



North Sound Behavioral Health Organization, LLC

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Memo To: Interested Behavioral Health Agencies
From: Joe Valentine, Executive Director
North Sound Behavioral Health Organization (North Sound BHO)
Date: December 22, 2017
Scope: Technical Assistance Request for Proposal (RFP)

The North Sound Region has elected to be a mid-adopter of full integration of physical and behavioral health and will be implementing Integrated Managed Care (IMC) on January 1, 2019.

The North Sound Behavioral Health Organization (North Sound BHO) is requesting proposals from Firms to provide technical assistance to help network providers prepare for IMC.

Background:

North Sound BHO is initiating this Request for Proposal (RFP) to solicit proposals from firms to assist Behavioral Health Agencies (BHA) in its service area to conduct project management and provide billing and Information Technology Technical Assistance (ITTA) to help providers prepare for IMC.

The North Sound region has elected to be a mid-adopter of full integration of physical and behavioral health and will be implementing IMC on January 1, 2019. The provision of Medicaid services will transition from North Sound BHO to managed care plans.

In January 2019, providers will transition to submitting Health Insurance Portability and Accountability Act (HIPAA) –compliant claims and encounter information to managed care plans, consistent with traditional commercial billing practices. Each provider has a transition plan in place to add new modules to the billing product or transition to a new system that will better support their future billing practices. The purpose of this procurement is to obtain a Contractor who can assist North Sound BHO by offering project management assistance to its providers to transition their systems, as well as, technical assistance to configure systems and reporting functions.

North Sound BHO intends to award one (1) contract to provide the services described in this RFP.

All organizations must submit an application to be considered.

Questions regarding this process or the request for proposals (RFP) must be received electronically by North Sound BHO by 5 p.m. on **January 15, 2018**; send questions to North Sound BHO at deliverables@northsoundbho.org. *Answers* to all questions should be posted on the North Sound BHO website, www.northsoundbho.org, on or around, **January 19, 2018**.

One (1) electronic copy of the completed and signed *Proposal Form* must be received by North Sound BHO at 301 Valley Mall Way, Suite 110, Mt. Vernon, WA 98273 by **close of business (5 p.m.) on February 2, 2018**. Email will be accepted. Applications should be submitted to deliverables@northsoundbho.org.

Applications will be scored by an Evaluation Committee which will make recommendations to the North Sound BHO Executive Director. Selected provider must be prepared to provide technical assistance starting on **February 19, 2018, or a mutually negotiated date**.

North Sound BHO reserves the right to: reject any and all Applications; extend the Application submission date; amend the RFP; and waive any irregularities or informalities in any applications. North Sound BHO shall be the sole judge of the merits of each application.

IMPORTANT DATES

January 8, 2018: RFP released to the public
January 15, 2018: Due date for questions regarding the RFP
January 19, 2018: Target date for release of Response to Questions
February 2, 2018: Due date for completed RFP Applications
February 7, 2018: Evaluation Committee convenes
February 9, 2018: Target date to announce successful bidder
February 19, 2018: Tentative start date of contract

RFP Coordinator:

Mathew Rudow, Contracts Specialist

Matthew_rudow@northsoundbho.org

360.416.7013 ext. 618

OVERVIEW AND INSTRUCTIONS

North Sound Behavioral Health Organization's History and Structure

The North Sound Regional Support Network (NSRSN) began operations on January 1, 1991, dba as the North Sound Mental Health Administration (NSMHA). On April 1, 2016, NSMHA transitioned into a Behavioral Health Organization to comport with state law and begin contracting for substance use disorder services. The North Sound Behavioral Health Organization, LLC (North Sound BHO) is governed by an Interlocal Operating Agreement between Island, San Juan, Skagit, Snohomish and Whatcom Counties which define the geographic service area of the North Sound Region. The North Sound BHO contracts with the Division of Behavioral Health & Recovery (DBHR) of the State of Washington to provide public behavioral health services for these five (5) counties (North Sound Region).

North Sound BHO is governed by an Executive Committee comprised of elected officials or their designated alternates, the Chair and Vice-Chair of the Regional Advisory Board and representatives of the eight (8) Tribal sovereign nations within the North Sound Region. According to the terms of the Interlocal Agreement, Executive Committee votes are divided as follows:

• Snohomish County – 4	• Island - 1
• Whatcom County - 2	• San Juan -1
• Skagit County – 1	• Tribes – 1 (ex-officio)
• North Sound BHO Advisory Board-2 (ex-officio)	

The Five (5) Counties of the North Sound BHO Region

The five (5) counties of Island, San Juan, Skagit, Snohomish and Whatcom represent the geographic, economic and cultural diversity of Washington State as a whole.

