



ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2024-028 KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: [09/12/2024 @3:00 pm **[Unchanged]**]

REF NO.: 2024-028 LEGAL SERVICES FOR AGING AND LONG-TERM CARE

DATE: 08/29/2024

Addendum 1 to Request for Proposal 2024-028 will address questions received.

1. What is the source of referrals for seniors needing legal aid? Are the referrals coming through the Division of Aging and Long-Term Care, are they self-referrals from seniors contacting our organization directly, or a combination of both?

The majority of referrals are from direct referrals from Division of Aging and Long-Term Care staff. However, referrals can also be generated from self-referrals, referrals from other community providers, social service agencies, and legal providers.

2. The RFP refers to “Kitsap County residents 60 years or older with social or economic need . . . “Is there a specific income level that the County requires, or can we use the income guidelines we typically use to provide legal services?

The Draft Statement of Work regarding reporting on pg. 37 references the low income information:

“Low income/poverty status, defined as at or below federal poverty guidelines issued by the Office of Management and Budget (OMB), and adjusted annually by the Department of Health and Human Services;”

3. The RFP states, “This contract will provide 384 hours of service for approximately 120 individuals . . .” Are these aspirational numbers or are they a firm outcome? Three hundred eighty-four hours of attorney time may benefit more than or less than 120 individuals depending on the complexity of the legal issue. Conversely, providing legal services to 120 individuals may require more than or less than 384 hours.

The number of hours is a contract performance target. The number of individuals served is projected. There may be a variance in numbers or hours served, including when considering if pro bono services are used as match. These performance targets are negotiated and finalized once the contract has been awarded.

4. Page 3 of this RFP, under the “Minimum Qualifications:” heading, states:

All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults have passed a criminal history background check, which must be conducted every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.

The County's current contract for legal services to Kitsap seniors (KC-067-24) does not contain such a broad requirement, instead referencing (in Attachment D on p. 46) only the specific requirements of state law at RCW 43.20A.710, which apply to state employees or contracted independent care providers.

Question: Is the county open to negotiating a similar resolution of this topic with the successful proposer?

The current subcontract and Draft subcontract template document in the RFP does pass along the requirement for subcontractors to meet requirements for the Older Americans Act agreement, Attachment D.

“Any subcontract for the Kitsap County Area Agency on Aging is subject to the provisions of the applicable Interlocal Agreement between the Department of Social and Health Services and the Area Agency on Aging, unless otherwise provided for in the contract between the Kitsap County Area Agency on Aging and the Contractor. When referencing the applicable Interlocal Agreement in relation to the subcontract, the Kitsap County Area Agency on Aging replaces DSHS and subcontractor replaces AAA”.

-Attachment D Special Terms and Conditions has the below language

“8. Background Checks. *The AAA shall ensure that hiring practices for staff who will have unsupervised access to clients are in accordance with RCW 43.20A.710”.*

Kitsap Aging & Long Term Care will discuss the background requirements with the successful bidder given all the requirements noted above are met.

END OF ADDENDUM NO. 1