

REQUEST FOR PROPOSALS
Scattered Sites Case Management
(Solicitation # 5416)
ADDENDUM NO. 2

Issue Date: September 25, 2020

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

The following is a list of questions received and SHA's responses to those questions.

Question 1. Criterion 1/d within section D (page 7) of the RFP requires a demonstrated ability to provide after-hours care and crisis response. 24/7 responsiveness requires on-call, dedicated, and specialized staff; this type of programming is very expensive. Would partnerships and referrals to the Mental Health Crisis unit, GRAT team, and other specialized services meet this requirement?

Response: *Partnerships and referrals to specialized agencies is appropriate.*

Question 2. Criterion 1/e within section D (page 7) of the RFP requires a demonstrated ability to provide or coordinate access to medication dispensing. In our experience, this service is very limited to medical providers and extremely expensive to provide directly in-home. Would connecting clients with primary care physicians, pharmacies, and outpatient mental health providers meet this requirement?

Response: *Connecting clients with other providers is appropriate.*

Question 3. It is fairly common for specialty mental health services such as assisting clients with hoarding tendencies are limited in King County due to high demand and few providers. If a contractor attempts to connect a client with such a service, but access is limited, would that contractor then be expected to provide the service directly?

Response: *The expectation is that the provider support the residents with resources and referrals. Provide the appropriate assistance to help the residents. The contractor can work with other providers that can assist the residents.*

Question 4. Would a out of state company be able to apply for the work without a Business license? If so, what other identification could be provided or needed?

Response: *See the response I received from the State below:*

Thank you for contacting the Office for Regulatory Innovation and Assistance (ORIA), Business Information Center via live chat this morning. Per our live chat conversation I have listed registration information and resources below.

Out-of-state businesses will need to comply with Washington laws and regulations if they:

- Purchase a Washington business.
- Operate in or open a physical location in Washington.
- Perform on long-term or short-term contracts in Washington.
- Hire employees who work from their homes in Washington.
- Have a [taxable presence](#) (i.e. nexus) in Washington

I recommend the [Open Chapter](#) in our [Small Business Guide](#). For your convenience, I have pulled out the most pertinent information and listed it below:

[Washington Secretary of State \(SOS\)](#)

An out of state company doing business in Washington must file a [Foreign Registration Statement](#) with the Washington Secretary of State, Corporations Division. This registration requires a [Certificate of Existence](#) from your home state and a [Washington Registered Agent](#). You will receive your Unified Business Identifier Number (UBI#) upon completion of your filing. For activities that do not constitute doing business see [RCW 23.95](#). For assistance contact the [Secretary of State](#) (360) 725-0377. Apply online: [CCFS](#). You may also contact the SOS, Small Business Liaison, Patrick Reed at Patrick.reed@sos.wa.gov or 360-725-0358 for assistance with the requirements or general questions.

[Washington Department of Revenue / Business Licensing Service \(DOR-BLS\)](#)

Out-of-state businesses are required to register with the Department of Revenue if they conduct activities which establish a [nexus](#) sufficient for imposing taxes. Washington State has no corporate or individual income tax, instead it was replaced by other taxes such as: [Business and Occupation tax, Retail Sales tax and Use tax](#). For assistance with the requirements please contact DOR 360-704-5900. For tax assistance DOR at 360-705-6705. The state [Business License Application](#) will establish your accounts with [Department of Revenue](#) (Tax Registration), and employer accounts with [Dept. of Labor & Industries](#) (Industrial Insurance) and [Dept. of Employment Security](#) (Unemployment Insurance) if required. For licensing assistance, contact BLS at 360-705-6741 or their Small Business Liaison, Kim Johnson at kimberlyj@dor.wa.gov or 360-705-6615. To apply for the business license go online to: [My DOR](#).

[Local Licenses or Permits](#)

Most cities are partnered with Business Licensing Services – see their city endorsement page at <https://dor.wa.gov/manage-business/city-license-endorsements>; however, I recommend contacting the [city](#) or [county](#) where the business will be located/providing service, to determine additional licensing, permitting and zoning requirements. Visit [City of Seattle](#) or contact them at 206-684-8484 for assistance.

Question 5. We are a WMBE in the state of Texas, do you need to be certified in the City of Seattle?

Response: *No. As long as you can document your certification from wherever you are certified. This won't be necessary unless you are the selected firm and that certification will be requested at that time.*

Question 6. We attempted to open the consultant roster program link, but it came up unavailable?

Response: *See below:*

Municipal Research and Services Center (MRSC) roster

Register at mrscrosters.org and select Seattle Housing Authority in your account. For registration questions, contact mrscrosters@mrsc.org <https://mrscrosters.org/> or call 206.625.1300.

City of Seattle consultant roster

Consultant roster maintained by the City of Seattle. Register for the City of Seattle consultant roster at web6.seattle.gov/FAS/OBD/Logon/logon.aspx. For registration questions, call 206.684.0444.

Question 7. Is the estimated range in budget set for the year(s) or is it flexible?

Response: *The budget is pretty set. However, you can be free to estimate costs based on your agency's capacity to deliver the services that are responsive to the RFP.*

END OF ADDENDUM NO. 2