



Department of Community and Human Services

DEVELOPMENTAL DISABILITIES & EARLY CHILDHOOD SUPPORTS DIVISION

## REQUEST FOR PROPOSAL (RFP)

### DIAPER DELIVERY RFP

---

RFP Release Date: January 20, 2022

Due Date: **March 3, 2022 by 2:00 p.m. Pacific Time**

RFP Lead: Libby Brockman, LBrockman@kingcounty.gov

Purpose: The goal of this RFP is to increase diaper delivery and distribution across King County to families impacted by COVID-19.

Funding: Up to \$400,000

Investment Period: May 1 - December 31, 2022 (subject to change)

---

#### Pre-Proposal Conference

A virtual information session to discuss related questions will be held:  
February 2, 2022, 1:00 – 2:00 pm

#### **Join by Zoom:**

Link: <https://kingcounty.zoom.us/j/82205937883>

Meeting ID: 822 0593 7883

Passcode: 705331

#### **Join by phone:**

Phone #: (253) -215-8782

The Pre-Proposal Conference will be recorded and posted to the ZoomGrants website. This will be a remote session with speech to text captioning provided. For accommodations to participate, please contact the RFP Lead by January 27, 2022.

#### Questions:

Proposers will be required to submit any questions in writing prior to **2:00 pm Pacific Time on February 17, 2022** to allow staff to prepare any response(s) required to be answered in a

Frequently Asked Questions (FAQ) document and posted to the ZoomGrants website. Questions regarding this RFP should be emailed to the RFP Lead.

#### Submitting a proposal

Proposals are hereby solicited and will be received using the link below through ZoomGrants no later than 2:00 p.m. Pacific Time on the due date noted above. The services procured through this RFP shall be provided in accordance with the following and the attached instructions, requirements, and specifications. Proposer(s) are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments to this RFP.

#### **Submit proposal through ZoomGrants at:**

<https://www.zoomgrants.com/zgf/diaperdelivery2022>

# TABLE OF CONTENTS

1. Introduction .....	3
A. Department and Division Overview .....	3
B. Equity and Social Justice .....	3
2. RFP Overview.....	4
A. Project Purpose Statement .....	4
B. Background .....	4
C. Objective.....	5
3. Eligibility.....	6
4. Available Funding .....	7
5. Period of Performance.....	7
6. RFP Process.....	7
A. Timeline.....	7
B. Questions .....	8
C. Communication.....	8
7. Application/Proposal Process .....	9
8. Selection Process .....	10
A. Rating Criteria .....	10
B. Review Process .....	11
C. Selection Process.....	11
D. Funding Allocation and Contract Negotiations .....	12
9. Glossary of Terms .....	12
10. RFP and Contract Terms.....	13
A. RFP Terms.....	13
B. Contract Terms .....	14
11. List of Attachments .....	16
A. Narrative Questions .....	16
B. Budget and Budget Narrative .....	17
C. Vaccination Executive Order .....	17

# 1. Introduction

The King County Department of Community and Health Services (DCHS) is pleased to release this Request for Proposal for Diaper Delivery.

As families in King County continue to confront economic hardships prompted by the COVID-19 pandemic, this RFP seeks community-based organizations (CBOs) to provide diaper access and distribution to families and CBOs throughout King County.

Many families across the county are turning to diaper banks to meet basic needs because of pandemic-related job losses. The pandemic required unprecedented measures, such as limitations on travel outside the home, business closures, social distancing, and increased safety precautions. For many families, these measures lead to decreased income and drains on resources.

For families, one of those essential needs is diapers and this project is aimed at alleviating that need for families impacted by COVID-19.

## A. Department and Division Overview

The King County Department of Community and Human Services (DCHS) manages a range of programs and services to help the county's most vulnerable residents while working to strengthen communities. This vision is grounded in the King County Strategic Plan: that all King County residents achieve optimal health and well-being and that communities thrive.<sup>1</sup>

Supporting this vision, the Developmental Disabilities & Early Childhood Supports Division (DDECSD), provides early childhood developmental services and assists King County residents of all ages and cultures who have developmental disabilities to achieve full, active, integrated, and productive participation in community life.