Snohomish County

Snohomish County covers 2,196 square miles, with a population estimated at 772,501 as of 2015. Snohomish County borders Puget Sound on the west and includes the Cascade Range in the east. It includes several suburban communities such as Bothell and Lynwood with easy access to Seattle, as well as, highly isolated rural communities such as Darrington and Index. Everett is the largest city in Snohomish County, as well as, the county seat and supplies the Boeing Company with tens of thousands of workers.

Skagit County

To the north of Snohomish County, Skagit County is both smaller in size and less densely populated than its southern neighbor. Skagit County covers 1,920 square miles, much of which is farmland. The broad, fertile valley of the Skagit River runs through the county, which cultivates tulips and strawberries. Mount Vernon is the largest city and county seat. As of 2015, the population of Skagit County was 121,846.

Whatcom County

To the north of Skagit lies Whatcom County, which abuts Canada to the north. The population of Whatcom County was estimated to be 212,284 in 2015, spread among its 2,503 square miles, making it the geographically largest of the 5 counties. Whatcom is the home to Western Washington University, the northernmost university in the contiguous United States. The campus is housed in Bellingham, which is also the largest city and county seat.

Island County

As its name suggests, Island County is comprised entirely of islands. The 2 largest are Whidbey and Camano. Both the county seat of Coupeville and largest city, Oak Harbor, are on Whidbey, which is accessed by regular ferry service, as well as, by bridge over Deception Pass. Island County covers 517 square miles and has a population as of 2015 estimated at 80,593.

San Juan County

Composed of a population of only 16,252 according to a 2015 estimate, the county's residents are spread over 754 small islands and rocks in the San Juan Island chain. Friday Harbor is the county seat, a logical choice since it is also the only incorporated town in the San Juan Islands. Orcas, San Juan and Lopez are the largest of the many islands in San Juan County. While San Juan County, as a whole, has the highest per capita income in the state of Washington, isolated areas such as Waldron Island remain extremely poor, with by 1 estimate over half of its population living below the poverty line.

The North Sound BHO:

Is an organization of dedicated individuals charged with overseeing publicly funded behavioral health services in the North Sound Region. Our job is to ensure services are person-centered, recovery-oriented and delivered with dignity and respect to each unique individual we serve. To that end, we work to accomplish our mission, be true to our vision and keep our values in the forefront of all our business deliberations and decisions.

Mission:

Empowering individuals and families to improve their health and well-being.

Vision:

A system of care that is shaped by the voices of our communities and people using behavioral health services. The people who work in this system are competent, compassionate, empowering and supportive of personal health and wellness.

Values:

- ✓ **Integrity:** We nurture an environment of transparency, trust and accountability
- ✓ **Collaboration:** We believe every voice matters
- ✓ **Respect:** We accept and appreciate everyone we encounter
- ✓ **Excellence:** We strive to be the best in everything we do
- ✓ **Innovation:** We endeavor to try new things, be forward thinking, learn from mistakes and be adaptable
- ✓ **Culture:** We endeavor to be culturally educated and responsive

OBJECTIVES AND SCOPE OF WORK

The awarded Contractor will work with North Sound BHO's provider network to deliver this additional assistance. The work will include but is not limited to:

Project management support for North Sound BHO and its provider network in implementing new billing processes and new practice management systems within their electronic health records. This may require familiarity with the following, but not limited to, systems:

- Avatar;
- ICAN-Notes;
- Athena Health;
- Cerner; and
- CareLogic.

1. Coding assistance to set up new practice management systems including templates and billing rules;
2. Technical assistance to implement new claims, encounter adjudication, and remittance processes, in accordance with managed care plan companion guides;
3. Technical assistance to test claims generation and remittance posting;
4. Technical assistance to review managed care plan claims and remittance specifications and configure IT systems;
5. Technical assistance to generate reports from new systems;
6. Training for administrative staff to submit HIPPA-compliant claims and encounters, and to perform billing and reconciliation processes in new practice management systems, and in compliance with MCO requirements;
7. Technical assistance to modify encounter generation processes to eliminate systemic reoccurring encounter errors and to include results received from TPL processing; and
8. Assistance with establishing/modifying procedures for service authorization, monitoring batch file creation and submission, reviewing error files, correcting and resubmitting rejected encounters, TPL billing, and eligibility verification, as needed.

