



Request for Proposals: #2025CDIP734RFP

ADVERTISED DATE: January 15, 2025

Title: Cannabis, Commercial Tobacco, and Vaping Prevention Community Change Grant

Due Date and Time: March 12th, 2025 no later than 2:00 PM PST

Contract Specialist: Kishan Scipio

Submit Proposal to: CPRES-CDIP@kingcounty.gov

All submitted RFP responses become public information and may be reviewed by anyone requesting to do so at the end of the selection process. RFP responses will become the property of King County and will not be returned to the applicants.

Proposals must include the RFP Signature Sheet in Attachment B, signed and dated by the President of the Board, Executive Director, or someone who has the full authority to legally bind the entity submitting the RFP response to the contents of the RFP response.

The Selected applicant will be required to enter into an Agreement with King County, which will be initiated by Public Health, Seattle & King County (PHSKC). PHSKC's standard agreement terms and conditions are included in this RFP in Attachment A, as are any terms and conditions of the funding source. These terms and conditions are subject to change prior to execution of the actual Agreement. Any changes (addenda) to this RFP as well as responses to any questions sent to the Contract Specialist will be posted at: kingcounty.gov/funding

The following timeline is a tentative schedule of the entire RFP process. The dates listed here are subject to change.

DATE	EVENT
1/15/2025	Request for Proposals issued
1/21/2025	Pre-Proposal Conference 1
1/23/2025	Pre-Proposal Conference 2
2/05/2025	Final Day to ask questions
2/12/2025	Final Addendum issued (if necessary)
3/12/2025	Proposals due no later than 2:00 PM PST
3/14/2025-4/11/2025	Review and selection period
4/14/2025	Notice of Awards (tentative)
6/1/2025	Agreement start date

I. RFP SUMMARY & CONTENTS

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II. RFP PURPOSE, INTENDED OUTCOMES, AND PROJECT QUALITIES

- P 4 A. **Background and Purpose** The purpose of the Community Change Grants is to fund new projects to reduce use of and harm from cannabis, commercial tobacco, and vapor products for youth ages 12-20 by changing influences on use.
- P 5 B. **Intended Outcomes** The goal of proposed projects should be community-level changes to the specific risk and protective influences on the youth the organization serves.
- P 7 C. **Project Qualities** Projects should engage affected youth, promote equity and social justice, and build organizational and community capacity for substance use prevention and harm reduction.

III. AWARD AMOUNTS, NUMBER, AND TIME PERIOD

- P 8 PHSKC will fund up to fifteen organizations with budgets up to \$200,000 over an award period of two to four years.

IV. ELIGIBILITY & REQUIREMENTS OF AWARDEES

- P 9 A. **Who Can Apply** This RFP is open to nonprofit organizations, community-based organizations, Tribes and Tribal organizations, and public or governmental agencies serving communities in King County.
- P 9 B. **Requirements of Awardees** Selected awardees must submit a King County W9 and obtain required insurance to enter into a contract with PHSKC. After the contract begins, awardees must fulfil contract requirements like developing a workplan and submitting regular invoicing and reporting, as well as meeting all King County Terms and Conditions in Attachment A.

V. APPLICATION PROCESS

- P10 A. **Submitting a Proposal** Proposals consist of Attachment B: Signature Page and Proposal Response and Attachment C: Budget Template. Submit proposals to CPRES-CDIP@kingcounty.gov no later than 2:00 PM PST on March 12th.
- P10 B. **Questions about the RFP** Send questions about the RFP to the contract specialist at CPRES-CDIP@kingcounty.gov no later than 11:59 PM on February 5th. PHSKC will host two Pre-Proposal conferences for this RFP on Zoom: **Tuesday, January 21st at 5:00 PM** and **Thursday, January 23rd at 9:30AM**
- P11 C. **Proposal Assistance** PHSKC is providing assistance for applicants to understand and apply to the RFP. Applicants should contact assistance consultants directly with contact in the RFP and Attachment D.
- P12 D. **Timeline** Any addenda to the RFP will be posted by February 12th. Proposals are due at 2PM PST March 12th. PHSKC plans to notify awardees by April 14th. Agreements will start June 1st. Dates may change.

VI. PROPOSAL RATING AND AWARD SELECTION

- P12 A. **Proposal Rating** Proposals will be reviewed and rated by members of the RFP review team using the criteria in this RFP. The team will include PHSKC staff and community partners.
- P15 B. **Award Selection** The RFP review team will recommend a set of applicants to award based on ratings and other considerations stated in the RFP. Final award selection will be by Health Sciences Division management at PHSKC.

VII. ADDITIONAL RFP TERMS

- P15 Additional terms apply to this RFP and submitted proposals, including PHSKC's ability to correct, change, or cancel the RFP. PHSKC is not liable for any cost of preparing a proposal. All submissions are subject to public disclosure.

ATTACHMENTS A-D FOLLOW THIS RFP

II. RFP PURPOSE, INTENDED OUTCOMES, AND PROJECT QUALITIES

A. BACKGROUND & PURPOSE

Cannabis, commercial tobacco, and vape product use by young people (ages 12-20) is connected to poor health and social outcomes. (Note that “cannabis” in this RFP means the same as “marijuana.”) The impacts on young people are both short term and long term. They include problems with memory and learning, injuries, mental health concerns, substance use dependence, difficulty reaching academic or career goals, and respiratory illnesses. Some populations of youth are more likely to use these substances or experience harmful outcomes than others, including LGBTQ+ youth, youth of Color, youth reporting poorer mental health, youth with poorer academic performance, and youth in Seattle and South King County. Recent data on youth commercial tobacco, cannabis, and vapor use is here: [King County Healthy Youth Survey Data Page](#).

PHSKC recognizes the cultural significance of traditional tobacco used for health and well-being by Indigenous communities. This and all other PHSKC efforts target commercial tobacco products only. Commercial tobacco products are mass-produced by companies that may use targeted marketing, addictive design, and exploitative workforce and environmental practices to maximize profit. Commercial tobacco, not traditional tobacco, is the cause of the disease, disability, and death that make up the tobacco epidemic.

Reducing substance use and harmful outcomes among youth requires understanding what influences youth experience. These influences fall into general risk and protective categories, but the specific knowledge, experiences, relationships, and environments that affect use are different for different groups of youth. Youth themselves and the organizations that work with them are in a great position to understand what influences substance use and develop projects to reach healthier outcomes.

The purpose of the Community Change Grants is to fund new projects to reduce use of and harm from cannabis, commercial tobacco, and vapor products for youth ages 12-20 by changing influences on use and harm. During the award period, PHSKC will also provide technical assistance on prevention and harm reduction knowledge and skills. Alongside the implementation of awardee projects, PHSKC hopes to increase capacity among organizations and individuals in King County for community change work that promotes youth health.

This award is offered and managed by the [Cannabis, Commercial Tobacco, and Vaping Prevention Program](#) within the Health Sciences Division at PHSKC. The funding sources for these awards are cannabis excise taxes paid to King County from Washington State’s tax collection on cannabis products as well as funds from a [settlement between King County and vapor companies](#). In 2019, King County

joined a lawsuit against Juul Labs Inc and Altria over the product design and marketing practices of Juul vaping devices. Juul and Altria settled with King County and the County has dedicated the settlement funds to address the vaping epidemic, including supporting young people to quit and reduce the likelihood that they will start using vapor or commercial tobacco products.