DDECSD is conducting this Request for Proposals (RFP) at the request of the King County Council to support families throughout the county impacted by COVID-19.

## B. Equity and Social Justice

For many residents in the region, King County is a great place to live, learn, work and play. Yet deep and persistent inequities - especially by race and zip code – continue to worsen and threaten King County's collective prosperity. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of DCHS. The Department's goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

All DDECSD-funded projects seek to support community-led and community-informed organizations that are reflective of and embedded within the communities they serve, across all aspects of their leadership and service. DDECSD further seeks to support organizations that recognize and address the disparities that exist in communities.

---

<sup>1</sup> King County Strategic Plan [[LINK](#)].

Proposer(s) may be asked to demonstrate an understanding and a commitment to the principles of equity and social justice as shown through their staffing and their board, services tailored to community needs and commitment to social justice and continuous improvement. One aspect of this work includes understanding – at both a program and system level – structural and institutional racism as it plays out for individuals served through DDECSD-managed services, and the disparate impacts on individuals’ collective experiences and outcomes compared to the population as a whole.

More information about King County’s ESJ work is available at:  
<https://kingcounty.gov/elected/executive/equity-social-justice.aspx>

## 2. RFP Overview

### A. Project Purpose Statement

With families across King County facing economic hardship due to pandemic related job-losses, DCHS seeks to alleviate the basic need of diapers for families impacted by the COVID-19 pandemic. The goal of this RFP is to ensure increased diaper distribution across all regions of King County.

With this RFP we are specifically seeking proposals from organizations with capacity to:

- 1) Obtain and distribute diapers to families impacted by the COVID-19 pandemic and response.
- 2) Partner with CBOs who can distribute diapers to their clients who have been impacted by the COVID-19 pandemic.

### B. Background

In King County many families are in need of diapers. Children may go through as many as 12 diapers in a single day, and yet in King County, 21% of children live in families that can’t afford enough diapers.<sup>2</sup> Nationally, one in three families struggles to keep up with their children’s diaper needs.<sup>3</sup> In King County, parents spend an average of \$80 a month on diapers – a major cost for a family living at or below the federal poverty line of \$26,500 for a family of four – while King County has no government assistance programs for this particular need.

Babies without clean diapers are exposed to potential health risks and are less likely to be accepted by child cares, leaving parents unable to attend work.<sup>4</sup> In fact, of those parents who are affected by diaper need, three out of five miss work or school because they don’t have sufficient diapers to send their child to child care.<sup>5</sup>

Because parents can’t use food stamps or Women Infants and Children (WIC) benefits to purchase diapers, and many child care programs require that parents provide their own diapers, this basic need leaves many families in distress. Difficulty providing basics for their children can

---

<sup>2</sup> Diaper Need Awareness Week in King County [\[LINK\]](#).

<sup>3</sup> National Diaper Bank [\[LINK\]](#).

<sup>4</sup> National Diaper Bank [\[LINK\]](#).

<sup>5</sup> Diaper Need Awareness Week in King County [\[LINK\]](#).

have a cascading effect for families, including emotional distress for caregivers, and subsequently linked to child emotional distress.<sup>6</sup>

Additionally, adults managing incontinence also face challenges affording adult diapers.<sup>7</sup> Adults in need of diapers can include elders and adults with disabilities. Many people with disabilities are obliged to wear diapers for a variety of reasons, incontinence and inability to use a bathroom unaided, among the most common.<sup>8</sup> Incontinence also impacts children with developmental disabilities (DD). Managing incontinence becomes even more difficult when children with DD outgrow baby diapers (the most commonly available form of diaper).<sup>9</sup> The challenges of purchasing adult diapers are magnified in rural areas, where there are fewer products, stores to choose from, or social service providers to help bridge the gap.<sup>10</sup>

Racism and income inequality disproportionately impact families struggling with diaper need. In King County, compared to white families, families who identified as Native Hawaiian/Pacific Islander were 31% more likely to experience diaper need than white families, and Black families are 22% more likely to experience diaper need than white families.<sup>11</sup> Zip code also impacts diaper needs. For example, families living in South King County are 9% more likely to experience diaper need than average in King County.<sup>12</sup>

## **C. Objective**

### **1. Scope of Work**

Successful proposer(s) will be responsible for purchasing, storing, and distributing diapers to COVID-19-impacted families who qualify for assistance with diapers. Diaper distribution is intended to reach all regions of King County, and DCHS may award contracts to one Proposer(s) that can distribute diapers to all of King County, or a network of successful proposer(s) that can collectively distribute to all of King County.

