

REQUEST FOR PROPOSAL (RFP)

RFP Title: Qualitative Interviews, Substance Use Recovery & Treatment

RFP Number: RFP-26-0839AD-I

RFP Due Date: 10/29/2026

RFP Clarification Date: 10/22/2026

Must be received and time stamped in the Purchasing Division Office not later than 1:00 p.m., Pacific Local Time

Proposals are hereby requested and may be submitted by email to:

purchasing@snoco.org

Or by hard copy to be mailed to or delivered to:

Snohomish County Purchasing Division
Robert J. Drewel Building, 6th Floor
3000 Rockefeller Avenue Everett, WA 98201
425-388-3344

Office Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m.

PROPOSERS SHALL COMPLETE AND SIGN THE FORM BELOW:

We acknowledge that all Addenda (through) have been examined as part of the RFP-I documents. The submittal is signed by an authorized representative of the Proposer accepting all terms and conditions contained in the RFP-I and any addenda.

Company Name:			
Address:		City/State/Zip Code:	
Original Signature:		Authorized Representative / Title (Please Print Name and Title):	
E-mail:		Phone:	

Attachments:

Pro Forma Agreement.....Attachment A

REQUEST FOR PROPOSALS

RFP-26-0839AD-I

1. RFP SCHEDULE

Questions due in writing, no later than 1:00 p.m. Local Time	10/22/2026, 1:00 p.m. Pacific Local Time
Proposals due, no later than 1:00 p.m. Local Time	10/29/2026, 1:00 p.m. Pacific Local Time
*Begin Negotiations	10/28/2026
*Execute Contract	10/29/2026

*Tentative dates are estimates only.

2. PROJECT OVERVIEW

Snohomish County (“**the County**”) is seeking proposals from qualified Firms that provide support services to people with Substance Use Disorder (SUD) and accept referrals from peer navigators employed by Ideal Option and One Day at a Time (ODAT) under the Overdose Data to Action (OD2A) grant. The contracted partner will provide support services for clients referred by Ideal Option and ODAT peer navigators and conduct qualitative interviews with these clients to better understand barriers and to facilitate SUD treatment and recovery in Snohomish County.

3. CONTRACT LENGTH

The contract term will be effective upon the date of contract execution (“**the Effective Date**”) and completed no later than 8/31/2027, subject to the “Time of Performance” and the “Termination” provisions of the County’s Pro Forma Agreement (Attachment A), as well as an aggregate spend of not more than \$30,000.00 during the term of the award.

4. SCOPE OF SERVICES

The anticipated outcome of this project is to increase understanding of the substance use treatment and recovery landscape. Results from the qualitative interviews will help identify gaps in services and which services are the most highly utilized by people entering recovery.

The successful proposer shall:

- A. Work with Snohomish County Health Department (SCHD) to determine the number of qualitative interviews to be conducted per month with clients referred by peer navigators employed by Ideal Option and One Day at a Time (ODAT). The number of qualitative interviews will not exceed 100 interviews during the duration of the contract that concludes on 8/31/2027.
- B. Work with Snohomish County Health Department (SCHD) to write 2-3 interview questions for each of the following topics:
 - i. Treatment accessibility, including barriers/ facilitators to treatment;
 - ii. Housing, employment, and family support;
 - iii. Support post-incarceration;
 - iv. Overdose prevention;
- C. Work with SCHD to determine the best format to record data from qualitative interviews and the best route to submit data to SCHD;
- D. Designate a staff member(s), preferably who are in long term recovery from substance use, to conduct qualitative interviews with clients referred by OD2A peer navigators;
- E. Submit de-identified interview data to SCHD monthly. SCHD will use this data to better understand the types of services new members engage in after being referred to by OD2A peers, where gaps in services exist, and what services need to be expanded;

- F. Meet monthly with the SCHD, Ideal Option and ODAT team to discuss program/implementation updates, address barriers, and celebrate successes. Meetings can be updated quarterly or bi-monthly once deliverables and workplans are established;
- G. Participate in a staff focus group to share experiences about participating in this activity.

