

## Request for Qualification Instructions

County contracted services are to be provided in accordance with the following documents:

- *County Guide to Achieve Developmental Disability Administration's Guiding Values* are a set of philosophical values and policy statements developed by the Washington State Department of Social and Health Services (DSHS) Developmental Disabilities Administration (DDA) that provide a framework around how county-contracted services are to be delivered and evaluated in Washington State.
- DDA Policy 4.11 *County Services for Working Age Adults* is a DDA policy applicable to counties and its service providers stating that employment is the preferred and assumed service for adults age 21-62.
- DDA Policy 6.13 Provider qualifications for Employment and Day Program services.

Links to these documents can be found on the Spokane County website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp)

### GENERAL INFORMATION AND REQUIREMENTS

- **Application Submittal Requirements:**  
For an application to be considered, the applicant must adhere to guidelines and instructions that are stated in this application instruction document.
- **Questions:**  
Please email questions to Brian Nichols, and we will email a response. Each email question/response will be posted on the County website. Check the website frequently [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp) to see if your question has already been answered.
- **Forms and Other Documents:**
  - Applicant Checklist
  - Organization Information
  - Adult Services Questions
- **Amendments to Solicitation:** The County reserves the right to issue amendments to this solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check the County website periodically to see if amendments have been posted.
- **Cancelation:** The County reserves the right to cancel this solicitation in whole or in part and any or all proposals may be accepted or rejected in whole or in part.
- **Proposal Revisions:** The County may find it necessary to seek clarification from applicants regarding any of the responses submitted.

The County may, at its discretion, request that applicants submit additional information to permit a more informed evaluation of the application.

- **Property of the County:** Any application submitted becomes the property of the County and will not be returned to the applicant.

#### **TECHNICAL REQUIREMENTS OF THE PROPOSAL:**

- Number and Compile documents for submission in the order of the Applicant Checklist to meet Qualification;
- Submit one PDF electronic file containing all documents to [bnichols@spokanecounty.org](mailto:bnichols@spokanecounty.org);
- There is no minimum or maximum number of pages for the entire response;
- Proposal applications that are incomplete or do not follow the guidelines described in the “General Information and Requirements” section will not be considered;
- All questions must be answered.

This recruitment announcement can be found in the Developmental Disabilities Index on the Spokane County Community Services, Housing, and Community Development Department website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp).

#### **Contact Information:**

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