

# Nursing Services Request for Qualifications (RFQ)

## Information Session

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Aging & Disability Services

Date 7/25/2022

Human Services Department



City of Seattle

# Welcome

- Please type your name and business name in the chat box for attendance purposes.
- The PowerPoint will be posted on the HSD Funding Opportunity webpage within 5 business days.
- The session will be recorded. The recording and Q&A will be posted on the HSD Funding Opportunity webpage within 5 business days.



# Land Acknowledgement

**"I would like to acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish People past and present and honor with gratitude the land itself and the Duwamish Tribe."**

**"It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth."**

Source: <https://www.duwamishtribe.org>



# Session Agenda

Introduction

Timeline

Background & Requirements

Submission Instructions

Review and Rating Process

Tips

Appeal Process

Q & A



# Introduction

- This Nursing Services RFQ is an open and competitive funding process
- Up to \$165,755.00 is available through Federal/State Title XIX funds
- Funding awards will be made for the period of October 1, 2022 through December 31, 2023



# Timeline

- Last Day to Submit RFQ Questions **Wednesday, July 27, 2022**
- Application Deadline **Thursday, August 11, 2022, at 12:00 p.m.**
- Review & Rating Process **August 12 - 22, 2022**
- Award announcement **Friday, September 9, 2022**
- Appeal Process **September 15 – 21, 2022**
- Contract Start Date **October 1, 2022**



# Highlights

- Nurses provide clinical medical/nursing expertise, input, and consultation to assigned ADS and contracted agency(ies) Case Managers.
- Scope of work:
  - Home visits
  - Utilizing comprehensive nursing assessment skills
  - Review of and contribute to an electronic comprehensive assessment
- Provide training/education to clients, formal/informal caregivers and family members.
- Not a direct “hands-on” skilled type of nursing services; however, will perform comprehensive skin assessments and observations.



# Who Can Apply?

- Sole Proprietors
- Limited Liability Companies (LLC)
- Partnerships
- Public Corporations
- A Federally Recognized or Washington-State Recognized Indian Tribe
- 501(c)(3)





# What does this RFQ fund?

Nursing service activities are performed in the client's home or through phone, email, or fax contacts. Services are recorded and billed in 15-minute increments.

1. A *home visit* is defined as a visit to a client in their place of residence to perform a nursing service activity. The visit includes travel time, any associated time for documentation and collateral contacts related to the visit.
2. A *follow-up visit* is defined as a second or subsequent visit to client in their place of residence to perform a nursing services activity. This requires the approval of the AAA Case Manager prior to the visit.
3. *Interpretation and translation services* are defined as the use of City of Seattle or King County approved agencies or sole proprietors of interpreter services for the purpose of providing in-home language interpretation during a home visit or translation services specifically related to Nursing Services.
4. A *non-home visit/contact* is defined as nursing service activities performed on behalf of a client but not associated with a visit to the client's place of residence.
  - a. Examples of activities include, but are not limited to, care conferences, assessment reviews, care coordination, etc.



# Program Criteria (pg. 4)

- Clients must be receiving in-home Medicaid case management services from:
  - HSD Aging & Disability Services
  - Asian Counseling & Referral Service
  - Chinese Information and Service Center (CISC)
  - Lifelong
  - Neighborhood House
- The clients' assessment results in a referral for Nursing Services.
- Case managers will refer clients to the nursing services provider when a Nurse Consultant is not available.



# Priority Populations (pg. 4 and 5 )

- Adults with disabilities 18 years of age and older and
- Older adults who are enrolled in
  - Community Options Program Entry System (COPES); and/or
  - Community First Choice; or
  - Medicaid Personal Care; or
  - New Freedom programs; and
  - Receive services from the Seattle-King County Area Agency on Aging.



# Focus Populations

- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander



# Performance Measures (pg. 5)

## Quantity

1. Number of home visits completed by Registered Nurse Consultant
2. Number of phone calls completed by Registered Nurse Consultant
3. Number of referrals received and confirmed within two business days

## Quality

1. Percentage of clients receiving an updated plan of care

## Impact

1. Percentage of clients served who report improved health



# Key Staff & Staffing Level (pg.5)

The contractor shall provide the capacity of up to one (1) full-time equivalent (FTE) Registered Nurse who meets the following qualifications:

1. Current Washington State registered nurse license in good standing;
2. Bachelor's degree from an accredited school of nursing is preferred;
3. A minimum of two years professional nursing experience providing nursing assessments for older adults or adults with disabilities;
4. Pass a criminal background check;
5. Valid Washington State driver's license;
6. Ability to make on-site home visits to clients throughout King County;
7. Has experience working with clients who are low-income, have limited English skills, or receive Medicaid services;
8. Has the capacity to receive and respond to nursing service referrals within two business days; and
9. Utilizes professional nursing judgment.



# Application

SEATTLE  
CITY HALL

Date 7/25/2022

Human Services Department



City of Seattle

# Rating Criteria (pg. 7-11)

## Scoring

Project Description	<b>25 pts</b>
Partnerships and Collaboration	<b>10 pts</b>
Promotes Community-Centered Programming	<b>10 pts</b>
Capacity and Experience	<b>40 pts</b>
Operations	<b>15 pts</b>





# Rating Criteria: Project Description - 25 points

- Applicant clearly describes their program and its relevance to nursing services.
- Applicant clearly defines & priority population(s) and focus population(s) and demonstrates an understanding of the unique characteristics and experiences of the populations
- The program description shows a strong connection with the priority and focus populations and an understanding of their strengths, needs, or concerns.



## Rating Criteria: Partnerships & Collaboration - 10 points

- Applicant describes effective partnerships and collaborations that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.