B. INTENDED OUTCOMES

Changing Risk and Protective Factors

Community experience and public health science work together to best address youth cannabis, commercial tobacco, and vapor product use and harm. This RFP will fund projects that prevent and reduce substance use and harm by making changes to risk and protective factors. Here is a list of primary risk and protection factors for substance use along with examples of ways they can influence youth substance use and harm outcomes:

RISK/PROTECTIVE FACTOR	EXAMPLE of INFLUENCE
Access to cannabis, commercial tobacco, and/or vapor products.	<i>Vapor products are sold at low prices in a store where youth go after school.</i>
Knowledge, attitudes, and expectations about substance use.	<i>Youth are consuming social media that describe cannabis as natural and not addictive which makes them more open to trying cannabis.</i>
Peer relationships and influence.	<i>Youth have friends who have decided not to use vapor products so these products are not part of hanging out together.</i>
Experiencing mental health distress.	<i>Youth are stressed by bullying and look for ways to feel better, including substance use</i>
Coping skills and activities that do not involve cannabis, commercial tobacco, or vapor use.	<i>Youth have access to supplies, spaces, cultural activities, and support for when they are anxious or feeling down.</i>
School and community attachment.	<i>Youth have adults at school and/or in their community they feel understand and value them.</i>
Adult influence and relationships	<i>Families don't talk to youth about substance use because of stigma, leading youth to believe they cannot talk to adults about substance use and not asking for help when they need it.</i>
Access to support for quitting cannabis, commercial tobacco, and vapor products	<i>Youth have information about quitting that is tailored to their needs and values.</i>

For any group of youth, the ways these factors influence use and how much they influence use will be different. Additionally, different factors will be harder or easier to change within a community. **The goal of proposed projects should be community-level changes to the specific risk and protective influences on youth the organization serves.**

The focus on community change is intended to reach groups of youth, rather than individuals. It is also to encourage changes that stay in place after the award ends because the change is in the community - in a school, an organization, a neighborhood, a policy, or other place or system. Even when addressing individual factors like beliefs about substance use, applicants should propose projects that will affect the most youth within the group served and make a lasting change. For example, applicants looking at how to support youth with coping skills for mental health distress should think of projects that will help ensure the youth they serve now and, in the future, would be able to get support.

Projects to change risk and protective factors will look different for different groups of youth. Applicants should consider how to address these factors where youth live, work, play, learn, pray and otherwise spend their time. These are some examples of projects that the Community Change Grant can fund.

EXAMPLES OF ELIGIBLE COMMUNITY CHANGE PROJECTS

- Building and supporting sustainable community education networks and campaigns among youth and adults who care about them,
- Developing and implementing sustainable peer training or mentoring programs on topics like media literacy and healthier coping,
- Youth-led assessment communities to prioritize risk and protective factors that is used to develop a project to change influences,
- Creating safe and supportive places or groups in schools or communities for youth experiencing mental health distress and/or bullying,
- Creating programs that support youth to quit or reduce harm from substance use,
- Implementing responses to vaping in schools that center student voice and experience,
- Developing youth leadership programs that address substance use prevention and build advocacy skills to make community change,
- Creating a Youth Wellness Board to direct and support projects that address risk and protective factors.

This is a not a complete list of eligible projects. To be eligible for funding, a project must lead to change in the relevant risk and protective factors for youth served by the applicant organization. This grant is not intended to provide or replace ongoing funding for an existing project or program. It can fund the expansion or adaption of an existing project that leads to community change.

C. PROJECT QUALITIES

Beyond addressing community-level risk and protective factors, **applicants should select projects that engage affected youth, promote equity and social justice, and build organizational and community capacity for substance use and harm prevention.**

Youth Engagement and Leadership

This RFP requires meaningful engagement with youth and development of youth leadership. Young people are more likely to stay engaged when they feel involved and valued in their communities. Engaging youth as active and valued participants helps ensure programs are effective and relevant. Youth have an essential role in creating peer-led education efforts, designing community events, and sharing resources that promote health and safety.

The most competitive projects will have leadership opportunities for youth that have benefits beyond the goals for community change. For instance, youth may develop new skills, gain new experiences, earn school credit, and earn compensation.

Examples of engaging youth include:

- Include young people in planning and implementing projects,
- Provide stipends, pay, or other rewards to youth participants to demonstrate the value of their work,
- Create leadership roles and opportunities for young people,
- Facilitate healthy relationships between youth and adults in the community,
- Provide opportunities for youth to learn new skills.

Equity and Social Justice

For many in our region, King County is a great place to live, learn, work and play. Yet we have deep and persistent inequities - especially by race and place. In 2020, Executive Constantine declared racism as a public health crisis and set policy priorities to support King County's commitment to being intentionally anti-racist and accountable to Black People, Indigenous People, and People of Color. More information is available from [King County's Office of Equity and Community Partnerships](#).

Racism and other inequities contribute directly to youth substance use and harmful outcomes. Practices of the cannabis, commercial tobacco, and vapor industries and discriminatory enforcement of

restrictions and prohibitions of these products have led to social and health inequities. These include targeted marketing like campaigns and products aimed at African Americans and Indigenous communities that use glamorization, cultural appropriation, neighborhood price discounting, and other tactics. Enforcement of cannabis prohibition disproportionately penalized Black, Latinx, and Indigenous people and took away economic and social opportunity for individuals and communities. These inequities have intergenerational impacts like loss of a family member and loss of family and neighborhood resources, and they created intergenerational trauma that can increase substance use risk factors for youth in affected communities.

The Community Change Grants will prioritize applicants and projects that promote equity and social justice. Promoting equity and social justice includes: 1) Working within communities who have been denied opportunities for health and wellbeing by bias, institutional practices like those described above, and/or by policies that create inequities, 2) Directly addressing disparities and inequities that contribute to youth substance use and harmful outcomes, and 3) Being community-led and community-informed in order to reflect community needs, priorities, and wishes.

Building Organizational and Community Capacity

PHSKC seeks applicants who are invested in the health of youth, whether or not they are familiar with specific approaches to cannabis, commercial tobacco, and vaping prevention and harm reduction. PHSKC plans to support awardees from this RFP with trainings, access to materials and curriculums, and opportunities to co-learn through a network of contractors working on prevention projects. An overall goal of the Community Change Grants is to broaden and strengthen the web of organizations understanding and able to work in youth substance use prevention and harm reduction. Awardees can use grant funds to build capacity at their organization and/or with community members and partners for substance use prevention work.

III. AWARD AMOUNT, NUMBER OF AWARDS, AND TIME PERIOD

The amount of an award from this RFP is up to \$200,000. Awards will span a time period of two to four years. Applicants should specify the proposed time period in the Proposal Response (Attachment B) and Budget Template (Attachment C). **PHSKC will award up to fifteen organizations.** The total funding under this RFP is \$3 million.

Applicants should not apply for the maximum funding amount if it is not needed for the proposed project. Awardees will select how to distribute the budget over the years of the award. They do not

need to spend an equal amount each year. Applicants should propose the award period and budget amount that best supports reaching the project outcomes.

The contract period will begin when PHSKC signs agreements with the selected awardees. The contract will end or be renewed on the year anniversary of the contract start date. Annual renewal will depend on completion of work in the previous year. The final contract year will end on or before June 30, 2029.

PHSKC reserves the right to not award all funds advertised in this RFP. Any contract or contract renewal under this RFP is contingent on availability of funding.