Successful proposer(s) will demonstrate an understanding of the demand for diapers in King County, including the community need, potential number of recipients, amount of diapers needed, location of recipients, and logistics associated with storing and distributing diapers.

The method of distribution or delivery of diapers will be determined by awarded proposer, and may include, but is not limited to: diaper drive, home delivery, recipient pick-up, etc. Funds from this RFP are limited to expenses related to diaper procurement and distribution.

### **2. Focus Population(s)**

This project will serve families in need of diaper assistance due to the economic impact of COVID-19.

---

<sup>6</sup> University of Oregon Emotional Well-being Weekly Survey [\[LINK\]](#).

<sup>7</sup> Heling End Diaper Need. [\[LINK\]](#)

<sup>8</sup> Rural Areas See a Rise in Demand for Adult Diapers. [\[LINK\]](#)

<sup>9</sup> Developmental Disabilities Awareness Month. [\[LINK\]](#)

<sup>10</sup> Ibid.

<sup>11</sup> Best Starts for Kids Health Survey Data [\[LINK\]](#).

<sup>12</sup> Ibid.

Successful proposer(s) are encouraged to address those historically disadvantaged communities that have been disproportionately impacted by inequities and discrimination in order to respond to the disproportionate health and economic impacts by the COVID-19 pandemic. The strategies should take into account the dire need to provide relief as quickly as possible during this pandemic.

DCHS is committed to directly addressing regional, racial, and economic disparities in King County and addressing the systems that create these disparities. Successful proposer(s) are encouraged to plan geographic distribution throughout the county through an ESJ lens.

### 3. Outcomes

This funding opportunity is designed to provide diapers to families throughout all of King County who have been impacted by the COVID-19 pandemic and response.

The primary outcome is: Diapers delivered to families in need by December 31, 2022.

Secondary outcomes that this RFP intends to achieve, but will not be measured or evaluated:

1. Economic relief for families receiving diaper assistance. Personal income increases 11 times for every dollar invested in diaper assistance.<sup>13</sup>
2. Less missed days at school or work for families who receive diaper assistance.
3. Help prevent medical expenses due to reductions in both incidences and days of diaper rash.

## 3. Eligibility

This RFP is open to nonprofit organizations, community-based organizations, tribes, and tribal organizations and public or governmental agencies serving communities in King County who have been impacted by the COVID-19 Pandemic. Small nonprofits and community-based organizations are encouraged to submit proposals.

Eligible Proposer(s) must meet the following minimum qualifications/eligibility criteria:

1. Experience procuring diapers at a large scale.
2. Ability to purchase and store diapers for distribution. This may include access to warehouses and equipment for safely moving large quantities of diapers (i.e., lifts, pallets, safety equipment, etc).
3. Experience distributing diapers to families or connections to CBOs who directly support families with basic needs, such as food banks, schools, or community centers.
4. Will be serving King County residents.
5. Submit complete proposals by 2:00pm PST on March 3, 2022.

---

<sup>13</sup> Diaper distributions have an economic benefit to communities. [\[LINK\]](#)

## 4. Available Funding

The budgeted amount for this project is not to exceed \$400,000. Proposal(s) in excess of \$400,000 will be considered incomplete and will not be evaluated.

Any contract awarded as a result of this RFP is contingent upon the availability of funding. Through this RFP process, DCHS intends to award contracts to one or more successful proposer(s), totaling no more than \$400,000. However, the amount awarded per contract may be less than the amount requested through applicant's proposal. DCHS reserves the right to not award all funds advertised in this RFP.

Awardees of this funding must adhere to county wide executive order mandating vaccination for COVID-19 due to Public Health Emergency. Executive Order #ACO-8-28-EO, which requires workers of King County contractors to be fully vaccinated before beginning work if the organization will be:

- 1) providing on-site services on county property or in county facilities, or
- 2) providing services requiring interaction with the general public.

