

KITTITAS COUNTY  
Department: Developmental Disabilities

**AGENDA STAFF REPORT**

**AGENDA DATE:** October 18, 2011

**ACTION REQUESTED:** Review and Approval County MH/DD Board  
Recommendations for Qualified Provider List

---

**BACKGROUND:**

The contract between DSHS and Kittitas County now includes the following language,

- a. Provider / Subcontractor Solicitation: Request for Proposals “RFPs”, Request for Qualifications “RFQ’s” or Request for Information “RFI’s” will be issued at a minimum of once every four years. Counties will establish a clear process for soliciting new providers. If a client’s needs cannot be met by the current qualified providers, then the County may issue an RFQ prior to the four year cycle.

The process outlined meets the contractual requirement and may provide additional service options for people with developmental disabilities in Kittitas County. The County is not obligated to use vendors on the list, but must maintain the list as an option for people.

Two providers submitted materials for review.

At the May 3<sup>rd</sup> meeting of the Kittitas County MH/DD Advisory Board,

**“Vincent Tomaso moved and Charlie McKinney seconded a motion to recommend to the Kittitas County Board of County Commissioners approve Elmview as having met the criteria to be included on the list of providers qualified to offer services to people who developmentally disabled and living in Kittitas County. Motion carried.”**

At the June 7<sup>th</sup> meeting of the Kittitas County MH/DD Advisory Board,

**“Rolf Williams moved and Rob Harden seconded a motion to recommend to the Kittitas County Board of County Commissioners that EnTrust as having met the criteria to be included on the list of providers qualified to offer services to people who are developmentally disabled and living in Kittitas County. Motion carried.”**

The full packets submitted by the recommended providers shall be placed with the BOCC office and available for review as requested.

**INTERACTION:**

1. Language incorporated into DSHS/County contract
2. Process developed by Program Development Committee of County MH/DD Advisory Board
3. MH/DD Board reviewed responses to RFQ for Qualified Provider List
4. MH/DD recommends approval of qualified providers to establish Kittitas County

- DD Qualified Provider List.
5. Reviewed by staff.

**RECOMMENDATION:** Review, accept, and establish County Qualified Provider List for Kittitas County

**HANDLING:** Review by staff, review by Auditor's office, Review by Prosecuting Attorney's office, include on agenda.

**ATTACHMENTS:** Kittitas County Request for Qualified Vendors

**LEAD STAFF:** Bruce Tabb