community Services proposed to create a Project SEARCH site at Central Washington University to provide information and education regarding the benefits of hiring people with intellectual disabilities. Project SEARCH’s primary objective is to secure competitive employment for people with disabilities. The original request was for \$5,000.

Elmview submitted a proposal to build relationships with local employers to educate them about the benefit of hiring people with developmental disabilities through the creation of a video and marketing plan. The total project request is for \$12,500, with an additional \$7,200 being contributed towards the project as in kind.

Recommendation:

On October 25, 2016, a special meeting of the Kittitas County Developmental Disabilities Advisory Committee (DDAC) was held to review the proposals received, score them, and develop a recommendation to the Board of County Commissioners (BOCC).

The Committee members opted not to score the proposal from Rhonda Edwards due to an incomplete proposal and lack of an established organizational structure. The ideas proposed were deemed valuable, but they did not make a recommendation to fund this proposal.

Committee members gave the Entrust proposal 95 out of 120 points and voted to recommend funding this project.

The Elmview proposal was also given 95 out of 120 points and Committee members voted to recommend funding the project, with the stipulation that the creation of the video be inclusive of all providers contracted for Developmental Disabilities services in Kittitas County.

The scoring tool used and the full recommendation from the DDAC are included as documents.

Update:

After the DDAC made their recommendation, Kittitas County staff discovered that one of the trainings included in Entrust's proposal does not take place anymore. Entrust was notified on November 3, 2016 and asked to submit a revised proposal that reflected this change by November 11, 2016. The revised proposal was submitted on November 7, 2016, and also included an additional \$2,500 requested. The revised proposal describes the additional \$2,500 request as being due to a change in the process for licensing a new Project SEARCH since the original proposal was submitted in October. An additional \$10,500 in start-up costs for this project will be funded through other sources. Kittitas County sent an email seeking additional clarification for the requested increase and in response, Entrust states, "The additional \$2,500 is due to the significant increase to the licensing fees that Project Search now charges. In the past, additional Project Search sites or expansions to existing sites has no such fees and training was provided only in Cincinnati. Entrust has operated a licensed site in Yakima for 10 years and we assumed the expansion to CWU was covered under our current license. We have committed to securing the remaining \$10,500 from sources beyond Kittitas County."

Additionally, the project goals listed in Entrust's proposal extend beyond the advertised project end date of June 30, 2017. If the project is funded, staff will need to clarify with Entrust which of the project goals and milestones will be completed before June 30, 2017 and the funding amount needed for those specific tasks in order to develop the statement of work for the contract. Or, alternatively, the BOCC could consider extending the date for this project beyond June 30, 2017.

Entrust's revised proposal is also included in the submitted documents.