If you are awarded a contract as a result of this RFP, you will need to submit an Evidence of Vaccination – Attestation form to King County before you can begin performing services. If you have concerns about meeting this requirement, please reach out to the RFP Lead through the Admin Tab in ZoomGrants.

You can read more information about this Executive Order in [Attachment C](#) of this RFP.

## 5. Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or around May 1, 2022 and to end on December 31, 2022. Amendments extending or shortening the period of performance, if any, will be at the sole discretion of DCHS.

## 6. RFP Process

### A. Timeline

The following timeline represents the tentative schedule of the entire RFP process, from solicitation to program implementation. The dates listed here are subject to change. Proposer(s) are responsible for monitoring ZoomGrants for any changes prior to the submittal deadline.

<b>RFP Release</b>	January 20, 2022
<b>Webinar Info Session</b> A virtual information session will be held to discuss questions related to this RFP.	February 2, 2022, 1:00-2:00pm

<p><b>Join by Zoom:</b>  Link: <a href="https://kingcounty.zoom.us/j/82205937883">https://kingcounty.zoom.us/j/82205937883</a>  Meeting ID: 822 0593 7883  Passcode: 705331</p> <p><b>Join by phone:</b>  Phone #: 253-215-8782</p> <p>The Pre-Proposal Conference will be recorded and posted to the <a href="#">ZoomGrants</a> website. This will be a remote session with speech to text captioning provided. For accommodations to participate, please contact the RFP Lead by January 27, 2022.</p>	
<b>Final day to submit questions via ZoomGrants</b>	February 17, 2022
<b>Proposal due</b>	March 3, 2022 by 2:00 p.m.
<b>Responses reviewed</b>	March 7, 2022 through March 15, 2022
<b>Interviews with Proposer(s)</b> (if applicable) <i>King County reserves the right to conduct interviews as needed to make award determinations.</i>	March 2022
<b>Notification of selected and non-selected Proposer(s).</b>	April 2022
<b>Anticipated program/contract start date</b>	May 2022

## B. Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFP schedule through the Contact Admin tab in ZoomGrants. DCHS's responses to all questions received will be posted as an RFP addendum on ZoomGrants.

***If potential Proposer(s) experience technical difficulties with ZoomGrants leading up to the due date, please email your Proposal to the RFP Lead directly to avoid a late submission.***

Proposer(s) are encouraged to complete their Proposal early to avoid any difficulties or errors in submission. DCHS is not responsible for any technical difficulties that a Proposer(s) may experience, and ***late submissions may result in rejection of Proposal.***

## C. Communication

### 1. RFP Communication



All RFP documents will be uploaded through ZoomGrants, as described in the Application/Proposal Process section, below.

The RFP Lead is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the Proposer(s) and DCHS upon release of this RFP must be through ZoomGrants or the RFP Lead, as follows:

**Libby Brockman**  
**RFP Lead**  
[LBrockman@kingcounty.gov](mailto:LBrockman@kingcounty.gov)

Any other communication will be considered unofficial and non-binding on DCHS. Proposer(s) are to rely on written statements issued by the RFP Lead.

***Communication with anyone other than the RFP Lead on this RFP may result in disqualification of the Proposer(s).***

## **2. Proposer(s) Communication**

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in the Proposal created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

# **7. Application/Proposal Process**

Responses are hereby solicited and will be received using the link below through ZoomGrants, no later than 2:00 p.m. Pacific Time on the due date noted on this RFP. Responders are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments.

Note: Proposer(s) bear the risk that technical difficulties may result in late or undelivered Proposal. Therefore, Proposer(s) are encouraged to submit materials through ZoomGrants on a timely basis, and to reach out to ZoomGrants as noted on this RFP early in the process if encountering technical difficulties. If the issue cannot be addressed through ZoomGrants, then reach out to the RFP Lead for assistance or email the Proposal directly to avoid a late submission.

**Submit Proposal through ZoomGrants at:** <https://www.zoomgrants.com/zqf/diaperdelivery2022>

Complete proposal packages will include the following:

1. Attestation that indicates the Proposer(s)' willingness and capacity to comply with the King County Executive Order #ACO-8-28-EO re: COVID vaccination.
2. Answers to the Narrative Questions
3. Budget
4. Budget Narrative

## 8. Selection Process

### A. Rating Criteria

Complete proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any addenda issued.