# Rating Criteria: Promotes Community-Centered Programming – 10 points

- Applicant clearly defines/describes the program's priority populations or community, as well as racial inequities, or health inequities that the program will address and/or reduce.
- Applicant describes how the priority population will be impacted while participating in the program.



# Rating Criteria: Capacity & Experience - 40 points

- The program description demonstrates the applicant's experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description and timeline for launching a new service.
- Applicant has enough qualified staff to deliver the services as described.
- Applicant describes how their staff are equipped to work with clients from various cultures and/or who speak other languages.



## Rating Criteria: Capacity & Experience (cont.)

- Applicant's leadership is likely to provide strong ongoing support for the service proposes.
- Applicant describes processes for maintaining quality staff that matches the levels needed to run the program as described.



# Budget Forms

Date 7/25/2022

Human Services Department



City of Seattle

# Proposed Program Budget

Attachment 3: Proposed Program Budget  
October 1, 2022 - December 31, 2023

Applicant Agency Name:					
Proposed Program Name:					
	Amount by Fund Source				Total Project
Item	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	Other <sup>2</sup>	
<b>PERSONNEL SERVICES</b>					
Salaries (Full- & Part-Time)					\$ -
Fringe Benefits					\$ -
<b>SUBTOTAL - PERSONNEL SERVICES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>					
Office Supplies (Includes printing, postage and general supplies. Does not include computer or technology expenses)					\$ -
*Operating Supplies (includes computer, other technology expenses (not internet) and other expenses related to providing services) <sup>2</sup>					\$ -
Rent					\$ -
Contractual Employment/Other Professional Services <sup>3</sup>					\$ -
Travel (includes mileage, parking)					\$ -
Insurance					
Utilities (Includes electric, internet, phone)					\$ -
*Other Miscellaneous Expenses <sup>4</sup>					\$ -
Indirect Facilities and Administrative (F&A) Costs <sup>5</sup>					\$ -
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:

	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

<sup>2</sup> Operating Expenses- Itemize below (Do not include office supplies):

	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

<sup>3</sup> Contractual Employment/Other Professional Services- Itemize below:

	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

<sup>4</sup> Other Miscellaneous Expenses - Itemize below:

	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs - Itemize below:

	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

# Indirect Costs

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs - Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those Indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate:	<input type="text"/>			



**Proposed  
Personnel  
Detail**

Attachment 4: Proposed Personnel Detail Budget  
October 1, 2022-December 31, 2023

Applicant Agency Name:								
Proposed Program Name:								
Agency's Full-Time Equivalent (FTE) Per Week		hours/week		Amount by Fund Source(s)				
Position Title	Staff Name	Hourly Rate	How many hours a week this funding will pay for	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal - Salaries & Wages				\$ -	\$ -	\$ -	\$ -	\$ -
<b>Personnel Benefits:</b>								
				FICA				\$ -
				Pensions/Retirement				\$ -
				Industrial Insurance				\$ -
				Health/Dental				\$ -
				Unemployment Compensation				\$ -
				Other Employee Benefits				\$ -
Subtotal - Personnel Benefits:				\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>				\$ -	\$ -	\$ -	\$ -	\$ -

## Completed Application (page 12)

- Proposal must include:
  - Application Cover Sheet with a physical signature
  - Narrative Response (maximum 5-page limit)
  - Proposed Program Budget and Proposed Personnel Detail Budget Forms
  - Start-up Timeline (for New Services)



# Submission Instructions – Choose one

- Applications due on **Thursday, August 11, 2022, at 12:00 p.m.**
  - Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
- OR
- Email to [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)
    - Type in the subject line: Nursing Services RFQ
  - Applications must be complete and on-time.



# RFP/RFQ Online Submission



**Human Services**  
Tanya Kim, Acting Director

## RFP/RFQ Submission

Welcome to the Human Services Department's (HSD) Online Submission System used to submit responses to Request for Proposals (RFPs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the [RFP Submission Assistance](#) page.

Prior to submitting your response, please review the submission requirements in the RFP/RFQ document to ensure that you are submitting all required documents.

### Available RFP / RFQs

HSD is accepting proposals for the following RFPs or RFQs listed below. To submit your response, click on the underlined RFP/RFQ name.

RFP/RFQ ID : 2022004  
Name : [Domestic Violence Intervention Program Services](#)  
Deadline : 8/8/2022 12:00:00 PM Pacific Time

[Gender-Based Violence \(GBV\) Survivor Services](#)

RFP/RFQ ID : 202208  
Name : [ADS Nursing Services RFQ](#)  
Deadline : 8/4/2022 12:00:00 PM Pacific Time



# Review and Rating Summary

- Applications submitted by **August 11, 2022, at 12:00 p.m.**
- Rating committee reviews complete applications
- Interviews (to be determined)
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



# Other Documents

- If funding is awarded, HSD will request copies of financial and insurance documents.
- Agencies will have 4 business days from the date of written request to provide the documents.
- Financial and Insurance documentation are listed on page 13 of the RFQ application.



# Tips

- Follow the required format
- Be specific and answer all parts of the questions
- Look at the rating criteria
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place
- Start early and allow time for the submission process
- Have someone else read/review your application
- Use the application submission checklist



# Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process.

## Grounds for Appeals:

- Violation of policies outlined in the HSD Funding Process Manual
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity

## Appeals Deadlines:

Appeals must be received within four (4) business days from the date of written application status (award/denial)

- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.





# Questions?

- Questions & Answers posted on the HSD Funding Opportunity webpage ([link](#))
- Additional RFQ questions to: Mary Pat O’Leary [mary.oleary@seattle.gov](mailto:mary.oleary@seattle.gov) no later than **7/27/22**
- Any issues and/or questions about the online submission system, contact Sola Plumacher, [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov)

