

Request for Proposals (RFP) Addendum

ADDENDUM DATE ADVERTISED: February 3, 2025

ORIGINAL DATE ADVERTISED: [January 22, 2025](#)

Title: **Drug User Health Services**

Number: **2025CDIP752RFP**

Due Date: February 27, 2025 no later than 2:00 PM

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This Addendum provides the following clarifications and additional information about the referenced solicitation.

1. Are financial incentives (cash or gift cards) that can be given to clients an allowable expense?
 - Would this need to be set up as a structured behavioral health program like a contingency management program? Or would we be able to choose how an incentive program looked like?
 - For the purposes of budgeting, do we know what the maximum limits would be for each incentive given to a client, and maximum limits for each client per year?

Yes, participant incentives are an allowable expense. Although we are still working to determine whether cash incentives will be allowable, for the purposes of the proposal that level of specificity doesn't need to be included. The incentive program parameters are very flexible, so you do not need to structure the program as a formal contingency management program, nor are there limits on the incentive amounts (either one-time or one-year amounts) stipulated in the contract. In the current iteration of the PHSKC – City of Seattle contract, the language regarding incentives (in relation to this program) reads:

If Public Health – Seattle & King County or its subcontractors utilize funds to provide participant incentives, the subcontractor must report to PHSKC its organization's gift card and incentive policy. The policy must detail how gift cards are purchased – including the 2 or more staff involved in authorizing and completing gift card purchases, gift card storage protocols, and protocols for dispensing and records keeping. Gift card policies must detail a process for secure storage of gift cards, employees authorized to access secure storage locations and involve 2 or more staff in the process of dispensing gift cards. Records are to be maintained documenting the signature of the client or participant gift card recipient and the 2+ staff witnesses to the gift card dispensation.

All other terms of Request for Proposals (RFP) 2024CDIP703RFP remain unchanged.

This Addendum will be provided in alternative formats upon request.