All proposals received by the stated deadline will be reviewed by the RFP Lead to ensure that the proposal contains all the required information requested in the RFP. Only complete proposals that meet the threshold requirements will be evaluated by the DCHS designated review panel. Any proposer who does not meet the stated qualifications or any proposal that does not contain all the required information may be rejected as incomplete.

The RFP Lead may, at their sole discretion, contact proposers for clarification of any portion of their proposal. Proposers should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Proposals will then be reviewed and evaluated by a review panel. The process for choosing projects will include evaluation of the narrative and accompanying documents, and potentially, interviews. Below are the selection criteria that will be used during the evaluation process.

<b>CAPACITY, EXPERIENCE, AND APPROACH</b>		
Goal(s) identified in project proposal appear to be reasonable and achievable within this projects' timeline and budget.	10	X 4
Proposal demonstrates experience distributing and/or delivering diapers and includes qualitative and quantitative details of experience.		
Proposal clearly articulates the ability to distribute diapers before the end of 2022.		
Proposal clearly articulates which communities in need will be served and the justification for these target populations.		
<b>EQUITY AND SOCIAL JUSTICE</b>		
Proposal will serve historically disadvantaged communities and/or that have been disproportionately impacted by the health and economic impacts of the COVID-19 pandemic.	10	X4
Proposal contains characteristics of culturally responsive service delivery in ways that are accessible and comfortable for the target population.		
Proposal clearly illustrates a deep understanding of the community(ies) they intend to serve and the underlying context in which culturally relevant services are provided to the target population of this RFP.		
<b>BUDGET AND FISCAL</b>		
Budget is complete, aligns with proposed activities, and takes into account the full scope of funding needed to support the proposed program model.	10	X1
Budget narrative justifies proposed budget.		
<b>DATA COLLECTION AND EVALUATION</b>		
Proposal addresses ability to collect and submit low-barrier demographic information of recipients, such as geographic location, age, race, household income, and COVID impact.	10	X1

Review team members will assign scores on a scale of zero (0) to ten (10) where the end and midpoints are defined as follows:

Score	Description	Discussion
0	No Value	The proposal does not address any component of the requirements or no information was provided.
1	Poor	The proposal only minimally addresses the requirements and is missing major components.
3	Below Average	The proposal only minimally addresses the requirements and the Proposer(s) ability to comply with the requirements, or simply has restated the requirements. The proposal is minimally responsive, or does not represent best practices.
5	Average	The proposal shows an acceptable understanding of or experience with the requirements. Sufficient detail is provided to be considered meeting minimum requirements.
7	Above Average	The proposal is thorough and demonstrates firm understanding of concepts and requirements, but may be missing minor components.
10	Excellent	The proposal has provided a highly equitable, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.

## B. Review Process

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members).

The RFP review panel will score each proposal based on the rating criteria described in this section of this RFP and create a ranking of Proposals based on highest to lowest scoring. The score will be a key factor used by the RFP rating panel to develop recommendations on the selection of Proposal to the County.

Following application review, Proposer(s) may be asked to participate in an interview with the review panel prior to final scoring of Proposal.

## C. Selection Process

Final selection of awardees will be made by King County division and department directors, based upon recommendations from the review panel, based upon equity, and based upon geographic considerations to ensure services are responsive to funding priorities and community need. As the primary objective of this RFP is to fund distribution of diapers across all regions of King County, the final selection of awardee(s) may be determined by the ability to individually or collectively serve all of King County in addition to the overall application score.

DCHS reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost proposal for award, and will execute contracts based upon the final selections.

To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential Proposer(s) as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any potential Proposer(s).

#### **D. Funding Allocation and Contract Negotiations**

DCHS anticipates that requests for funding from the pool of selected Proposer(s) may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter discussions with Proposer(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the proposal is not scalable, or the Proposer(s) rejects the dollar amount offered by the County, the County reserves the right, to withdraw the funding offer to the Proposer(s) and enter discussions with other high-ranking RFP Proposer(s) Contract negotiations and development will begin when a funding amount for each proposal has been reached between the Proposer(s) and the County.

