



STATE OF WASHINGTON  
Department of Social and Health Services  
Children's Administration  
500 First Avenue South, suite 300. Seattle, WA 98104

REQUEST FOR INFORMATION  
Receiving Care Facility in NW Washington

November 12, 2015

## INTRODUCTION

This Request for Information (RFI) is intended to elicit feedback from our community of providers about Children's Administration's (CA) plan to fund a receiving care facility to meet the urgent need for additional adolescent placement resources in NW Washington.

## DEFINITIONS

The following terms which appear in this Request for Information have the meaning that is defined below for the purposes of this RFI:

- **CA:** Children's Administration which is a sub-section of the Department of Social and Health Services within Washington state government.
- **DSHS:** The Department of Social and Health Services is DSHS of the State of Washington that is issuing this RFI.
- **RCW:** Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- **Receiving Care Services:** A service intended to provide short term, temporary placements for children who are in need of emergency housing and care.
- **Response:** All material prepared and assembled by a vendor, and which the vendor submits in response to this RFI.
- **RFI:** Request for Information, i.e., this document.
- **RFI Coordinator:** The person named in this RFI as the RFI Coordinator. The sole point of contact within DSHS regarding this RFI for potential providers and other interested parties.
- **Social Service Specialist:** Means the CA staff member assigned to a child and family's case. Also sometimes referred to as the CA social worker.
- **Submit:** To deliver to the DSHS RFI Coordinator any of several documents described in this RFI and in the manner specified in this RFI.
- **Vendor:** An individual, organization, public or private DSHS, or other entity, along with its employees and agents, submitting a response in response to this RFI. "Vendor" also includes any firm, provider, organization, individual, or other entity performing services under this contract. It shall also include any subcontractor retained by vendor as permitted under the terms of this contract.
- **WAC:** Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- **WEBS:** Washington's Electronic Business Solution. DSHS encourages community providers to register with WEBS at <https://fortress.wa.gov/ga/webs/> as this system provides additional information about contracting opportunities with the state of Washington.

## PROJECT BACKGROUND

Receiving Care Services provide emergent, 24 hours a day / 7 days a week, short term specialized care to children and adolescents who are in need of out of home placement. A successful responder to this Request for Information should be capable of serving children in the least restrictive setting possible, in the closest proximity to the family and their school, with the goal of ensuring an effective transition back to the youth's family of origin or to a new long term placement resource. Placements made through the Receiving Care Services program are not to exceed 30 days.

For the purposes of this RFI, CA is seeking a business able and willing to provide facility based receiving care in Region 2 (NW Washington) for youth ages 12-18. The majority of these youth are already subject to ongoing state supervision, and have been discharged from one or more prior residences. Many will have a diagnosis for mental health issues or learning disabilities, and they may exhibit other behavior problems. CA does not intend to refer youth with extremely high risk behaviors to this program, or those with profound developmental delays or medical issues. However within those boundaries, CA expects the provider to accept 95% of the referrals made, and to only discharge youth prematurely when there is a major safety threat that cannot be addressed by other means.

## SAMPLE STATEMENT OF WORK

Responders to this Request for Information should be prepared to deliver each of the following service elements:

1. Maintain and operate a licensed facility for CA referred youth. A capacity of 6 beds is preferred. This may be done through a staffed residential home, group home, or group receiving center license with the Department of Licensed Resources.
2. Accept girls and boys ages 12 to 18 on a 24/7 basis. This includes sibling groups when it can be safely accomplished. The contractor will decline no more than 5% of the youth that CA refers.
3. Provide youth with a place of residence, food, clothing, and other essentials for life.
4. Provide supervision to the youth in accordance with CA instructions. Two staff must be on shift and awake at any time there are more than 2 youth at the residence.
5. Ensure sleeping arrangements and common activities for children of different ages who are being cared for at the facility. Particularly when youth are not in school, a provider's ability to keep residents constructively engaged in activities is essential.
6. Obtain medical care for any immediate health issues the youth has at the time of arrival or which develop during their stay at the facility. Then coordinate with the CA Social Service Specialist for the youth to access care for ongoing conditions and for routine preventative appointments.
7. Transport the youth to their current school, if the youth is enrolled; or make other arrangements for the youth to get to that institution. Exceptions may be granted by the child's social worker for youth whose school is a significant distance from the facility.
8. Coordinate with the youth's assigned CA Social Service Specialist regarding the youth's welfare during their stay at the facility, and the plan for the youth's next placement. This may include identifying service needs the youth has and agencies which could meet these; determining a plan for the youth to get to mental health sessions, court hearings, or other appointments; coordinating with other individuals providing supervised visitation services for the youth and their family; etc.
9. Provide information for, or when possible participate in, Family Team Decision Making meetings or other shared planning staffings intended to identify the barriers that are leading to unstable placements for a youth, to locate a new long term appropriate placement, or facilitate other planning efforts for the youth and their family.
10. Assist the CA Social Service Specialist with the child's transition to an identified discharge parent, foster care, or relative placement. This may include participating in a meeting with parent, foster or relative caregiver to provide information gained in the "Assessment Bed Transition Report".
11. Complete the attached "Assessment Bed Transition Report" by day 25 of a youth's stay, or within 3 business days for a youth leaving the program earlier.
12. Communicate daily, or as needed, with CA placement staff regarding the status of children entering,

residing in, or exiting from the program.

