APPENDIX A

APPLICATION SUBMISSION INSTRUCTIONS AND SUPPLEMENTAL INFORMATION

APPLICATION PACKET
This RFQ application packet contains the following documents:

- **Appendixes (for reference only) *Appendixes are subject to changes to provide the most accurate information.**
  - Appendix A: Application Submission Instructions and Supplemental Information
  - Appendix B: Rate Structure
  - Appendix C: Data Security Requirements
  - Appendix D: Basic Agreement
  - Appendix E: RFQ Timeline

- **Attachments (for submission) * Attachments are subject to changes to provide the most accurate information.**
  - Attachment A: Application- Employment and Day Program Services
  - Attachment B: Estimated Spending Plan and Revenue Summary Form
  - Attachment C: Acknowledgement of Required Assurances
  - Attachment D: List of Documents for Submission

QUESTIONS FROM APPLICANTS AND RESPONSE BY THE COUNTY
Applicants are invited to submit questions to the County regarding the application process and/or the content of this RFQ. Questions must be submitted in writing, no later than the date and time indicated in “Appendix E: RFQ Timeline.” Inquiries must be submitted via e-mail, to the contact person identified below.

The County will provide a response to all questions received by no later than the date and time indicated on “Appendix E: RFQ Timeline” and, as applicable, will issue any resulting amendments to this RFQ. All responses will be posted on the Pierce County Human Services website at http://www.piercecountywa.gov.

APPLICATION SUBMITTAL INSTRUCTIONS
Refer to “Appendix E: RFQ Timeline” for important application submission deadlines, including:

- Questions from applicants and response by the County
- Application packet submission deadline
- Evaluation Committee review timeline
- Notification to applicants

Refer to “Attachment D: List of Documents for Submission” for a complete list of documents which must be submitted for an application packet to be considered complete.

Applications are due no later than 4:30 P.M. on the date specified in “Appendix E: RFQ Timeline.” Responses must be submitted electronically via email to Daeveene May at daeveene.may@piercecountywa.gov. The anticipated timeline is subject to change.

**Formatting:**
- Applicants must type their responses directly on the included application form (Attachment A),
Additional required documents must be typewritten, using Arial ten (10) font.

Each page of the applicant’s response, inclusive of all attachments and the additional required documents, must be numbered, and include the name of the applicant’s organization, and the Request for Qualification number.

Do not use extensive formatting, artwork, presentation binders, or photographs.

**Page limits:**
When preparing a response to this application, applicants must adhere to the specified page limits, as referenced in the Application. The Evaluation Committee will not review, evaluate, or consider any information provided which exceeds the specified page count.

*Applications which do not meet the submission requirements will not be considered.*

**OWNERSHIP OF MATERIAL**
Proposals and other materials submitted in response to this RFQ become the property of the County, are documents of public record, and will not be returned. By submitting a proposal, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their proposals.

**APPLICATION COSTS AND PAYMENT OF CONTINGENT FEES**
The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation, including travel costs to attend meetings of the Evaluation Committee, mandatory training, and/or contract negotiation sessions, are the responsibility of the applicant.

In the event that the applicant’s response was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting contract.

**UNACCEPTABLE APPLICATIONS**
Applications submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. The applicant failed to submit their response by the required deadline.

2. The applicant’s application does not clearly demonstrate that the organization employs staff with the required skill competencies or does not have at least two (2) years’ experience coordinating related direct services to individuals with disabilities.

3. The applicant’s application does not include evidence that shows the agency has a credit line or cash reserve that enable the agency to provide services for at least two months.

4. The application is not submitted according to the “application submittal instructions” as defined above.

5. The application does not include the signed “Attachment C: Acknowledgement of Required Assurances.”
6. The application does not include all required documents listed in “Attachment D: List of Documents for Submission.”

7. The applicant’s prior contracting history with Pierce County, including contracts within other Human Service Programs, demonstrates the applicant failed to meet the obligations of the prior contract, and/or is currently under a performance improvement plan or corrective action.

APPLICATION PROCESS

Once an application packet has been submitted, it will be reviewed for completion according to the submission instructions above. If an application packet is incomplete, applicants will be notified that their application will not be moving forward. If the application packet is complete, it will then be reviewed internally by fiscal specialists to ensure all fiscal requirements are met.

If the fiscal review concludes that minimum fiscal requirements are met, the application will be reviewed by an independent evaluation committee and applicant will then be notified of an interview date. Following the application review and interview process with the evaluation committee, the committee will present their recommendations and the applicant will be notified of the committee’s decision. The timeline for these processes can be found in “Appendix E: RFQ Timeline.”

RIGHT TO REJECT OR NEGOTIATE

The County reserves the right to reject any or all applications if such a rejection is in the County's best interest. This RFQ is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County. The County may withdraw this RFQ at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the County reserves the right to arrange an on-site visit to determine the applicant's ability to meet the terms and conditions of this solicitation.

RIGHT TO APPEAL

Applicants whose proposals are not selected have the right to appeal the decision of the County, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the County shall be final.

An aggrieved applicant may, within five (5) business days after notification to the prospective applicants, appeal in writing to the Director of Pierce County Human Services, or designee. The appeal must state all facts and procedural errors upon which the appeal is based. The Director, or designee, will review the content of the County’s solicitation document, the applicant’s response, and the facts which form the basis for the appeal. The Director, or designee, will render a written decision within thirty (30) calendar days of the receipt of the appeal.
CONTACT

Interested applicants may request further information and instructions in writing to:

Daeveene May, Social Service Program Specialist
Pierce County Human Services
3602 Pacific Ave, Suite 200
Tacoma, Washington 98418-6813
(253) 798-4381 ● (253) 798-2818 FAX
daeveene.may@piercecountywa.gov