



RFP #803
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County, Washington

RELEASE DATE: WEDNESDAY, JULY 7, 2021

DUE DATE: WEDNESDAY, AUGUST 25, 2021 by 1:30 pm

Request for Proposal for:

COURT APPOINTED SPECIAL ADVOCATE (CASA) PROGRAM

SUBMIT:

One (1) Original

Four (4) Complete Copies

of the Proposal by shipping method of your choice or hand deliver to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

Proposals shall not be submitted via electronic submission.

*****Proposals must be date and time stamped by Purchasing staff before 1:30 pm on due date.***

****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING****

*****Hand Delivery Requires Entrance to the building using the North Door on the First Floor.***

*****Anyone entering the building must wear a face mask, if not fully vaccinated*****

Refer Questions to Project Manager:

Scott A. Collier
Judge / Clark County Superior Court
Scott.Collier@clark.wa.gov
564-397-5925

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product

criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Court Appointed Special Advocate (CASA) Program

Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County is seeking requests for proposals for an organization to assume all responsibilities associated with providing and maintaining volunteer guardian ad litem services for dependent children (Title 13) primarily serving youth from ages birth to 12.

Proposers shall respond to all sections to be considered.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this bid will issue a purchase order (or contract) binding only their agency. Each contract is between the bidder and the individual agency with no liability to Clark County.

2. Background

Children who have been removed from their homes by the Washington Department of Children, Youth, and Families (DCYF) due to abuse, neglect or abandonment by their parents or caregivers and they enter a complex legal and social service system known collectively as "juvenile dependency." By mandate of state and federal statute, each dependent child is required to have a "guardian ad litem" appointed to them to represent the child's best interests and provide advocacy for the child both in and out of court.

Clark County has been providing volunteer guardians ad litem to children in the dependency system since 1982. Previously, this contract had been awarded to the YWCA of Clark County, which operated it for years as one of their many community service programs. Continuity of service to the children currently served, and in particular the prioritization of the use and supervision of current volunteers to provide this service will be given great weight in consideration of responses to this proposal.

In 2020, there were 695 children to whom a guardian ad litem was appointed, down from 737 in 2019. This decrease is largely due to the impact of COVID and fewer dependency filings for the Clark County as a whole. The typical daily average of children in Clark County to whom a guardian ad litem is appointed is approximately 454 children.

The Clark County Superior Court's CASA Program is a collaborative stakeholder in the dependency system and participates in quarterly meetings with judicial officers and representatives from DCYF, the Attorney General's office, and the Office of Public Defense.

It is expected that the proposing entity will operate on the principle that every child has the right to a safe, permanent, loving home. Reunification with a child's parent(s) is always the primary goal, but if that is not possible, the program works with dependency partners to explore adoption or guardianship with family members, or licensed foster homes, while honoring the child's sense of time.

The court encourages and prefers the use of volunteer Guardians ad Litem (GAL). Clark County has a history of providing and appointing highly trained volunteers to advocate for the best interest of the child by gathering information about the children's needs, including medical, educational, physical, developmental, or emotional needs. They spend time visiting the child every month, and meeting with family members, foster parents, social workers, teachers, and other adults involved in the child's life. Based on the information gathered, and the time spent with the children, the volunteer advocates for the best interest of children both in and out of court. They work independently from other parties in the dependency case but are collaborative to facilitate solutions for the children and support family reunification or an alternative permanent home.

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It is expected that the volunteer provides written and oral reports to the court with stated concerns regarding the child's safety and basic needs in addition to recommendations to address such concerns and move forward with a timeline to achieve permanency for the child. To support the volunteer's efforts and advocacy, all are supervised by experienced and qualified program staff.

The program does not take other appointments or private matters.

3. Scope of Project

Proposing entity will assume all Guardian Ad Litem program duties as defined under 13.34.030 (12) "a court-authorized volunteer program, which is or may be established by the superior court of the county in which such proceeding is filed, to manage all aspects of volunteer guardian ad litem representation for children alleged or found to be dependent. Such management shall include but is not limited to: Recruitment, screening, training, supervision, assignment, and discharge of volunteers."

As such, the proposing entity will provide guardian ad litem services and duties for all dependent or alleged dependent children under age 12 under the jurisdiction of Clark County Superior Court as defined under 13.34.030(6):"(a) Has been abandoned; (b) Is abused or neglected as defined in chapter 26.44 RCW by a person legally responsible for the care of the child; (c) Has no parent, guardian, or custodian capable of adequately caring for the child, such that the child is in circumstances which constitute a danger of substantial damage to the child's psychological or physical development" except those whose parent(s) are currently also dependent and represented by counsel.