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for Bidders:

1. Licensed to do business in the State of Washington or able to provide a commitment that it will become licensed in Washington within 30 calendar days of being selected as the Apparently Successful Bidder.
2. No less than five (5) years' experience providing billing and/or IT/Electronic Health Record (EHR) technical assistance to behavioral health providers in Washington State.
3. Experience working with rural behavioral health providers.
4. Experience with the relevant information systems.

FUNDING

North Sound BHO has budgeted an amount not to exceed one hundred thousand dollars (\$100,000.00) for this project, including all travel expenses. Proposals in excess of \$100,000.00 will be considered non-responsive and will not be evaluated.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about February 19, 2018, with all work to be completed by December 31, 2018.

Amendments extending the period of performance, if any, will be negotiated between North Sound BHO and the selected provider.

DEFINITIONS

Definitions for the purposes of this RFP include:

Apparently Successful Bidder (ASB): The bidder selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Behavioral Health Agency (BHA): A Washington State Department of Health certified and licensed behavioral health agency.

Bidder: Individual or company interested in the RFP that submits a proposal to attain a contract with the Health Care Authority.

BHO: The North Sound Behavioral Health Organization is an organization that purchases and administers publicly-funded mental health and substance use treatment services under managed care.

Proposal: A formal offer submitted in response to this solicitation.

Request for Proposals (RFP): Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the bidder community to suggest various approaches to meet the need at a given price.

North Sound BHO 2017-2018 Strategic Plan Goals and Task Activities

Goal	Tasks
1. Continue Implementation of Behavioral Health Integration Plan	a. All IN PROCESS Tasks on BHO Transition- Implementation Tasks-Assignments Master
2. Implement the Behavioral Health Facilities and Recovery System of Care Plan	a. Seek Capital funding from the Legislature
	b. Develop and implement specific facility development projects
3. Develop proposals for a Fully Integrated Managed Care Plan that incorporates the BHO system	a. Submit legislative amendment
	b. Work with Governor's Office and HCA on alternative models
	c. Pursue North Sound discussions with individual MCOs to pilot integration models
4. Implement a regional plan to reduce Opioid addictions	a. Develop and get support for a regional plan
	b. Prioritize activities and identify funding options
	c. Select and implement BHO supported strategies
5. Develop strategies to address county specific service delivery issues.	a. Island County strategies
	b. San Juan County strategies
	c. Skagit County strategies
	d. Snohomish County strategies
	e. Whatcom County strategies
6. Implement a Tele-Psych System	a. Phase One - Vendor conducts needs assessment and proposes plan
	b. Phase Two - Implement plan
7. Develop infrastructure to support value based payments	a. Finalize charter and launch North Sound BHO VBP workgroup
	b. Conduct focus groups with providers
	c. Develop plan for phase in
8. Enhance coordination of services with Tribal Authorities	a. Review and update the "Coordination of Implementation of Services Plan" on a quarterly basis
	b. Continue work on coordinating with Tribal Authorities on Crisis Services
	c. Develop coordination agreements with Tribal Authorities related to the mental health carve out
	d. Begin planning for the 2018 Tribal-BHO Behavioral Health Summit

INSTRUCTIONS

Please read the entire RFP packet.

Proposals must be clearly written. Do not use a font smaller than 12 point. You may use the Microsoft Word version of this RFP as the template for completing your Application. If you choose to not use the Microsoft Word version of this RFP to complete your Application, your responses must restate each question and use the same numbering and lettering sequence as in the RFP. In either case, responses and supporting documentation must be in the same sequence as the RFP.

Please make all written responses clear, specific, and brief. Please try to keep your electronic file under 10MB. Quality not quantity counts.

Applicant organizations must complete:

Section 1 Identifying Information

Section 2 Proposal Criteria

Section 3 Testimony of Agreement, Accuracy and Signature

One electronic version (PDF) of the completed and signed **Proposal** must be received by **North Sound BHO by close of business, February 2, 2018.** Proposals should be submitted to deliverables@northsoundbho.org.

Section 1: REQUEST FOR PROPOSALS RESPONSE FORM

1. IDENTIFYING INFORMATION

- N/S 1.1 Organization Name:
Click here to enter text.
- N/S 1.2 CEO's Name:
Click here to enter text.
- N/S 1.3 Contact for this RFP:

Contact Person's Phone #: Click here to enter text.
Contact Person's Fax: Click here to enter text.
Contact Person's Email Address: Click here to enter text.
- N/S 1.4 Addresses: Click here to enter text.