IV. ELIGIBILITY & REQUIREMENTS OF AWARDEES

A. WHO CAN APPLY

These grants are open to nonprofit organizations, community-based organizations, Tribes and Tribal organizations, and public or governmental agencies serving communities in King County. Small nonprofits, community-based organizations, LLCs with equity and social justice goals, organizations with fiscal sponsors, and partnerships between multiple organizations are encouraged to submit proposals. Applicants may not submit multiple proposals.

Applicants must be able to meet the requirements below.

B. REQUIREMENTS OF AWARDEES

Selected awardee organizations will negotiate a contract and develop a workplan with PHSKC. In addition to the project activities in the workplan, awardees will need to meet the requirements below.

- Requirements before a contract can begin:
 - Provide an insurance certificate and endorsement meeting the levels of coverage set forth in Attachment A – King County Terms and Conditions and [posted here](#).
 - King County Substitute W-9 (if not on file with the County within the past two (2) years).
 - The [King County substitute W9 form is available here](#)
 - King County Responsibility Detail & Attestation Form
- Requirements after a contract is in place:
 - Submit regular invoices for billing.
 - Submit regular reporting on activities (PHSKC will work with contractors to develop meaningful reporting).

- Meet regularly with PHSKC staff to review reporting and plan technical assistance.
- Meet regularly in a network with other awardees for mutual support and learning, and to provide feedback to PHSKC prevention and harm reduction in King County.
- Conduct state background checks for any adults working directly with youth as part of the funded projects (fees can be paid with grant funds).
- Request approval before purchasing fresh meals, and limit meal costs to Washington per diem rates.
- Do not use funding to purchase cannabis, commercial tobacco, or vapor products.
- Request approval prior to launching media campaigns.
- Negotiate an annual budget and workplan with PHSKC to update the contract for each year in the award time period.
- Adhere to all King County contract Terms and Conditions, as described in Attachment A of this RFP, including maintaining adequate levels of insurance.

V. APPLICATION PROCESS

A. SUBMITTING A PROPOSAL

Applicants must submit all the required parts of a proposal by email to CPRES-CDIP@Kingcounty.gov **no later than 2 PM PST on March 12th, 2025**. Late and incomplete proposals will not be considered for an award. All proposals must be submitted as attachments with the RFP number **2025CDIP734RFP** in the subject line. Links will not be opened or considered as submissions for this Request for Proposals.

To apply for this RFP, you must download and submit the following:

- A signed and completed Attachment B: Signature Page and Proposal Response form.
- A completed Attachment C: Budget Template form.

You can download both forms from the RFP posting linked here: kingcounty.gov/funding

If you require an alternate format to submit a proposal, write to the Contract Specialist at CPRES-CDIP@KingCounty.gov with your need please allow 2 business for a response.

B. QUESTIONS ABOUT THE RFP

PHSKC will conduct two Pre-Proposal Conferences for this RFP. All potential applicants are strongly encouraged to attend one of these sessions. The Pre-Proposal Conferences will assist the applicants to more fully understand the requirements of this RFP. Applicants should submit questions in advance to enable PHSKC program staff to prepare responses.

Pre-Proposal Conferences will be held on Zoom at these times:

King County Cannabis, Commercial Tobacco, and Vaping Prevention Community Change Grant

- Conference 1- [Tuesday, January 21, 2025 5:00PM-6:00PM PST](#)
 - Link to join the meeting [here](#)
Conference ID: 826 3660 2583
Passcode: 619641
- Conference 2- [Thursday January 23, 2025 9:30AM-10:30AM PST](#)
 - Link to join the meeting [here](#)
Conference ID: 827 2487 2369
Passcode: 513394

PHSKC will post a recording of a Pre-Proposal Conference online with this RFP after the conferences are complete.

Applicants should send questions about this RFP to CPRES-CDIP@KingCounty.gov by February 5th, 2025 at 11:59 PM PST. PHSKC will post responses to all questions in an addendum here: kingcounty.gov/funding by February 12th, 2025.

PHSKC requires all questions go to the **Contract Specialist, Kishan Scipio at CPRES-CDIP@KingCounty.gov** to make sure access to information is fair between applicants. Applicants should not contact PHSKC program staff directly with questions about this RFP. Program staff will not respond to any questions or clarifications either verbally or in writing. All questions must be submitted in writing to the contract specialist using the address above.

C. PROPOSAL ASSISTANCE

Application assistance (also known as technical assistance) is available to support organizations in applying to this RFP. The purpose of this assistance is to remove linguistic, cultural and other barriers that might prevent organizations from seeking funding. Application assistance is provided by consultants free of charge.

TA Consultants are not grant writers but can support you in explaining your proposal in the most clear and concise way. Technical assistance (TA) consultants can:

- Assist in determining appropriate fit between your proposal and this funding opportunity.
- Provide guidance on how best to answer questions.
- Support your application development, including editing and budget review.

We encourage you to reach out to a TA consultant as early as possible to make sure they are available. We cannot guarantee TA consultant availability within 5 business days the RFP's closing date. Assistance in languages other than English is available; let a TA consultant know your language needs. We encourage you to only contact one TA consultant at a time and allow them 24 hours to respond before contacting any other TA consultants.

Below are the consultants, paid for by PHSKC, who are available to provide assistance for this RFP. Reach out to these consultants directly using the provided email. More information about these consultants is in **Appendix D: Technical Assistance Information**.

Name: Crux (Catherine Verrenti and others)
 Contact: catherine@verrenticonsulting.com

Name: Inclusive Data
 Contact: grantsteam@inclusivedatasolutions.com

Name: Dicentra
 Contact: askdicentra@gmail.com

Name: RHL Consulting
 Contact: rhlconsultingteam@gmail.com

D. TIMELINE

The following timeline is a tentative schedule of the entire RFP process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are responsible for watching the RFP site for any changes prior to the submittal Deadline, All changes and notifications can be found here: kingcounty.gov/funding.

DATE	EVENT
1/15/2025	Request for Proposals issued
1/21/2025	Pre-Proposal Conference 1
1/23/2025	Pre-Proposal Conference 2
2/05/2025	Questions due by 11:59 PM PST to CPRES-CDIP@KingCounty.gov
2/12/2025	Final answers and addenda posted to kingcounty.gov/funding
3/12/2025	Proposals due no later than 2:00 PM PST to: CPRES-CDIP@kingcounty.gov
03/17/2025-4/11/2025	Rating and selection
4/15/2025	Notice of awards (tentative)
6/1/2025	Agreement start date

VI. PROPOSAL RATING AND AWARD SELECTION

A. PROPOSAL RATING

Each complete and on time proposal will be reviewed and rated by at least two members of the RFP review team using the criteria below. The RFP review team will consist of King County staff and community members familiar with the requirements and intended outcomes of this RFP. The team will

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receive training in recognizing and addressing bias in proposal review and selection. PHSKC will identify any potential conflicts of interest with review team members and avoid those conflicts in review.

These are the rating criteria for the Community Change Grants. Please use these criteria when responding to the Proposal Response Questions (shown here and in Attachment B).