The County will:

- H. Provide a point of contact with SCHD staff supporting this work;
- I. Provide program support as needed for interviews, data collection and interpretation, resources, and other areas as requested;
- J. Create a codebook. This would be a structured reference document that lists all the labels (codes) used to categorize, organize, and interpret qualitative data- in collaboration with the Firm in order to analyze data from the qualitative interviews;
- K. Review and evaluate the data using the co-created codebook on a monthly basis;
- L. Create a data report to be shared with the Firm on a quarterly basis highlighting the themes identified when using the codebook to analyze the interview data.

5. RFP QUESTIONS/CLARIFICATIONS

Questions shall be submitted to the Snohomish County Purchasing Division by email to purchasing@snoco.org, **no later than the date and time referenced in the Schedule on the title page**. Please refer to the RFP number in the subject line when submitting questions via email.

This question/clarification (Q&A) process provides an opportunity for potential proposers to ask questions and seek clarification on specifications and requirements of this RFP. This Q&A process also allows for the submission of objections to the RFP specifications, requirements, or process if the potential proposer feels they are overly restrictive or contain barriers to open and fair competition.

To avoid confusion and ensure all potential proposers receive the same information, oral/verbal questions will not be accepted nor answered.

A Silent Period is established between the time the County develops the RFP and the time that the County recommends the RFP award. The Silent Period includes the issuance, submittal receipt, and evaluation of the RFP. All responders, consultants, or individuals acting on their behalf are hereby prohibited from contacting or lobbying any County employee, official, or representative regarding this RFP during the Silent Period other than the Purchasing Division. All communication regarding this RFP shall be directed to the email above. Failure to observe the Silent Period may disqualify the responder and/or delay or void the RFP.

6. ADDENDA

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County's Purchasing Division will issue a written addendum to the RFP and post it on the Purchasing Portal. Plan holders will be notified of the addendum via email. It is the proposer's responsibility to check for addenda and other new documents online in the portal.

7. SUBMITTAL INSTRUCTIONS

Electronic proposals submittal via email is the preferred method. Electronic submittals shall be emailed to purchasing@snoco.org. For easy identification, please list the RFP number in the subject line of the email. The County shall provide email confirmation that Purchasing is in receipt of the electronic submittal. Should you not receive the confirmation, **your submittal is not considered received**.

Hard copy proposals may be delivered in person or sent via commercial carrier or post office. The delivery/physical address is listed on the title page of this RFP. If submitting a hard copy proposal, the proposal shall be sealed in an envelope and the

RFP number and proposer's name noted on the outside of the envelope. Proposals will not be accepted at any other county location other than the Snohomish County Purchasing Division.

Proposals (Submittal Packets) shall contain all required information as defined herein and be received by the Snohomish County Purchasing Division electronically or in hard copy no later than the date, time, and place as stated on the title page of this RFP or as amended. An authorized representative of the proposer's firm shall digitally or originally sign the Submittal Packet's first page.

Proposers shall be fully responsible for any and all costs incurred in the preparation and submittal of their proposals. Late proposals will not be accepted and will be returned to the proposers unopened if hard copy or deleted if electronic.

8. EVALUATION CRITERIA/PROCESS

The County will evaluate all proposals received on the following evaluation criteria:

	Transmittal Section & Original or Digital Signature	Y or N
10	Pricing	15%
11	Proposer's Qualifications	30%
12	Methodology	30%
13	Similar Projects	20%
14	Conflict of Interest Disclosure	Y or N
15	Acceptance of County T&Cs	Y or N
	Adheres to RFP requirements	5%
	Total Written Score	100%

9. AWARD PROCESS

The County intends to award and enter into contract negotiations with the highest ranked proposer based on the criteria listed in Section 8. The County will negotiate with the highest ranked proposer. Should an agreement not be reached, the County reserves the right to negotiate with the next highest scoring proposer.

After the RFP due date and prior to contract negotiations, the Purchasing Portal will indicate the RFP is "in evaluation". "In evaluation" covers the entire evaluation phase which may include initial RFP proposal scoring, demonstrations, interviews, and/or other methods. Once the evaluation phase is complete, a RFP evaluation summary will be posted, the RFP will be marked as "Awarded" in the Purchasing Portal, and proposers will be notified.

