

Response to Question 4.B in Attachment D

Dianna Rapacz

203 Johns St. NE, Orting, WA 98360 253-880-5527

EDUCATION

Bachelor of Arts, Western Washington University, Bellingham, WA

SUMMARY OF QUALIFICATIONS

- Twenty-seven years of experience working with individuals with intellectual and developmental disabilities in a variety of support settings
- Ongoing knowledge and understanding of the regulatory statutes, policies, and values which govern providers/contractors who support individuals with intellectual and developmental disabilities in Washington State, including:
 1. The Developmental Disability (DDA) Residential Guidelines
 2. The Washington Administrative Codes (WACs)
 3. The Revised Code of Washington (RCWs)
 4. DDA Policy
 5. Code of Federal Regulations (CFRs)
- Experience conducting home visits, reviewing records, and completing client/family/staff interviews to assess risk and ensure the safety of vulnerable adults
- Ability to complete competent and accurate reports, maintain corresponding notes, and communicate effectively through email, TEAMS, and STARS entries
- Proficient using a variety of software applications and maintaining accurate/detailed documentation in accordance with program standards

PROFESSIONAL EXPERIENCE

7/1/15 - Present Contracted with the Department of Social and Health Services Lacey, WA

Contracted RCS Residential Evaluator and DDA Evaluator

- Conduct on-site evaluations/surveys of programs providing residential services to individuals with intellectual and developmental disabilities to ensure regulatory WAC, RCW, and DDA policy compliance
- Conduct follow up visits to residential programs to ensure they have implemented the corrections and program changes required to fix their identified deficiencies
- Review provider policies, procedures, systems, staffing, support plans, support data, and corresponding documentation for accuracy, consistency, and compliance to ensure required client supports are in place and effectively monitored
- Visit client homes and complete health and safety assessments to ensure all clients are free from harm and hazards and there are no infringements upon their civil rights
- Take the required action to ensure client protection when significant safety issues are found (notify law enforcement, report to CRU, coordinate with RCS and DDA, etc.)
- Observe staff interactions with clients to ensure clients are treated with dignity and respect
- Conduct home visits to ensure that staff are following regulations while providing care and implementing client Individual Instruction and Support Plans
- Conduct on site (or over-the-phone) interviews of clients, client guardians, client family

members, and residential support staff to ensure the clients are receiving comprehensive services that meet their individualized needs, and to identify any areas of concern

- Conduct quality assurance reviews of client service plans to ensure clients are receiving individualized services and that providers have systems in place to meet the assessed needs of clients
- Review client and agency financial records to ensure compliance with state rules and regulations and to monitor for signs of financial abuse
- Collaborate with fellow evaluators, providers, case managers and department management to ensure evaluations are thorough, documented according to protocol, and meet contract requirements.
- Finalize the evaluation results in a comprehensive report where citations are documented as “Statement of Deficiencies” (for RCS evaluations) and “Findings” (for DDA evaluations), and obtain all required evidentiary support in the form of observation, interview, or record review in order to substantiate failed practice and noncompliance of WACs, RCWs, and policy
- Use designated evaluation tools created specifically for the type of program being evaluated, including Alternative Living, Companion Home, Children’s State Operated Living Alternatives, Community Crisis Stabilization Services, Overnight Planned Respite Services, and Supported Living
- Maintain knowledge of each type of program and the corresponding evaluation tools and documents (including the Staff Interview, Client Interview, Family/Legal Representative/Collateral Relationship Interview, claims data sheets forms) used to evaluate the services clients receive within those specific programs
- Complete written, data collection, and interview tasks according to technical principles
- Maintain detailed personal notes describing the events, issues, and status of each evaluation (to be filed for public record)
- Maintain proficiency in Office 365 applications (such as Microsoft Word, Outlook, and Excel) and department applications (such as STARS and CARE)

4/1/2012 - 7/1/2019 Skilled Nursing Facilities Orting, WA

Skilled Nursing Facility Quality Intellectual Developmental Disability Professional (QDDP)

- Conducted on-site assessments of Skilled Nursing Facility (SNF) residents who were identified through the Pre-Admission Screening and Resident Review (PASRR) process to require specialized treatment to reach optimum independence (due to intellectual disability)
- Collaborated with SNF Social Services departments to ensure SNFs were in compliance with the Code of Federal Regulations (CFRs), and that residents requiring a Level II PASRR assessment received them and had access to specialized services, if desired
- Visited clients quarterly, conducted client and staff interviews, reviewed client care plans, and ensured the facility had supports in place to meet each client’s individual needs
- Created final reports which summarized client and staff visits and outlined recommendations needed to help clients reach optimum independence and obtain the additional supports/services required because of their intellectual disability conditions
- Participated in planning the continuous active treatment programs of residents with intellectual disabilities, to include specialized training, treatment, health services, and related services (directed towards maintaining safety and building independence, status, power, and choice)
- Provided information on community resources for intellectually and developmentally disabled

residents, including vocational programming, educational services, recreational and social opportunities, and other available resources