PROPOSAL RESPONSE QUESTIONS & RATING CRITERIA	
Total points: 100	
Context of the Project	
Question 1	What is the impact of cannabis, commercial tobacco, and vapor use on the youth (ages 12-20) you will work with?
Criteria and Points	Applicant identifies a group of youth they work with and demonstrates an understanding of the impact of cannabis, commercial tobacco, and/or vapor use to this group. Applicant explains the significance of these substance for youth they work with. 10 Points
Question 2	What influences use or harmful outcomes of use among the youth you work with?
Criteria and Points	Applicant specifically identifies and/or illustrates influences that provide risk for or protection from use or harmful outcomes from cannabis, commercial tobacco, and/or vapor by youth they will work with. Applicant identifies social, medical, and health inequities that may increase risk or affect protective factors. 10 Points
Project Goals and Information	
Question 3	What Community Change project do you propose for this grant?
Criteria and Points	Applicant describes an achievable project to reach the Community Change goals in Question 4. Applicant provides an overview of the project with sufficient detail to demonstrate major areas of effort. 15 Points
Question 4	What Community Changes will come from this project?
Criteria and Points	Applicant identifies community change goals that address the risk and protective influences on use and harm they specified in Question 2. Applicant demonstrates that some, or all, of the changes will have a lasting effect for youth they work with by making a change to a school, an organization, a neighborhood, a policy, or other place/system that stays in place after the award ends. 15 points
Youth Engagement and Leadership	
Question 5	How is your organization connected to the youth you will serve with this grant?

Criteria and Points	Applicant demonstrates that they have positive and influential relationships with the youth themselves and the adults, systems, and institutions that influence them, putting them in a good position to do the work they propose. 10 Points
Question 6	How will your organization include youth voice and develop youth leadership in the proposed project?
Criteria and Points	Applicant identifies how youth will be engaged in the project to ensure it meets their needs. Applicant describes specific roles for youth in the proposed project that give youth responsibility, provide opportunities for developing new skills, and may provide additional benefits such as compensation or school credits. 10 Points
Organizational Capacity and Equity Practice	
Question 7	How is your organization ready to manage a Community Change Grant and do this project?
Criteria and Points	Applicant describes how this work will align with the work of your organization. Applicant shares information about staff, partnerships, and other resources that will help ensure project success, including experiences or resources that will support meeting grant requirements. 10 Points
Question 8	How will the Community Change Grant build your organization's capacity to address youth substance use and harm from use?
Criteria and Points	Applicant identifies meaningful resources, experiences, or skills that the organization, its community, and/or its partners will develop during the course of the Community Change project that could support future prevention and health promotion efforts. 5 Points
Question 9	How does your organization promote equity and social justice?
Criteria and Points	Applicant describes work and approaches within the organization or within community that promote equity and social justice including practices like: Working within communities who have been denied opportunities for health and wellbeing by bias, discriminatory institutional practices, and/or by policies that create inequities; Directly addressing disparities and inequities that contribute to youth substance use and harmful outcomes; Being community-led and community-informed in order to reflect community needs, priorities, and wishes. 10 Points
Budget Proposal	
Question 10	Develop a budget that will illustrate how you will use funds over the course of two to four years.
Criteria and Points	Application includes a complete Budget Template with reasonable and relevant costs for the proposed project. Applicant has requested an award duration of 2 to 4 years and an award amount up to \$200,000. 5 Points

After rating, review team members will meet to discuss proposals, understand differences in scoring between reviewers, and finalize ratings. The process for eliminating or recommending proposals for award will be determined by the number of quality proposals and facilitated by PHSKC staff.

B. AWARD SELECTION

After finalizing ratings, the RFP review team will create a recommended award list. In making recommendations for awards the team will consider ratings, the total funding amount, diversity in groups reached, diversity in the types of projects and planned outcomes, and diversity in types of organizations and organizational experience in prevention work.

PHSKC may decide to interview applicants if needed to select awards. If interviews are conducted, an additional maximum of 5 points will be given. The total scoring of the Proposals will then be 105 points.

The final selection of awardees will be made by Health Sciences Division management at PHSKC, based on the RFP review team recommendations. PHSKC reserves the right to make selections based on the best interests of King County. As a result, PHSKC may not select the highest-scoring or lowest-cost proposals for an award.

PHSKC plans to notify selected awardees in April, 2025 and will notify unsuccessful applicants after awards are accepted. Applicants who do not receive an award may ask for information about non-selection.

VII. ADDITIONAL RFP TERMS

The following terms apply generally to RFPs issued by King County.

Late Proposals

Proposals and modifications of Proposals received at the location designated in the solicitation after the exact hour and date specified for receipt will not be considered.

Cancellation of RFP or Postponement of Proposal Opening

The PHSKC reserves the right to cancel this RFP at any time. The PHSKC may change the date and time for submitting Proposals prior to the date and time established for submittal.

Proposal Signature

Each Proposal shall include a completed Signature Page (page 1 of Attachment B) signed by an authorized representative of the Applicant.

Addenda

If at any time, the PHSKC changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the PHSKC will issue a written Addendum to the RFP.

Cost of Proposals and Samples

The PHSKC is not liable for any costs incurred by applicant in the preparation and evaluation of Proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the PHSKC. If not destroyed by testing, samples may be returned at the Applicant's request and expense unless otherwise specified.

Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

At any time before the time and date set for submittal of Proposals, a Applicant may submit a modification of a Proposal previously submitted to the PHSKC. All Proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original Proposal.

Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of Proposals.

Proposal Withdrawal after Public Opening

Except for claims of error granted by the PHSKC, no Applicant may withdraw a Proposal after the date and time established for submitting Proposals, or before the award and execution of an Agreement pursuant to this RFP, unless the award is delayed for a period exceeding the period for Proposal effectiveness.

Error and Administrative Corrections

The PHSKC shall not be responsible for any errors in Proposals. Applicants shall only be allowed to alter Proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the PHSKC.

The PHSKC reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

Compliance with RFP Terms, Attachments and Addenda

PHSKC intends make awards based on the terms, conditions, attachments and addenda contained in this RFP. Applicants shall submit proposals, which respond to the requirements of the RFP. PHSKC reserves the right to reject any Proposal for any reason including, but not limited to, the following:

- Any proposal, which is incomplete or lacking necessary detail and specificity;
- Any proposal that has any qualification, limitation, or provision attached to the proposal;
- Any proposal from applicants who (in the sole judgment of PHSKC) lack the qualifications or responsibility necessary to perform the work;
- Any proposal submitted by an applicant which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
- Any proposal from applicants who are not compliant with the requirements for equal employment opportunity; and
- Any proposal for which applicant fails or neglects to complete and submit any qualifications information within the time specified by the PHSKC.

Liability of PHSKC

In consideration for the PHSKC's review and evaluation of its Proposal, the Applicant waives and releases any claims against the PHSKC arising from any rejection of any or all Proposals, including any claim for costs incurred by Applicants in the preparation and presentation of Proposals submitted in response to this RFP.

Acceptance of Agreement, Attachments and Addenda

Awarded applicant(s) shall review the Agreement, and all its attachments, and submit a signed letter by their authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the Proposal.

If there are exceptions taken to the proposed terms and conditions and any of its attachments, the Applicant's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and the terms attachment as an attachment to the Proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked in the Agreement using the tracking changes feature in Microsoft Word®. Identifying any exceptions does not affect your score and does not guarantee that those exceptions will be accepted by PHSKC if your agency is selected.

The project schedule is such that it requires a very efficient Proposal review and negotiation period. It is very important that any possible roadblocks or issues the Applicant may have with the terms and

conditions are identified during the Proposal process and resolved prior to proceeding with the Agreement negotiations.

Collusion

If the PHSKC determines that collusion has occurred among applicants, none of the Proposals from the participants in such collusion shall be considered. The PHSKC's determination shall be final.