In addition:

- Proposing entity agrees to participate fully in the Juvenile Court's Family Treatment Court.
- Proposing entity agrees to provide guardian ad litem services for all new cases in 2022 and all previously assigned cases. A case is defined as an individual child.
- Proposing entity will file a notice of appointment and background information of the guardian ad litem assigned shall be filed with the court per RCW 13.34.100. All reports to the court shall be signed by the assigned volunteer GAL or staff GAL and presented as such.
- Proposing entity will maintain membership and participation with the Washington State judicially approved state association. All secondary associations or memberships of proposing entity shall be entered into with the mutual agreement of the Superior Court.
- Proposing entity agrees to comply with all training requirements for guardian ad litem services required by applicable state law.
- Proposing entity, its staff and volunteers agree to comply with all state and federal laws as well as state and local court rules regarding performance and professional responsibilities of a Title 13 guardian ad litem.

4. Project Funding

Current funding for this program is \$505,027 which includes state and local funds. Additional federal funds may become available to support this work.

The proposing entity's proposal shall include the proposing entity's true estimated cost to perform the work irrespective of the budgeted funds for this work.

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Clark County, Washington in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notified all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

5. Timeline for Selection

The following dates are the **intended** timeline:

Proposals Due	August 25, 2021
Proposal Review/Evaluation Period	August 26 – September 26, 2021
Contract Negotiation/Execution	October 7 – November 19, 2021
Contract Intended to Begin	January 1, 2022

6. Employment Verification

Effective November 1st, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov
- Note : Sole Proprietors shall submit a letter stating exempt.*

Section IB

Work Requirements

1. Required Services

Duties of Proposer:

Proposing entity shall assume sole responsibility for the operation of the Clark County Title 13 guardian ad litem (GAL) program for all dependent or alleged dependent children under Clark County Superior Court jurisdiction age 12 and under until dismissed by the court, court jurisdiction over the child ends, or the express permission of the Clark County Superior County Court or its administration.

Proposing entity agrees to provide services for all new cases in 2022 and all previously assigned cases. A case is defined as an individual child. Recommended national and state standards for volunteer and case supervision is 1 supervisor: 30 volunteers: 2.5 children. Staff GALs may not exceed 75 active cases without prior consent of Clark County Superior Court.

All guardians ad litem must comply with federal, state and local statutes and court rules regarding their rule. In addition to the duties and responsibilities outlined in [RCW 13.34.100-5](#) and the [State of Washington Superior Court Guardian ad Litem Rules](#), Clark County Title 13 volunteer GALs must also:

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- (1) Meet with the assigned child(ren) every 30 days
- (2) Receive 12 hours of annual training
- (3) Actively advocate for the child(ren) to whom appointed
- (4) Provide a written report to the court prior to every court hearing
- (5) Maintain contact with their supervisor

Proposing entity may use a mix of staff (paid) and volunteer guardians ad litem to accomplish this; however, priority must be given to the assignment and use of volunteers to accomplish this service, and proposals will be evaluated as such.

Proposing entity may appoint staff to serve as GALs; however, volunteer GAL advocacy is preferred and encouraged. The staff GALs shall meet the minimum requirements of statute and state Guardian ad Litem Rules; review all service reports and follow-up appropriately; and engage in bi-monthly communication with social worker and child's caregiver via phone or email.

Proposing entity has the authority to temporarily designate a portion of assigned cases to "monitored" status per the following guidelines:

- (1) Unsupervised visits with parents have been occurring for 3 months or longer;
- (2) The child is placed out of county, presenting a hardship to travel for visits;
- (3) The child is placed in an in-home dependency, relative placement or a potential permanent home for 1 month or longer;
- (4) The child is legally free and placed in an adoptive home; or
- (5) There is no active volunteer or staff GAL available to immediately take the case assignment.
- (6) The child has been appointed an attorney

The minimum level of oversight of monitored cases include:

- (1) Monthly communication with the child's caregiver via phone or email;
- (2) Bi-monthly check in with the assigned social worker via phone or email;
- (3) Visit the child as needed; and
- (4) Reporting to the court that a case is on monitored status orally or in writing.

Children determined to have high risk will not be put on a monitored status, even if the criteria above are met.

Proposing entity will file a notice of appointment and background information of the GAL assigned with the court pursuant to RCW 13.34.100. All reports to the court shall be signed by the assigned volunteer or staff GAL.

Proposing entity will maintain membership and will actively participate and communicate with the Washington State judicially approved state association. All secondary associations of the proposing entity shall be entered into with the mutual agreement of the Superior Court.