10. PRICING

Rate is associated with one client that is referred by Ideal Option and ODAT. The number of clients that the Firm will support will be decided between Snohomish County and the Firm per Section 4A. In addition, the quantity of interviews will not exceed 100 interviews for the duration of the contract.

Item #	Quantity of Clients	Description	Rate per Client	Extended Price
1.	100	A) Specialized Intake - cost of assessment and intake of new clients referred by Ideal Option and ODAT peers navigators.	\$	\$
		B) Service Records – cost of maintaining documentation of patient care		
		C) Data Entry – cost of completing the interview and capturing the data		
		D) Report Compilation – cost of submitting the collected data to the health department		
		E) Administration Fee – cost of non-clinical operational services and overhead		
For evaluation purposes, sales taxes are not included herein. Sales tax shall be included on all invoices.			Total	\$

11. PROPOSER'S QUALIFICATIONS

Proposers shall complete and submit the entire Submittal Packet below.

Text boxes may be expanded to allow space to sufficiently respond to questions.

11A.	Please provide a resume of the individual (s) who will be supporting the county as an attachment, labeled "11A. Resume".
11B.	Describe your Firm's experience and qualifications to perform the services defined in Section 4 Scope of Services.
11C.	Does your Firm employ people who have experienced a substance use disorder? Does your Firm have experience working with peer navigators? Please elaborate and provide supporting details for each question.
11D.	What experience does your firm have working with Federal Funds?

12. METHODOLOGY

12A.	Please describe your Firm's approach to completing this project and meeting the requirements as outlined in the Section 4 Scope of Services
12B.	Please summarize your Firm's mission and the population you serve. If possible, include details regarding experience helping individuals enter recovery for SUD navigate services in Snohomish County.

13. SIMILAR PROJECTS

List the names and addresses of two (2) customers, for whom the proposer has performed or provided similar services, preferably in Washington State, for a period of not less than one (1) year. Snohomish County shall be the sole judge in determining a satisfactory/unsatisfactory response. **The table below shall be completed, or the required information may be submitted with the proposal as a file labeled “13. Similar Projects”.**

Company Name:		Company Name:	
Product/Service used or in use:		Product/Service used or in use:	
Similarity to County’s use:		Similarity to County’s use:	
Company Phone:		Company Phone:	
Contact Person:		Contact Person:	
Contact Email:		Contact Email:	
Dates of Use:		Dates of Use:	
Size of Contract:		Size of Contract:	

14. CONFLICT OF INTEREST DISCLOSURE

List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. If there is no current or recent legal action, write “**NONE**” in the space below.

15. CONTRACT DOCUMENTS

A Pro-Forma Agreement is provided as Attachment A. This agreement will serve as the contract for this RFP. Proposers shall read the agreement closely and provide any requested alternate language in the space provided below. Alternate agreement language will only be considered if submitted in the space provided below. **Alternate language proposed after the proposals have been received will not be considered.**

Insurance requirements are covered in the Pro-Forma Agreement provided in Attachment A.

16. NON-DISCLOSURE REQUEST

If you believe any statements or items you submit to the County as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a County contract, the same exemption request will be carried forward to the contract records.

The County will not exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope.

If the County receives a request under the PRA to inspect or copy the information so identified by you and the County determines that release of the information is required by the PRA or otherwise appropriate, the County's sole obligations shall be to notify you (a) of the request and (b) of the date that such information will be released to the requester unless you obtain a court order to enjoin that disclosure pursuant to RCW 42.56.540. If you fail to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

☐ I do not request any information be withheld

☐ I request the following specific information be withheld. I understand that all other information will be considered public information.

For each statement or item you intend to withhold, you must fill out every box below. You should not request an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package	Statement: Repeat the text you request to be held as confidential, or attach a redacted version	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the document as exempt from disclosure. For example, potential RCW exemptions include the following:

- A. RCW 42.56.230.3 - Personal information - Taxpayer
- B. RCW 42.56.230.4 - Personal information - Credit card numbers and related
- C. RCW 42.56.240 - Investigative, law enforcement and crime victims
- D. RCW 42.56.250 - Employment and licensing - specify the applicable subheading
- E. RCW 42.56.260 - Real estate appraisals
- F. RCW 42.56.270 (Items 1- 17) – specify applicable subheading
- G. RCW 42.56.420 - Security