City: Click here to enter text.
State: Click here to enter text.
- N/S 1.5 Tax ID#: Click here to enter text.
- N/S 1.6 Type of Organization (check one): Non-Profit: ; Governmental: ;
For Profit Corporation: ; Partnership: ; Sole Proprietorship: ;
Consumer/Family Run:
Other: (Please explain): Click here to enter text.
- N/S 1.7 Submit a copy of your most recent annual report and/or financial audit.
- N/S 1.8 Lawsuits: Have you been involved in any lawsuits in the last 24 months?
Yes No
If yes, submit a description of each lawsuit, the current status, and the outcome, if a resolution has occurred.
- N/S 1.9 Has your organization ever been excluded from receiving Federal Funding?
Yes No
- N/S 1.10 Have any employees and/or contractors of your organization been excluded from participating in Federal programs? Yes No
- N/S 1.11 Is your organization licensed to practice in the State of Washington?
Yes No
- N/S 1.12 Is there anything North Sound BHO should be aware of before we consider partnering with your organization that might interfere with our goal of promoting well-being in the North Sound region? Please err on the side of inclusion.
Yes No

Section 2: PROPOSAL CRITERIA

North Sound BHO Request for Proposals

North Sound BHO Health Billing and Information Technology (IT) Technical Assistance (TA)

PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

1. Letter of Submittal;
2. Technical Proposal;
3. Management Proposal; and
4. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings.

Items marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Bidder and any proposed subcontractors:

- Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
- Legal status of the Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within 30 calendar days of being selected as the Apparently Successful Bidder.

Location of the facility from which the Bidder would operate.

- If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder, or (b) litigated and such litigation determined that the Bidder was in default.
- Submit full details of the terms for default including the other party's name, address, and phone number. Present the Bidder's position on the matter. North Sound BHO will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.
- Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Bidder is making the claim must be listed. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary" printed on the lower right-hand corner of the page. In your Letter of Submittal, please list which pages and sections that have been marked "Proprietary" and the particular exemption from disclosure upon which the Bidder is making the claim.

TECHNICAL PROPOSAL (SCORED, Max 150 Weighted Points)

The Technical Proposal must contain a comprehensive description of services including the following elements:

1. **Project Approach/Methodology** – Include a complete description of the Bidder's proposed approach and methodology for the project. This section should convey Bidder's understanding of the proposed project.
2. **Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Bidder's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of North Sound BHO staff. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. **Timeline** – Include a timeline indicating when the elements of the work will be completed. Timeline must ensure that any deliverables requested are met.
4. **Outcomes and Performance Measurement** – Describe the impacts/outcomes the Bidder proposes to achieve as a result of the delivery of these services including how these outcomes would be reported to North Sound BHO.
5. **Risks** – The Bidder must identify potential risks that are considered significant to the success of the project. Include how the Bidder would propose to effectively monitor and manage these risks, including reporting of risks to the North Sound BHO contract manager.

6. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Objectives and Scope of Work.

MANAGEMENT PROPOSAL (SCORED, Max 100 Weighted Points)

1. **Project Team Structure/Internal Controls** – Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
2. **Staff Qualifications/Experience** – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Bidder must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of North Sound BHO.

Experience of the Bidder (SCORED)

Indicate the experience the Bidder and any subcontractors have in the following areas associated with:

1. Providing project management support for behavioral health providers implementing new billing processes and new practice management systems within their electronic health records.
2. Providing coding assistance to set up new practice management systems and billing rules.
3. Providing technical assistance in the following areas: claims/encounter generation and submission, remittance processes, configuring IT systems, and report generation, in compliance with managed care plan companion guides.
4. Training behavioral health providers/staff in submitting HIPAA- compliant claims and encounters.
5. Training behavioral health providers in performing billing and reconciliation process in new practice management systems, in compliance with MCO requirements.
6. Indicate other relevant experience that indicates the qualifications of the Bidder, and any subcontractors, for the performance of the potential contract.
7. Include a list of contracts the Bidder has had during the last five years that relate to the Bidder's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

References (MANDATORY)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three business references for the Bidder and three business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current North Sound BHO staff as references. By submitting a proposal in response to this RFP, the vendor and team members grant permission to North Sound BHO to contact these references and others, who from North Sound BHO's perspective, may have pertinent information. North Sound BHO may or may not, at North Sound BHO's discretion, contact references. North Sound BHO may evaluate references at North Sound BHO's discretion.

OMWBE Certification (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project. For information:

<http://www.omwbe.wa.gov>.