Proposal Price and Effective Date

The proposal budget shall include everything necessary for the prosecution and completion of the proposed work including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed prices shall include all freight charges, FOB to the designated delivery point. All relevant government taxes, duties, fees, royalties, assessments and charges shall be included in the proposal budget.

The proposal shall remain in effect for 120 Days after the proposal due date, unless extended by agreement.

Proposal Submission

Proposals shall contain all required attachments and information and be submitted no later than the due date and time to the place stated on the front of this RFP or as amended. The Proposals shall show the title, the due date specified, and the name and address of the Proposer. Proposers are cautioned that failure to comply may result in non-acceptance of the Proposal. The Proposer accepts all risks of late delivery of mailed Proposals or of mis-delivery regardless of fault. Proposals properly and timely submitted will be opened.

Proposals will only be accepted from Proposers able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one Proposal for the team, with accompanying proof of the joint venture agreement. Likewise, when an agency is covered by a fiscal sponsor, the fiscal sponsor shall submit the Proposal on behalf of its sponsored agency and will be considered the Proposer. The fiscal sponsor will note in its submitted materials the name of the agency which will complete the Work.

When hard copies of materials are requested, Proposers are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation and shall use both sides of paper sheets where practicable.

Electronic Commerce and Correspondence

PHSKC is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most solicitations including Requests for

Applications, Requests for Proposals, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the PHSKC RFP Web Site, located at <http://www.kingcounty.gov/health/rfp>. Interested parties may subscribe to email alerts regarding PHSKC funding opportunities by accessing this link: https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic_id=WAPHSKC_97

Proposal Evaluation and Agreement Award

Proposal Evaluation

- A. The County will evaluate Proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of Proposal information may be conducted with those Proposers whose Proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that a Proposer appears fully qualified to perform the Agreement or it may require additional information or actions from an Proposer. In the event the County determines that the Proposal is not responsive or responsible the County shall eliminate the Proposal from further consideration.
- C. The County may enter negotiations with one or more Proposers to finalize Agreement terms and conditions. Negotiation of an Agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Agreement. In the event negotiations are not successful, the County may reject Proposals.
- D. The County reserves the right to make an award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Agreement award, if any, shall be made by the County to the responsible Proposer whose Proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award an Agreement to the Proposer offering the lowest price. The County shall have no obligations until an Agreement is signed between the Proposer and the County. The County reserves the right to award one or more agreements as it determines to be in its best interest.

Responsive and Responsible

Responsive

King County Cannabis, Commercial Tobacco, and Vaping Prevention Community Change Grant

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible

In determining the responsibility of the Proposer, the County may consider:

- the ability, capacity and skill to perform the Agreement and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Agreement properly and within the times proposed;
- the quality and timeliness of performance on previous agreements with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Agreement.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a Proposal.

Procedure When Fewer Proposals than Planned Awards are Received

If the PHSKC receives fewer complete and responsive proposals than planned awards, PHSKC may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposals. Applicants shall promptly provide all cost or pricing data, documentation and explanation requested by the PHSKC to assist in such analysis. By conducting such analysis, PHSKC shall not be obligated to accept the any proposals; PHSKC reserves the right to reject such proposals or any portion thereof.

Appeal Procedures

PHSKC will notify all respondents in writing of the acceptance or rejection of the response or Application and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the Application response form. Any applicant wishing to appeal the decision must do so in writing by 4:30 p.m. two (2) business days after the email notification of PHSKC's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFP.
- Failure to adhere to published criteria and/or procedures in carrying out the RFP process.

Appeals must be sent by email to the Contract Specialist indicated on the RFP cover page. PHSKC will review the written appeal and may request additional oral or written information from the appellant organization. PHSKC will provide a written **decision** and such decision shall be final.

Financial Resources and Auditing

If requested by the County, prior to the award of an Agreement, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of work required by the subsequent Agreement.

King County reserves the right to audit the agency throughout the term of the subsequent Agreement to assure the agency's financial fitness to perform and comply with all terms and conditions contained within the Agreement. King County will be the sole judge in determining the agency's financial fitness in carrying out the terms of the Agreement.

Public Disclosure of Proposals

This solicitation is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the Agreement has been made, the Proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its Proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County will release the portions of the Proposal deemed subject to disclosure. By submitting a Proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

END OF RFP

ATTACHMENTS POSTED WITH THIS RFP

Attachment A King County Agreement Terms and Conditions

Attachment B Signature Page and Proposal Response

Attachment C Budget Template

Attachment D Technical Assistance Information

ATTACHMENT A KING COUNTY TERMS AND CONDITIONS ON

1. Agreement Term and Termination

- A. This Agreement shall begin on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- A. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- B. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice if: (1) the Recipient breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- C. If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon seven business days advance written notice to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services.

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. If such appropriation is not approved, this Agreement will terminate at the close of the current appropriation year.

D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

2. **Compensation and Method of Payment**

- A. The County shall compensate the Recipient for satisfactory completion of the services and requirements specified in this Agreement, payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, in accordance with the terms found in the attached Budget Exhibit.
- E. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 15 business days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.
- F. The Recipient shall submit its final invoice and all outstanding reports within 30 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any later invoice.
- G. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- H. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- I. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours.

Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.

2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

3. Internal Control and Accounting System

The Recipient shall establish and maintain a system of accounting and internal controls that complies with the generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Recipient's form of incorporation.

4. Debarment and Suspension Certification

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not currently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter into a sub-agreement with a person or entity that is debarred, suspended, or proposed for debarment. The Recipient will notify King County if it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

5. Maintenance of Records/Evaluations and Inspections

- A. The Recipient shall maintain for a period of six years after termination of this Agreement accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- J. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following for a period of six years after termination of this Agreement:
 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for

employment or the administration or delivery of services or any other benefits under this Agreement; and

2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all entities seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review these records. The Recipient shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Recipient shall provide to the County, state, and/or federal agencies or officials, access to its facilities—including those of any sub-awardee assigned any portion of this Agreement in order to monitor and evaluate the services provided under this Agreement. The County will give reasonable advance notice to the Recipient in the case of audits to be conducted by the County. The Recipient shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the Agreement documents. If different from the Recipient's address listed above, the Recipient shall inform the County in writing of the location, of its books, records, documents, and other evidence for which review is sought and shall notify the County in writing of any changes in location within ten (10) business days of any such relocation.

- K. The records listed in A and B above shall be maintained for a period of six (6) years after termination of this Agreement. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Agreement and six (6) years after termination hereof, unless a longer retention period is required by law.
- L. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- M. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- N. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

6. **Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>.

7. Financial Reports and Audits

Recipient is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to MonitoringTechnicalSupport@kingcounty.gov by the stated due date.

- A. If the Recipient is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$1,000,000 or more in Federal awards during the its fiscal year, then the Recipient shall meet the audit requirements as described in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Recipient’s fiscal year.
- B. If the Recipient is not subject to the requirements in subsection A, the following apply:

Entity Type	Non-Profit		For Profit	
Gross Revenue	Gross Revenue Under <u>\$\$\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$\$\$3M</u> on average in the previous three fiscal years.	Gross Revenue Under <u>\$\$\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$\$\$3M</u> on average in the previous three fiscal years.
Required Documentation	<ul style="list-style-type: none"> • Form 990 within 30 days of its being filed; and • A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm	<ul style="list-style-type: none"> • Income tax return; and • A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm
Due Date	Within 30 calendar days	Within 9 months following the	Within 30 calendar days	Within 9 months following the

	from the forms being filed.	close of the Recipient's fiscal year.	from the forms being filed.	close of the Recipient's fiscal year.
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C. Waiver

A Recipient that is not subject to the requirements in subsection A may request, and in the County's sole discretion be granted, a waiver of the audit requirements. If approved by the County, the Recipient may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Recipient's Board of Directors.