- Attended care conferences as requested
- Participated in discharge planning, and worked toward placement in a least restrictive environment which met the resident's emotional, health, safety, and social needs
- Complied with state and federal regulations, including HIPAA

2005 - 2012 ResCare dba: Creative Living Services Tukwila, WA

Financial Client Service Manager

- Provided financial management and support to individuals with intellectual and developmental disabilities who received residential Supported Living services in the community
- Ensured client funds were managed responsibly and in compliance with all regulatory WACs, RCWs, Social Security rules, and DDA policies
- Managed approximately 60 Representative Payee accounts
- Monitored for risks and signs of financial exploitation, and took action as necessary (notified APS, law enforcement, and DDA, and ensured that the company paid back any required client funds)
- Maintained thorough documentation regarding the implementation of the financial supports identified in each client's Person-Centered Service Plan (PCSP)
- Ensured confidentiality of all client information and records, as required by law
- Coordinated services with the King County Housing Authority, DSHS, SSA/SSI, and Medicaid/Medicare to ensure that each client received and maintained their entitled benefits (including Section 8 vouchers, Social Security Payments, food stamps and Medicaid)
- Managed client bank accounts, electronic food benefits, and cash accounts, and ensured the accuracy of all client financial documentation and transactions
- Continuously coordinated and communicated with direct care staff, and conducted ongoing staff trainings regarding financial systems, expectations, rules, and regulations
- Conducted interviews with clients and their legal representatives to ensure services met their individualized expectations and needs

1997 - 2005 Evergreen Healthcare Tenant Support Tukwila, WA

Program Coordinator 2001 – 2005

- Managed a caseload of intellectual and developmentally disabled adults to ensure all necessary supports and services were provided to enable them to live successfully in their own homes in the community
- Managed up to twenty-eight employees who were responsible for providing direct care to individuals with intellectual disabilities
- Ensured the DDA Residential Guidelines, the Washington Administrative Codes, the Revised Codes of Washington, and the DDA Policies were followed
- Conducted quality control reviews to ensure client records were accurately completed by staff
- Maintained thorough documentation regarding the implementation of the supports identified in client PCSPs

- Coordinated, developed, and/or implemented client annual person-centered Individual Instruction and Support Plans, Functional Assessments, and Positive Behavior Support Plans
- Managed compliance with Nurse Delegation laws and policies
- Ensured all employee HR requirements were met by deadlines, mediated employee conflicts, developed staffing schedules, and conducted staff meetings
- Completed client benefit applications and eligibility reviews (for Section 8 benefits, food stamps, Medicare, etc.), and ensured that all clients met eligibility requirements
- Reconciled client bank and cash accounts on a weekly basis and ensured client records at the site were organized and current
- Assisted clients to attend medical appointments and ensured all physician instructions were followed and documented according to regulation
- Used electronic software applications (including Word and Excel) to document client goals, activities, finances, medication administration, and medical appointments

Instructor Advocate 1997 – 2001

- Provided direct-care support to individuals with intellectual and developmentally disabilities living in their own homes in the community
- Ensured the health and safety of clients by keeping the home environments safe and free of hazards, conducting monthly household safety reviews, and addressing any safety concerns as they arose
- Monitored client health by taking clients to medical appointments, being proactive in addressing possible medical issues, and seeking medical attention when needed
- Took clients on community outings to ensure their lives were full and they had a variety of community activities available to enjoy
- Oversaw client goals, supported clients to manage their funds, administered medications, developed in-home activities, and helped clients to have clean and comfortable homes
- Ensured that clients were maintaining relationships with friends, family, and guardians
- Kept ongoing, clear documentation of client daily activities in order to meet all state and company regulations and to enable easy oversight

Attachment C Bidder Certifications and Assurances
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Bidder must sign and include the full text of this Attachment C with the Response. Altering or conditioning your certification of this Attachment C may result in your bid being disqualified.

Under the penalties of perjury of the State of Washington, Bidder makes the following certifications and assurances as a required element of its Response to this Competitive Solicitation. Bidder affirms the truthfulness of these facts and acknowledges its current and continued compliance with these certifications and assurances as part of its Response and any resulting contract that may be awarded by DSHS.