13. Discharge youth by their 30<sup>th</sup> day of placement. Only 5% may remain past that date with the permission of the Area Administrator for the office assigned to the case.
14. Payment rates and methods for this project are still being considered by CA. Provider feedback in these areas will be very helpful in that process.

## MINIMUM QUALIFICATIONS

A responder to this Request for Information shall meet or exceed all minimum licensing or certification requirements for other requirements as required by statute for the services contemplated by this RFI, which may include but not be limited to Group Receiving Centers, Group Care Facilities, or Staffed Residential Homes for children, as described in WAC 388-148. In addition to the direct care staff necessary to operate the facility, the contractor must also assign an On-Site Program Manager who can be on the premises during business hours when youth are present, and a Case Manager who has adequate experience and time to complete the assessment report and coordinate with CA staff on the youth's service needs.

## SUBMISSION OF RESPONSES

Participation in this Request for Information is voluntary and **will not** result in the award of a contract. The release of this RFI document will not obligate DSHS to contract for the services specified in this document. DSHS **will not** contract with any business solely as a result of this RFI. The purpose of this RFI is to collect written information about the capabilities of various contractors to provide the services as CA has defined them, and to gather information to help CA make informed decisions on the next best steps on this project. If CA does decide to issue a contract for a receiving care facility to care for adolescents in region 2, additional steps will be required.

CA is very interested in feedback from the provider community about this project. Please include the following in your Letter of Interest:

1. The name of your business and the contact information for that location. Also the name, phone number and email of the primary person CA should speak with regarding this project.
2. Information on the prior experience your business has in partnering with CA or other entities to serve youth who are involved with the child welfare or similar systems. Provide additional details about your business' experience in providing residential services to this population.
3. Describe how you would implement the program described in this RFI.
4. Outline a schedule of a typical week for residents. CA is particularly interested in how a business will keep youth occupied when they are not in school.
5. Does your business already have a facility it could use for this purpose? If so, describe that location. If not, what is your plan to find one and how long might that take?
6. An estimated annual budget for personnel costs to staff this manage this facility, as well as other operational costs (facility lease, utilities, food, transportation, etc.) Administrative overhead may be no more than 10% of the budget.

## SUBMIT PROPOSAL TO:

Upon release of this Request for Information, all communications concerning this RFI should be directed only to the RFI Coordinator listed below. Any communication directed to DSHS staff or consultants, other than the RFI Coordinator, may result in disqualification for any subsequent public solicitations. Please e-mail your response to:

Contact: Lee Selah  
Region 2 Program Manager  
Children's Administration  
[SelahML@dshs.wa.gov](mailto:SelahML@dshs.wa.gov)

## SCHEDULE FOR THE REQUEST FOR INFORMATION

This is the tentative schedule for important action dates and times related to this RFI. All dates after the response submission due date are approximate and may be adjusted as conditions indicate, without amending this document.

Item	Action	Date
1.	CA sends this RFI to the provider community	November 12, 2015
2.	Providers may submit written questions and comments until 2:00 p.m. Pacific Time	November 20, 2015
3.	DSHS will send responses to the provider community who received the original RFI or those who subsequently indicated interest in the project	November 30, 2015
4.	Provider must submit response by 2:00 p.m. Pacific Time	December 14, 2015

## AUXILIARY AIDS AND SERVICES

DSHS will provide access to this RFI document to individuals with disabilities. Please contact the RFI Coordinator to request auxiliary aids and services for this RFI.

If an individual believes that the department has discriminated on the basis of a disability, please contact the DSHS Investigations Unit (IU) for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <http://www.dshs.wa.gov/sites/default/files/SESA/publications/documents/22-171.pdf>.

## MINORITY & WOMEN'S BUSINESS ENTERPRISES (MWBE) AND VETERAN-OWNED BUSINESS ENTERPRISES

In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, and 39.29.052, the State of Washington encourages participation by veteran-owned business enterprises and Minority- & Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veterans, minority and women's business communities.

Participation by veteran-owned and MWBE contractors may be either on a direct basis in response to this RFI or as a subcontractor to a contractor. However, no preference will be given in the evaluation of bids, no minimum level of MWBE or veteran-owned business participation shall be required, and bids will not be evaluated, rejected, or considered non-responsive on that basis.

Bidders may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <http://www.omwbe.wa.gov/index.shtml> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/BusinessRegistry/default.aspx> to obtain information on certified firms for potential sub-contracting arrangements or for information on how to become certified.

Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.