



## REQUEST FOR PROPOSALS

### Youth Mental Wellness Services

**RELEASE DATE:** December 6, 2019

**DUE DATE:** December 31, 2019 at 10:00 AM PT

#### INTRODUCTION

The City of Sammamish is seeking proposals from qualified nonprofit agencies and schools to provide youth mental wellness services to Sammamish residents. The City has budgeted an additional \$150,000 in 2020 to address mental wellness needs in the community. Awarded funds will be available from mid-February through December 31, 2020.

#### BACKGROUND

The City of Sammamish awards grant funding to human services agencies as part of its biennial budget process. Grant funding for 2019-2020 has already been awarded, and the next grant cycle is scheduled to open in spring for funding in the 2021-2022 budget.

In response to growing concern for the mental wellness of youth in Sammamish, the City Council made a special additional allocation of \$150,000 in 2020 to fund services and programs that will make an impact in this area.

#### PROPOSAL REQUIREMENTS

Please include the following information in your proposal:

1. **Description:** Describe your proposal.
2. **Logistics:** How and where will the services be provided?
3. **Accessibility:** How will you ensure services are accessible to Sammamish residents?
4. **Implementation:** How soon would you be able to implement the services?
5. **Outcomes:** How will the success of this program be measured? Specify service units to be used.
6. **Qualifications:** Relevant skills, experience and demonstrated ability to provide proposed services.
7. **Cost:** Please complete the budget worksheet in Attachment A.

## SELECTION

The Human Service Commission will evaluate all proposals and provide a recommendation to the City Council. The City Council will make the final funding decision.

## SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	December 6, 2019
Questions due	December 16, 2019
<b>Deadline for submission of proposals</b>	<b>December 31, 2019 at 10:00 am</b>
Commission Review	January 8, 2019
City Council Review	February 11, 2020
Contract Approval	February 18, 2020

## DELIVERY INSTRUCTIONS

Proposals should be submitted by email to [rbadh@sammamish.us](mailto:rbadh@sammamish.us) by the deadline.

***Proposals received by the City after the due date, regardless of fault, will not be considered.*** You may wish to call to confirm that your proposal has been received by the City.

## CONTACT

All communication concerning this RFP should be directed in writing to the contact listed below. Any oral communications will be considered unofficial and non-binding on the City.

Rita Badh  
Community Services Coordinator, City Manager's Office  
801 228<sup>th</sup> Ave SE, Sammamish, WA 98075  
Phone: (425) 295-0579  
Email: [rbadh@sammamish.us](mailto:rbadh@sammamish.us)

*The most current information regarding this RFQ, including responses to questions, can be found under Current News on the City's website at <https://www.sammamish.us/news-events/current-news/>.*

## Attachments

Attachment A: Budget Worksheet

## Attachment A: Budget Worksheet

### Program Expenses:

Expenses	City Funds	+	Agency/Other Funds	=	Total Expenses
Personnel Costs		+		=	
Office/Operating Expenses		+		=	
Consultant/Purchased Services		+		=	
Communications		+		=	
Travel/Training		+		=	
Other		+		=	
<b>Total Expenses</b>		+		=	