- O. The County may require additional audit or review requirements and the Recipient will be required to comply with any such requirements.

8. Corrective Action

If the County determines that the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services (each a "breach"), and if the County determines that the breach warrants corrective action, the following procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach.
- B. The Recipient shall respond with a written corrective action plan within ten (10) business days of its receipt of such notification, unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach, which shall not be more than thirty (30) days from the date of the Recipient's response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.
- C. The County will notify the Recipient in writing of the County's determination as to the sufficiency of the Recipient's corrective action plan. The determination of sufficiency of the Recipient's corrective action plan shall be at the sole discretion of the County.
- D. If the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Agreement in whole or in part pursuant to Section 1.
- E. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

9. Dispute Resolution

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue

without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

10. Hold Harmless and Indemnification

A. Duties as Independent Contractor:

In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, and/or others by reason of this Agreement. The Recipient shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

G. Recipient's Duty to Repay County:

The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.

H. Recipient Indemnifies County:

The Recipient shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents, in its performance or non-performance of its obligations under this Agreement. The Recipient agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Recipient, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under any industrial insurance act, including Title 51 RCW, other Worker's Compensation Act, Disability Benefit Act, or other employee benefit act of any jurisdiction

which would otherwise be applicable in the case of such claim. In addition, the Recipient shall protect and assume the defense of the County and its officers, agents and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.

I. County Indemnifies Recipient:

The County shall protect, defend, indemnify, and save harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the sole negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Recipient only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

J. Intellectual Property Infringement:

For purposes of this section, claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

K. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

11. Insurance Requirements

The Recipient shall procure and maintain for the term of this Agreement, insurance covering King County as an additional insured, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance

requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardees, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages and requirements are at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>. The Recipient shall read and provide required insurance documentation prior to the signing of this Agreement.

12. Assignment/Sub-agreement

- A. The Recipient shall not assign or Agreement any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.
- L. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.
- M. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.F., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Federal Terms and Conditions contained herein (or the procurement contract provisions in 2 CFR 200 Appendix II as applicable), and any other grant requirement, if attached, in every sub-agreement or purchase agreement for services that relate to the subject matter of this Agreement.
- N. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:

"Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph."

13. Nondiscrimination; Equal Employment Opportunity; Payment of a Living Wage

The Recipient shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

- A. During performance of the Agreement, the Recipient shall not discriminate against any employee or applicant for employment because of the employee's or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Recipient will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to

their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>. The Recipient shall read and certify compliance.

B. Requirements of King County Living Wage Ordinance

In accordance with King County Ordinance 17909, for agreements for services with an initial or amended value of \$100,000 or more, the Recipient shall pay and require all sub-awardees and subcontractors to pay a living wage as described in the ordinance to employees for each hour the employee performs a Measurable Amount of Work on this Agreement. The requirements of the ordinance, including payment schedules, are detailed at <https://kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx>.

Violations of this requirement may result in disqualification of the Recipient from bidding on or being awarded a County agreement or contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Agreement; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law. For purposes of this Section, a “Measurable Amount of Work” is defined as a definitive allocation of an employee’s time that can be attributed to work performed under this Agreement, but that is not less than a total of one hour in any one-week period.

14. Conflict of Interest

- A. The Recipient shall comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement and subject the Recipient to the remedies stated in this Agreement, or otherwise available to the County at law or in equity.
- O. The Recipient agrees, pursuant to K.C.C. 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any County official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current agreements with the County will be cancelled and it shall not be able to bid on any County agreement for a period of two years.
- P. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County

employees involved in this transaction may result in the County's denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

15. Equipment Purchase, Maintenance, and Ownership

Funder's requirements may take precedence over this section as applicable.

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more (hereinafter referred to as "Equipment"), is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the Equipment.
- Q. The Recipient shall ensure that all such Equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.
- R. All Equipment not listed as a budget line item purchased under this Agreement requires prior written approval from the County.
- S. All Equipment purchased under this Agreement shall be recorded and tagged as an asset in inventory and reported to the County.

16. Proprietary Rights

A. Ownership Rights of Materials Resulting from Agreement:

Except as indicated below or as described in an Exhibit, the parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Recipient by operation of law or for any other reason, the Recipient hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Recipient, a nonexclusive, and royalty-free license to use, and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

B. Ownership Rights of Previously Existing Materials:

The Recipient shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Agreement, but do not originate from the work described herein. The Recipient agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Agreement.

B. Continued Ownership Rights:

The Recipient shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this section.

17. Political Activity Prohibited

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

18. King County Recycled Product Procurement Policy

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

19. Future Support

The County makes no commitment to support the services under this Agreement and assumes no obligation for future support of the activity under this Agreement except as expressly set forth in this Agreement.

20. Entire Agreement/Waiver of Default

The parties agree that this Agreement is the complete expression of described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

21. Amendments

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

22. Notices

Whenever this Agreement provides for notice by one party to another, such notice shall be in writing and directed to the Recipient contact and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by that party.

23. Services Provided in Accordance with Law and Rule and Regulation

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

If there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

24. Applicable Law

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

25. Electronic Processing and Signatures

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docusign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

26. No Third Party Beneficiaries

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

END OF COUNTY TERMS AND CONDITIONS

ATTACHMENT B: SIGNATURE PAGE AND PROPOSAL RESPONSE

SIGNATURE PAGE

Request for Proposals # 2025CDIP743RFP

Title: Cannabis, Commercial Tobacco, and Vaping Prevention Community Change Grant

Due Date and Time: **March 12th, 2025 no later than 2:00 PM PST**

Contract Specialist: Kishan Scipio

Submit Proposal to: CPRES-CDIP@kingcounty.gov

All submitted RFP responses become public information and may be reviewed by anyone requesting to do so at the end of the selection process. RFP responses will become the property of King County and will not be returned to the Proposers.

Proposals must include this Signature Page signed and dated by the President of the Board, Executive Director, or someone who has the full authority to legally bind the entity submitting the RFP response to the contents of the RFP response.

A selected Proposer will be required to enter into an Agreement with King County, which will be initiated by Public Health, Seattle & King County (PHSKC). PHSKC’s standard agreement terms and conditions are included in this RFP as an Attachment, as are any terms and conditions of the funding source. These terms and conditions are subject to change prior to execution of the actual Agreement.

I understand the terms and conditions of the RFP and agree to meet the requirements of PHSKC if an award is made. All information provided in this Proposal is true and accurate to the best of my knowledge. Proposed program design and costs shall be valid until at least the end of the Proposer’s current fiscal year. I have read the potential Agreement terms and conditions and do hereby accept them as presented. I understand that the actual Agreement will be sent subsequent to award for my signature.