COST PROPOSAL (SCORED, Max 50 points)

The maximum fee for this contract must be one hundred thousand dollars (\$100,000.00) or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Bidder of least cost, but rather to the Bidder whose proposal best meets the requirements of this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Bidder is to submit a fully detailed budget including staff costs, hourly rates, and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. This includes any required travel and related expenses. Bidders are required to collect and pay Washington state sales and use taxes, as applicable.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

EVALUATION AND CONTRACT AWARD

EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals will be accomplished by an evaluation team(s), to be designated by North Sound BHO, which will determine the ranking of the proposals. Evaluations will only be based upon information provided in the Bidder's Proposal.

All proposals received by the stated deadline will be reviewed by the RFP Coordinator to ensure that the Proposals contain all of the required information requested in the RFP. Only responsive Proposals that meet the requirements will be evaluated by the evaluation team. Any Bidder who does not meet the stated qualifications or any Proposal that does not contain all of the required information will be rejected as non-responsive.

The RFP Coordinator may, at his or her sole discretion, contact the Bidder for clarification of any portion of the Bidder's Proposal. Bidders should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Responsive Proposals will be reviewed and scored by an evaluation team using a weighted scoring system described in *Evaluation Weighting and Scoring* below.

EVALUATION WEIGHTING AND SCORING – WRITTEN

The maximum number of evaluation points available is 300. The Mandatory Requirements are evaluated on a pass/fail basis. The following weighted points will be assigned to the Proposal for evaluation purposes.

Specific Criteria for RFP Evaluation:

Evaluation Criteria	Maximum Weighted Points
RFP Compliance	N/A
Technical Proposal	150
Management Proposal	100
Cost Proposal	50
Total	300

North Sound BHO reserves the right to award the contract to the Bidder whose proposal is deemed to be in the best interest of North Sound BHO.

Responses that pass all Mandatory requirements will be further evaluated and scored. Evaluators will evaluate and assign a score to each Scored requirement based on how well the Bidder's response matches the requirement.

Evaluators will assign scores on a scale of zero (0) to five (5) where the end and midpoints are defined as follows:

Score	Description	Discussion
0	No value	The Response does not address any component of the requirement or no information was provided.
1	Poor	The Response only minimally addresses the requirement and is missing components or components were missing.
2	Below Average	The Response only minimally addresses the requirement and the Bidders ability to comply with the requirement or simply has restated the requirement.
3	Average	The Response shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered "as meeting minimum requirements."
4	Good	The Response is thorough and complete and demonstrates firm understanding of concepts and requirements.
5	Excellent	The Response has provided an innovative, detailed and thorough response to the requirement, and clearly demonstrates high level of experience with or understanding of the requirement.

A score of zero (0) on any Scored requirement may cause the entire response to be eliminated from further consideration.

EVALUATION SCORING - COST

Bidder’s will each receive a score for each cost Proposal per category.

SUBSTANTIALLY EQUIVALENT SCORES

Substantially equivalent scores are scores separated by two percent or less in total points. If multiple Proposals receive a Substantially Equivalent Score, North Sound BHO may leave the matter as scored, or select as the Apparently Successful Bidder the one Proposal that is deemed by North Sound BHO, in its sole discretion, to be in North Sound BHO’s best interest relative to the overall purpose and objectives.

If applicable, North Sound BHO's best interest will be determined by North Sound BHO managers and executive officers, who have sole discretion over this determination. The basis for such determination will be communicated in writing to all Bidders with equivalent scores.

NOTIFICATION TO BIDDERS

North Sound BHO will notify the Apparently Successful Bidder of its selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

APPEALS

Applicants may appeal only deviations from laws, rules, regulations, or procedures. Disagreement with the scoring by evaluators may not be appealed.

The following procedure applies to Applicants who wish to appeal a disqualification of Application or award of contract:

1. All appeals must be in writing and physically received by the North Sound BHO Executive Director no later than 4:00 p.m. on the fifth (5th) working day after the date of the notice of intent to award or disqualification.

Address appeals to:
Joe Valentine, Executive Director
North Sound BHO
301 Valley Mall Way, Ste.110
Mount Vernon, WA 98273

2. Appeals must specify the grounds for the appeal including the specific citation of law, rule regulation, or procedure upon which the protest is based. The judgment used in scoring by evaluators is not grounds for appeal.
3. Appeals not filed within the time specified in paragraph 1, above, or which fail to cite the specific law, rule, regulation, or procedure upon which the appeal is based shall be dismissed.

Section 3: TESTIMONY OF AGREEMENT, ACCURACY AND SIGNATURE – N/S

All information submitted in this application is true to my best knowledge and belief. I fully understand that any significant misstatement in or omission from this application may constitute cause for denial of participation with the North Sound BHO. I certify that this is signed by a participant authorized to make decisions for the organization.

NAME AND TITLE (print or type)

SIGNATURE

DATE