## **9. Glossary of Terms**

A list of general procurement and contract definitions can be found here: [Contract Glossary](#). All other definitions specific to this RFP are as follow:

**Best and Final Offer (BAFO):** if applicable and requested from the Proposer(s) is a final offer submitted which contains the Proposer(s) most favorable terms for cost or terms of service.

**Community Based Organization (CBO):** a public or private nonprofit organization that is representative of a community or significant segments of a community and committed to a community's health, well-being, and empowerment and/or provides human services to individuals in the community.

**Contractor:** term used within the King County DCHS Boilerplate Agreement, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.

**Distribution:** for the purposes of this RFP, distribution means dissemination of diapers from central location.

**Delivery:** for the purposes of this RFP, delivery means transporting diapers to individual families in King County.

**Equity:** means giving everyone what they need to be successful as opposed to equality which means treating everyone the same.

**Racial Equity:** racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root

causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them<sup>14</sup>.

**ZoomGrants:** an online application portal where Proposer(s) can access and view RFP information and submit Proposal for programs/services outlined in the RFP.

## 10. RFP and Contract Terms

### A. RFP Terms

#### 3. Revisions to the RFP

If DCHS determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on ZoomGrants. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be placed on ZoomGrants.

DCHS also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

#### 4. Cost to Propose

DCHS will not be liable for any costs incurred by the Proposer(s) in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

#### 5. DCHS Right to be Own Reference

To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential Proposer(s) as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any potential Proposer(s).

#### 6. No Obligation to Contract

This RFP does not obligate DCHS to enter into any contract for services specified herein.

#### 7. Rejection of Proposal/Application/Bid

DCHS reserves the right, at its sole discretion, to reject any and all Proposal received without penalty and not to issue any contract as a result of this RFP.

#### 8. Acceptance Period

Proposal must provide one hundred twenty (120) calendar days for acceptance by DCHS from the due date for receipt of Proposal/Application/Bid.

---

<sup>14</sup> <https://www.racialequitytools.org/glossary> (link from King County site: <https://kingcounty.gov/elected/executive/equity-social-justice/tools-resources/Racial-Justice.aspx>)

## **9. Best and Final Offer (BAFO)**

DCHS reserves the right to use a BAFO before awarding any contract to further assist in determining the successful Proposer(s) Terms of the BAFO will be communicated by the RFP Lead.

## **10. Award**

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the RFP review panel. DCCHS will execute contracts based upon the final selections.

DCCHS intends to award one or more contracts to potential Proposer(s) The RFP Lead will notify all Proposer(s)in writing of the acceptance or rejection of their RFP. Written notification will be sent via email to the email address(s) submitted on the cover sheet.

## **11. Protest**

King County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>.

## **B. Contract Terms**

### **1. King County Boilerplate**

Organizations awarded through this procurement process will contract with King County DCCHS. Funded organizations will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more. See a sample of the department's standard services contract boilerplate with terms and conditions on the [DCCHS website here](#).

A contract may be negotiated with the Proposer(s)whose proposal would be most advantageous to King County in the opinion of the DCCHS, all factors considered.

The contents of the selected Proposer(s)proposal shall become contractual obligations if a contract ensues.

A contract between the selected Proposer(s)and King County shall include the contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

### **2. Equity and Social Justice**

In order to effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions and policies. King County expects funded organizations to incorporate a racial equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort,

organizations may be asked to provide individual-level demographic information to inform analysis and understanding of barriers created by institutional racism.

### 3. Public Records Act

1. Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
2. All submitted proposals and RFX materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFX, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected applicant.
3. Proposals submitted under this RFX shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public.

If an applicant considers any portion of his/her proposal to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential. If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the applicant of the request and allow the applicant ten (10) days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take such action within said period, the County will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. Please notify the County of your needs through the Contact Admin tab in ZoomGrants and reference the table information below

Type of Exemption	Beginning Page / Location	Ending Page / Location

### 4. American with Disabilities Act

DCHS complies with the Americans with Disabilities Act (ADA). Proposer(s) may contact the RFP Lead to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.