Proposing entity agrees to be bound by all applicable provisions of Client Services Contract CSC-2000-3 73 and all attachments thereto.

The level of service provision the proposing entity can provide under this contract may be revisited by the Court/County and proposing entity during the term of this contract if there are further reductions in state-provided funds.

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Proposing entity agrees to comply with all training requirements for Guardian ad Litem services required by applicable state law.

2. County Performed Work Provide funding, attend annual meeting with volunteers, and support the procurement of additional grant funds.

3. Deliverables & Schedule
 - Provide CASA upon court appointment of the program
 - Represent all children assigned to the program
 - Submit all annual and bi-annual program reporting to Administrative Office of the Courts and other affiliated member organizations
 - Meet or exceed statutory requirements of performance
 - Participate in Juvenile Court's Family Treatment Court
 - Invoice Clark County monthly for services performed during the previous month

4. Place of Performance Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.

5. Period of Performance A contract awarded as a result of this RFP will be for five (5) years and is intended to begin on January 1, 2022 and end December 26, 2026.

Clark County reserves the right to extend the contract resulting from this RFP for a period of fifteen (15) additional years, in three (3) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

6. Prevailing Wage (When Applicable) As of July 1, 2019, it is required that contractors meet the new requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Bidder shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the bid opening date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the bid items of this contract.

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7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

9. Insurance/Bond
- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$5,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Proposer's liquidity and ability to pay from its own

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resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

10. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <https://clark.wa.gov/internal-services/purchasing-overview>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA

Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

There are no plans to hold a pre-submittal meeting.

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is Monday, August 16, 2021 by 5:00 pm PMT.

An addendum will be issued no later than Thursday, August 19, 2021 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <https://clark.wa.gov/internal-services/requests-proposals>

Section IIB

Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- 1. RFP Number and;**
- 2. TITLE and;**
- 3. Name and Address of the Proposer.**

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Description of how the organization will implement the program including how they are qualified, relevant experience, measure success, address complaints, and development of contingency plans on how to address if a volunteer is unable to continue, staff turnover, or other emergent or adverse event.

Proposed Organization Structure – including the number of positions, position titles, and a brief description of tasks assigned to each position.

1-page resume for each management level staff proposed, highlighting qualifications.

Explain Outreach plans to increase volunteer participation.

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Policies and procedures that address at a minimum - training on cultural, diversity, inclusion, ethnic issues; data security and breaches; mandatory training requirements; complaints; and any others that show how the organization will be able to comply with local, state, and federal guidelines associates with the funding to be used to support this program.

Explain your data reporting practices and retention plans to meet current and future requirements for the CASA program.

Proposals must be clear, succinct and not exceed 40 pages, excluding resumes, E-Verify and coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages, use 12 point type, double spaced and provide a one-inch margin. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet

This form is to be used as your proposal Cover Sheet.
See Cover Sheet - Attachment A

2. Project Team

Provide a general synopsis of your organization, structure, and leadership, including how long your organization has been in existence

3. Management Approach

Describe your organizations values and best practices on how to ensure that client needs are addressed, state reporting is complete, timely and accurate, as well as proposed interaction with the court systems. What does success look like for you and the client?

4. Respondent's Capabilities

Describe experience doing this work, addressing changes and challenges, and how you moved forward.

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5. Project Approach and Understanding Describe how your organization intends to oversee the program, provide services, and integrate existing caseload and volunteers.

6. Proposed Cost Provide a break-out of anticipated FTEs. For each type provide the amount of FTE and a brief description of the duties to be performed. Salaries, Benefits, Goods & Services, Equipment, Training, and Overhead. If there will be shared costs, describe the method used to allocate these costs.

7. Employment Verification **Please refer to section 1A.6. – E-Verify**
IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://clark.wa.gov/internal-services/purchasing-overview>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.

2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Proposal Approach / Quality	25
Creativity / Experience	10
Work History / Examples	10
Product Demonstration	15
Cost	5
References	25
Criteria Specific to your Project Needs	10
Total Points	100

Children currently served, and in particular the prioritization of the use and supervision of current volunteers to provide this service will be given great weight in consideration of responses to this proposal.

Section IIIB Contract Award

1. Consultant Selection The County will award a contract to the highest scoring Proposer. If the County does not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

2. Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract.

3. Award Review The public may view proposal documents by public records request at www.clark.wa.gov . After contract execution, proposers may seek additional clarification on the scores proposals, and interviews.

4. Orientation/Kick-off Meeting Clark County Superior Court intends to complete negotiations by November 19, 2021.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.