1. Bidder declares that all answers and statements made in Bidder's Response are true and correct.
2. Bidder certifies that its Response is a firm offer for a period of 180 days following receipt by DSHS, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Response will remain valid for 210 days or until the protest is resolved, whichever is later.
3. Bidder has not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this Solicitation and who assisted in other than his or her official, public capacity. If there are any exceptions to these assurances or if Bidder has been assisted, Bidder will identify on a separate page attached to this document each individual by: (a) name, (b) current address and telephone number, (c) current or former position with DSHS, (d) dates of employment with DSHS, and (e) detailed description of the assistance provided by that individual.
4. Bidder certifies that Bidder is not currently bankrupt or a party to bankruptcy proceedings and has not made an assignment for benefit of creditors and authorizes DSHS to conduct a financial assessment of Bidder in DSHS' sole discretion.
5. Bidder acknowledges that DSHS will not reimburse Bidder for any costs incurred in the preparation of Bidder's Response. All Responses shall be the property of DSHS. Bidder claims no proprietary right to the ideas, writings, items or samples submitted as part of its Response.
6. Bidder acknowledges that any contract award will incorporate terms set forth in the Sample Contract(s), including its attachments and exhibits, as set forth as Attachment A to the Solicitation Document, or may, at DSHS' option be negotiated further. DSHS may elect to incorporate all or any part of Bidder's Response into the Contract.
7. Bidder certifies that it has made no attempt, nor will make any attempt, to induce any other person or firm to submit, or not submit, a Response for the purpose of restricting competition and that the prices and/or cost data contained in Bidder's Response: (a) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition or influencing bid selection, and (b) have not been and will not be knowingly disclosed by the Bidder, directly

or indirectly, to any other Bidder or competitor before contract award, except to the extent that Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint Response or unless otherwise required by law.

8. Bidder acknowledges that if it is awarded a contract containing Business Associate requirements under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or any other Data Security requirements, that Bidder will incorporate the terms of such Business Associate or Data Security requirements into all related subcontracts.

9. Bidder acknowledges that if awarded a contract with DSHS, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by DSHS.

10. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).

11. Bidder certifies that it has a current Business License and agrees that it will promptly secure and provide a copy of its Washington State Business License, unless Bidder is exempted from being required to have one, if Bidder is awarded a contract.

12. Bidder authorizes DSHS to conduct a background check of Bidder or Bidder's employees if DSHS considers such action necessary or advisable.

13. Bidder has not been convicted nor entered a plea of *nolo contendere* with respect to a criminal offense, nor has Bidder been debarred or otherwise restricted from participating in any public contracts.

14. Bidder certifies that Bidder has not willfully violated Washington state's wage payment laws within the last three years.

15. Bidder certifies that Bidder is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia's invasion of Ukraine.

16. Bidder acknowledges its obligation to notify DSHS of any changes in the certifications and assurances above.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Bidder's Signature: Dianna Lapacz
Title: Owner/Sole Proprietorship
Organization Name: disabilityPros
Date: 5/5/2024
Place Signed (City, State): Osting, WA

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Attachment D, Bidder Response Form
Bidder Name: **Dianna Rapacz**

ATTACHMENT D: BIDDER RESPONSE FORM

This form is broken into two sections: Section 1. Administrative Responses (unscored); Section 2. Written Responses (Scored).

Bidders must respond to all questions in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D.

Bidder Name:

1	<p>ADMINISTRATIVE RESPONSE (Required; Pass/Fail)</p> <p>Bidder's response to the questions in this Section 1, combined with the information provided in Bidder's Submittal Letter and Certifications and Assurances, comprise Bidder's Administrative Response to this Solicitation. While the Administrative Response is not given a number score, information provided as part of Bidder's Administrative Response may cause the Response to be disqualified and may be considered in evaluating Bidder's qualifications and experience.</p>
	<p><u>Please check all boxes that apply:</u></p> <p>Bidder would like this response to be considered for a Contract with <input checked="" type="checkbox"/> ALTSA/RCS <input checked="" type="checkbox"/> DDA</p>
A	<p>Please indicate whether Bidder employs or contracts with any current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual's employment history with the State of Washington; 3. a description of the Individual's involvement with the response to this Solicitation; and 4. the Individual's proposed role in providing the services under this any Contract that may be awarded.</p>
	<p>ANSWER: No employment or contracts with any current or former state employees</p>
B	<p>Please list the names and contact information for at least three individuals you agree may serve as professional references and may freely provide information to DSHS regarding the reference's experience and impressions of Bidder, and, if applicable, Bidder's staff identified in a later question as Proposed Residential Evaluator(s). (Each Proposed Residential Evaluator must submit at least three references. In providing the names and contact information of the references, Bidder represents that it shall hold both DSHS, as well as the organizations and individuals</p>