Signature:

Date:

Printed Name & Title:

Organization Information

Organization Name:

Address:

Primary Contact Information

Name:

Title:

Email Address:

Phone:

Secondary Contact Information

Name:

Title:

Email Address:

Phone:

ALL PAGES IN THIS ATTACHMENT MUST ACCOMPANY YOUR SUBMITTAL

This Request for Proposals will be provided in alternative formats upon request to

cpres-CDIP@kingcounty.gov

PROPOSAL RESPONSE

Instructions:

Please respond in writing to the questions below. If another method of submission is needed, please email cpres-CDIP@kingcounty.gov for options. Please read the rating criteria in **Section VI Part A** of the RFP announcement before answering the questions below. There is no minimum length for a response, but please limit responses to under 500 words for each question.

Please include all the information asked for each question as part of the response to that question. This will help the review team use the criteria to rate responses. The review team may not be able to find information that is part of the response to another question. Include relevant qualitative, quantitative, historical, and/or your organizational data or information that supports responses for any of the following questions.

PROPOSAL RESPONSE QUESTIONS
Context of the Project
<p>1. What is the impact of cannabis, commercial tobacco, and vapor use on the youth (ages 12-20) you will work with? Please identify the group of youth you wish to benefit from this grant. Share what you know about the use of cannabis, commercial tobacco, and vapor products among this group. Describe how these substances are affecting youth in this group (what outcomes they experience).</p>
<p>2. What influences use or harmful outcomes of use among the youth you work with? Please share what affects youth use and outcomes for this group. See the table in RFP Section II PART B for examples. Include any social, medical, and health inequities that may increase risk or affect protective factors for this group.</p>
Project Goals and Information
<p>3. What Community Change project do you propose for this grant? Please describe the project you would implement with funding from a Community Change Grant.</p>
<p>4. What Community Changes will come from this project? Please identify the goals of the proposed project. Connect these goals to the influences on youth use and harmful outcomes you described above. Include the related risk and protective factors you expect to see change (RFP Section II PART B).</p>
Youth Engagement and Leadership

5. **How is your organization connected to the youth you will serve with this grant?** Please share why your organization is in a good position to work on this project with the group of youth identified. Include your relationships with youth, the adults who care about them, and the places that affect them.

6. **How will your organization include youth voice and develop youth leadership in the proposed project?** Please identify youth roles and influence in developing and implementing the grant project. Describe skills youth will learn and other benefits to youth such as compensation for their time.

Organizational Capacity, Equity Practice, and Grant Management

7. **How is your organization ready to manage a Community Change Grant and do this project?** Please describe how this work will align with the work of your organization. Share information about any staff, partnerships, and other resources your organization has that will help ensure project success. Include experiences or resources that will support meeting grant requirements **(Section IV PART B)**.

8. **How will the Community Change Grant build your organization's capacity to address youth substance use and harm from use?** Please share any resources, experiences, or skills you see your organization, your partners, and/or your community developing from work on this grant that will support future prevention and health promotion efforts.

9. **How does your organization promote equity and social justice?** Describe equity practices within your organization such as sharing decision-making power with community and identify how your organization addresses social and health inequities in King County **(RFP Section II PART C)**.

Proposed Budget

10. **Develop a budget that will illustrate how you will use funds over the course of two to four years.** Budget must be completed in Attachment C. Include the number of years you are requesting for the award and the total amount requested, as well as the details in the budget template.

Include a complete Attachment C: Budget Template with your Proposal Response. Do not include budget details here.

King County Cannabis, Tobacco, and Vapor Prevention Community Grant

Attachment C : Proposed Four Year Budget Template

Instructions: This budget template has four worksheets, each representing a separate year of your project. Please estimate the costs for each year of your proposed project (2 to 4 years) and leave any years blank that are not included in your proposed project timeline. Costs that you propose may be changed based on community and organizational need. You do not need to fill out every section - only the sections where you plan on having costs.

Please note that we have included formulas to total each budget section as you enter your line item costs. Additionally the yearly total will automatically fill in the year total line in the Annual Budget Summary on top of this worksheet. You should not have to manually enter the yearly totals on this page.

Organization Name:

Fiscal Contact Name/Email:

Annual Budget Summary	
YEAR 1 TOTAL (linked from each budget worksheet)	\$ -
YEAR 2 TOTAL (linked from each budget worksheet)	\$ -
YEAR 3 TOTAL (linked from each budget worksheet)	\$ -
YEAR 4 TOTAL (linked from each budget worksheet)	\$ -
Total Amount Requested	\$ -

Year 1 Budget

Personnel Cost: Position title	Position Description: Position responsibilities and ways position relates to project	Amount of Effort: Hours or percent of time position will spend on project in Year 1	Hourly rate or salary	Total Amount
Personel Costs Total				\$ -

Fringe Benefits: Describe types of benefits	Describe calculation of fringe benefits	Total Amount
Fringe Benefits Total		\$ -

Consultants or Contracts: Type of consultant, name(s)/ organization(s) if known	Describe consultant/contractor work and relation to the proposed project	Total Amount
Consultants and Contracts Total		\$ -

Supplies: Type of supplies (you can group things like office supplies, gift cards for youth, and refreshments)	Describe how supplies will be used in project	Number of items if known	Cost of item type if known	Total Amount
Supplies Total				\$ -

Travel and/or Training: Name of travel and/or training	Purpose of Travel or training and relation to project	Travel or training costs (milage, fees, etc)	Total Amount
Travel Total			\$ -

Other	Description, relevance to project, detail costs, and quantity*	Costs	Total Amount
Other Total			\$ -

TOTAL DIRECT CHARGES \$ -

Indirect Charges	Description: Describe how indirect charges are calculated	Rate	Base	Total Amount
			\$0	
			\$0	
Indirect Charges Total				\$ -

YEAR 1 TOTAL \$ -

* = if applicable

Year 2 Budget

Personnel Cost: Position title	Position Description: Position responsibilities and ways position relates to project	Amount of Effort: Hours or percent of time position will spend on project	Hourly rate or salary	Total Amount
Personel Costs Total				\$ -

Fringe Benefits: Describe types of benefits	Describe calculation of fringe benefits	Total Amount
Fringe Benefits Total		\$ -

Consultants or Contracts: Type of consultant, name(s)/ organization(s) if known	Describe consultant/contractor work and relation to the proposed project	Total Amount
Consultants and Contracts Total		\$ -

Supplies: Type of supplies (you can group things like office supplies, gift cards for youth, and refreshments)	Describe how supplies will be used in project	Number of items if known	Cost of item type if known	Total Amount
Supplies Total				\$ -

Travel and/or Training: Name of travel and/or training	Purpose of Travel or training and relation to project	Travel or training costs (milage, fees,	Total Amount
Travel Total			\$ -

Other	Description, relevance to project, detail costs, and quantity*	Costs	Total Amount
Other Total			\$ -

TOTAL DIRECT CHARGES \$ -

Indirect Charges	Description: Describe how indirect charges are calculated	Rate	Base	Total Amount
			\$0	
			\$0	
Indirect Charges Total				\$ -

YEAR 2 TOTAL \$ -

* = if applicable

Year 3 Budget

Personnel Cost: Position title	Position Description: Position responsibilities and ways position relates to project	Amount of Effort: Hours or percent of time position will spend on project	Hourly rate or salary	Total Amount
Personel Costs Total				\$ -

Fringe Benefits: Describe types of benefits	Describe calculation of fringe benefits	Total Amount
Fringe Benefits Total		\$ -

Consultants or Contracts: Type of consultant, name(s)/ organization(s) if known	Describe consultant/contractor work and relation to the proposed project	Total Amount
Consultants and Contracts Total		\$ -