# 11. List of Attachments

- A. Narrative Questions
- B. Budget and Budget Narrative
- C. COVID Executive Order #ACO-8-28-EO

## A. Narrative Questions

### **Capacity, Experience & Approach:**

- 1) Please detail your project proposal for the diaper delivery program including total funding requested, and your process to distribute resources in a relatively quick timeframe (before the end of 2022).
- 2) Describe your experience distributing diapers, including number of diapers provided in previous years, methods of distribution, and any partnerships/relationships you hold that will help you distribute diapers to the intended community(ies) (if applicable).
- 3) Please provide details regarding your established infrastructure for purchasing, storing, and distributing diapers. Responses should address staffing capacity, storage space, and mechanism for distribution, including any transportation (if applicable).
- 4) Provide a short narrative of current diaper needs within the community(ies) you intend to serve, including the demand, potential number of recipients, and amount of diapers needed.
- 5) What community(ies) do you intend to serve? Please include demographic information about who will be served and what geographic area(s) you will serve (i.e., all of King County, North King County, East King County, South King County, or other).

### **Equity and Social Justice:**

- 6) Please tell us how the communities you intend to serve are disproportionately impacted by inequities and discrimination, and have experienced disproportionate health and economic impacts from the COVID-19 pandemic.
- 7) How does your proposal respond to the cultural needs of those you intend to serve?
- 8) Describe your history and experience serving and working with the communities you intend to serve. What risks or barriers do you anticipate in the distribution process? How will you address those potential barriers?

### **Data Collection and Evaluation**

- 9) The purpose of this RFP is to distribute diapers to community members and families who have been impacted by the COVID-19 pandemic and response. Briefly explain how you



will ensure that the families you distribute/deliver diapers to have been impacted by COVID-19.

10) By checking the box below, please confirm your ability to collect and provide DCHS with the following:

Recipient demographics including, geographic location, age, race, household income.

**B. Budget and Budget Narrative**

Proposer(s) are expected to estimate and develop an initial budget covering proposed goals, activities, and outcomes. Contracts awarded under this RFP are anticipated to begin May 1, 2022.

Proposers should think holistically and realistically about the costs associated with their proposed project and do their best to estimate these costs in the proposed budget. Once awarded funding, organizations may have an opportunity to adjust the budget during the procurement/contracting process.

	<b>Funding Request</b>  (May-December 2022)	<b>Budget Narrative</b>  For each line item included in the budget table, please include a brief narrative detailing how the item relates to the proposed project, and the methodology used to determine the specific cost or rates.
Diapers	\$	
Personnel/Staff	\$	
Direct Program Costs*	\$	
Administrative Costs**	\$	
Other – Specify	\$	
Other – Specify	\$	
Other – Specify	\$	
Other – Specify	\$	
Other – Specify	\$	
<b>Total Expenses</b>	<b>\$</b>	

\*Direct Program Costs are costs associated directly with the specific project - such as licensing fees, materials, supplies, communications, transportation, marketing, building rent, and utilities. For purposes of this budget, the cost of diapers are not considered a direct program cost and should be listed above as a separate line item.

\*\*Administrative costs are overall shared costs such as general organizational administrative staff time, central rates, IT costs, fiscal sections costs, etc. Max of 15%.

**C. Vaccination Executive Order**

**Mandatory Vaccination for COVID-19 due to Public Health Emergency**

On September 22, 2021, the King County Executive issued Executive Order [#ACO-8-28-EO](#), which requires workers of King County contractors to be fully vaccinated before beginning work if the organization will be:

- 1) providing on-site services on county property or in county facilities, or
- 2) providing services requiring interaction with the general public.

If you are awarded a contract as a result of this RFX, you will need to submit an [Evidence of Vaccination – Attestation](#) form to King County before you can begin performing services. If you have concerns about meeting this requirement, please reach out to the RFX Lead through the Admin Tab in ZoomGrants.

You can read more information about this Executive Order [here](#).

*Please check the box below to confirm:*

I have (1) read the Executive Order, (2) understand the Executive Order, and (3) if it applies to the services proposed in my application, I will comply with the Executive Order.