Supplies: Type of supplies (you can group things like office supplies, gift cards for youth, and refreshments)	Describe how supplies will be used in project	Number of items if known	Cost of item type if known	Total Amount
Supplies Total				\$ -

Travel and/or Training: Name of travel and/or training	Purpose of Travel or training and relation to project	Travel or training costs (milage, fees,	Total Amount
Travel Total			\$ -

Other	Description, relevance to project, detail costs, and quantity*	Costs	Total Amount
Other Total			\$ -

TOTAL DIRECT CHARGES \$ -

Indirect Charges	Description: Describe how indirect charges are calculated	Rate	Base	Total Amount
			\$0	
			\$0	
Indirect Charges Total				\$ -

YEAR 3 TOTAL \$ -

* = if applicable

Year 4 Budget

Personnel Cost: Position title	Position Description: Position responsibilities and ways position relates to project	Amount of Effort: Hours or percent of time position will spend on project	Hourly rate or salary	Total Amount
Personel Costs Total				\$ -

Fringe Benefits: Describe types of benefits	Describe calculation of fringe benefits	Total Amount
Fringe Benefits Total		\$ -

Consultants or Contracts: Type of consultant, name(s)/ organization(s) if known	Describe consultant/contractor work and relation to the proposed project	Total Amount
Consultants and Contracts Total		\$ -

Supplies: Type of supplies (you can group things like office supplies, gift cards for youth, and refreshments)	Describe how supplies will be used in project	Number of items if known	Cost of item type if known	Total Amount
Supplies Total				\$ -

Travel and/or Training: Name of travel and/or training	Purpose of Travel or training and relation to project	Travel or training costs (milage, fees,	Total Amount
Travel Total			\$ -

Other	Description, relevance to project, detail costs, and quantity*	Costs	Total Amount
Other Total			\$ -

TOTAL DIRECT CHARGES \$ -

Indirect Charges	Description: Describe how indirect charges are calculated	Rate	Base	Total Amount
			\$0	
			\$0	
Indirect Charges Total				\$ -

YEAR 4 TOTAL \$ -

* = if applicable

ATTACHMENT D: TECHNICAL ASSISTANCE INFORMATION

To support organizations as they navigate the application process, PHSKC partners with Technical Assistance (TA) consultants who bring a wide range of skills, areas of expertise, and language abilities to listen, support, and amplify the strengths of community-based organizations across King County. **TA is free of charge to applicants!**

TA consultants can support you by:

- Helping to determine appropriate fit between your program and the funding opportunity.
- Providing guidance on how best to answer application questions.
- Supporting your application development, including editing and budget review.

If you are applying for an open and/or upcoming funding opportunity and would like the help of a TA consultant, please **reach out directly to them using the email addresses provided below**. We encourage you to only contact one TA consultant and provide them 24 hours to respond before contacting any other consultants.

Please reach out to a TA Consultant as early as possible. We cannot guarantee TA provider availability within 5 business days of when the funding opportunity closes.

Contact information and more about the TA consultants is below. Once you've chosen a TA provider you want to work with, write them an email requesting TA!

Crux Consulting Consortium



Crux provides wide-ranging technical assistance and capacity building services to passionate, equity driven organizations. Catherine Verrenti, the primary lead for grant assistance with Crux, brings over 20 years in direct service leadership, including extensive successful grant writing, to this work, leveraging programmatic experience in areas including youth development, education, workforce development, health, homelessness, seniors, immigrant/refugee issues, food security and more. She listens deeply to what

organizations seek to accomplish through each grant opportunity to customize a partnership that ensures each proposal submitted is compelling, responsive, and achievable. She sees her role as ensuring that community providers tell their stories through the proposal process to best meet their missions.

Contact: catherine@verrenticonsulting.com

Dicentra

Dicentra Consulting’s team — Swee May Cripe, Ashenafi Cherkos, and Karen Cowgill — is delighted to have this opportunity to support community-based organizations (CBOs) as they apply for Best Starts funds. Our team speaks Amharic, Tigrigna, Spanish, French, Malay, and Cantonese.

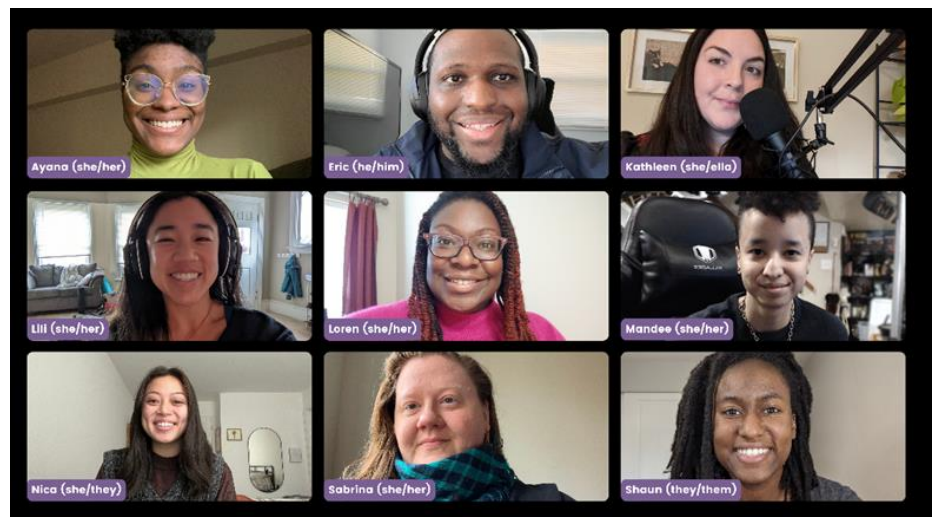


We have skills and many years of experience in writing proposals that get funded, designing projects, analyzing data, and conducting evaluations. We focus on building transformational relationships that are based on trust and respect. We understand that every person has value, and we want to help you promote voices from your community. We will first listen to understand the vision and mission of your CBO and what you hope to do with Best Starts funds. Then we will agree together on how we can best support you to tell your story. We are excited to help you craft strong proposals that will be funded and lead to successful programs!

Contact: askdicentra@gmail.com

Inclusive Data

Inclusive Data is a consulting team of grant winners and tech wizards who teach and support clients to create community-led solutions. We’ve honed our grant skills into an \$18+ million playbook for Black non-profits and small businesses in our community all while centering liberation frameworks. For Best Starts, we provide both Technical Assistance and IT Capacity-Building in English, Spanish, and Mandarin. A strong grant proposal demonstrates an organization’s ability to build effective partnerships. If you want help creating your own irresistible grant proposals or robust coalitions, we’re your team. We will



work with you on grant proposal strategies, planning, checklists, and reviews. Contact us today to start your winning proposal.

Contact: grantsteam@inclusivedatasolutions.com

RHL Consulting



RHL is committed to fostering an equitable society where leaders in human services advance the collective power, knowledge and systems that build well-being within communities. Along with equity, relationships are at the center of our work. Our role is to listen

carefully so we may understand our community-based organizations clients' cultural practices, values, and ways of being, trust community wisdom, and co-develop strategies that strengthen organizational assets. Together we are excited to support you to grow your leadership capabilities, develop fundraising, facilitate strategic growth, mission, vision, and values, build partnerships, magnify your IT, and write successful funding proposals. No matter the task, we come prepared with our values of community, generosity, and integrity, open minds, laughter, and a big toolbox of resources and methods we have used, developed, and co-adapted to suit each organization's culture, needs, and interests.

Contact: rhlconsultingteam@gmail.com