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	providing references, harmless from and against any and all liability stemming from the information the reference provides).
	ANSWER: Jone Borhek 253-686-9420 Christina Thomason 206-409-9898 Christina Brambila 206-432-5781
C	Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation.
	ANSWER: No variations required
D	Please indicate whether Bidder is requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which the text Bidder request to change is found, and state the specific changes Bidder is requesting, and the reasons for the request. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language that are not identified in response to this question.
	ANSWER: No exceptions or revisions requested

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E	<p>By law, unless a narrow exception applies, Bidder responses are generally treated as Public Documents once a solicitation has been completed or withdrawn. While DSHS does not anticipate that an exception to Washington’s Public Records laws will apply to any material that is being requested in this solicitation, if you consider any information that is submitted as part of Bidder’s Response to be proprietary or confidential, please identify it with specificity in the “ANSWER” space below and state the reasons for claiming the exception. Also, in the bottom right corner of any pages of Bidder’s Response that Bidder believe contains proprietary or confidential information, please type the word “CONFIDENTIAL” or “PROPRIETARY.”</p>
	<p>ANSWER: No proprietary information submitted</p>
F	<p>Please indicate whether Bidder has had a contract terminated for cause or default within the past five 5 years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either a) not litigated; b) litigated with a resulting determination in favor of the other party; or c) is the subject of pending litigation.</p>
	<p>ANSWER: No contract violations or contract terminations</p>
G	<p>Please identify any currently active contracts and any contracts that have expired within the past ten years, that Bidder has entered into with the State of Washington by stating the name of the contracting State Agency, the start and end dates of the contract, the nature of the contract and the name of the primary agency contact for each.</p> <p>NOTE: Although uncommon, certain types of contracts between Bidder and state agencies (including DSHS) may pose a conflict of interest and disqualify Bidder’s response from further consideration. If Bidder is awarded a contract pursuant to this solicitation, Bidder will be prohibited from entering into conflicting contracts with state agencies during the term of the contract.</p>
	<p>ANSWER: 1) RCS - 7/1/2015 through 6/30/2019 - Field Services Evaluator – Nicole Vreeland</p>

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	<p>2) DDA - 7/1/2015 through 6/30/2019 - Field Services Evaluator – Shaw Seaman 3) RCS - 7/1/2019 through 6/30/24 - Field Services Evaluator – Lori Redford 4) DDA - 7/1/2019 through 6/30/24 - Field Services Evaluator – Lori Gianetto Bare</p>
H	<p>Please identify any currently active contracts and any contracts that have expired within the past ten years, that any of Bidder’s Proposed Residential Evaluators has entered into with the State of Washington by stating the name of the Proposed Residential Evaluators who have entered into such contracts, the name of the contracting State Agency, the start and end dates of the contract, the nature of the contract, and the name of the primary agency contact for each.</p> <p>NOTE: Although uncommon, certain types of contracts between a Proposed Residential Evaluator and state agencies (including DSHS) may pose a conflict of interest and disqualify a Proposed Residential Evaluator from further consideration. If Bidder is awarded a contract pursuant to this solicitation, Bidder’s Residential Evaluators will be prohibited from entering into conflicting contracts with state agencies during the term of the contract, or their term of employment with Bidder.</p>
	<p>ANSWER: N/A - only the bidder will be performing services</p>
I	<p>Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder’s explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed.</p>
	<p>ANSWER: No lawsuit or administrative proceedings</p>
J	<p>By selecting the “Acknowledged” box below, Bidder acknowledges its understanding that Proposed Residential Evaluator(s) will be subject to a Washington State background check prior to beginning their duties under any contract that is awarded pursuant to this RFQQ, and every two years thereafter. Failure to pass a Washington State background check at any time will result in the disqualification of the Proposed Residential Evaluator. If all</p>

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	Bidder's Proposed Residential Evaluators are so disqualified, any contracted that may have been awarded as a result of this Solicitation may be terminated.
	ANSWER: <input checked="" type="checkbox"/> Acknowledged.
K	Does Bidder or any of Bidder's proposed Residential Evaluator(s) have a financial interest in, or other relationship with, any provider of residential, employment or other direct support services for individuals with intellectual or developmental disabilities contracted or licensed by ALTSA/RCS or DDA?
	ANSWER Yes or No: No
L	<p>Please identify the DSHS Region(s) and/or Specific Counties where Bidder is willing to serve.</p> <ul style="list-style-type: none"> • Region 1 includes the following WA Counties: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, Yakima • Region 2 includes the following WA Counties: Island, King, San Juan, Skagit, Snohomish, Whatcom • Region 3 includes the following WA Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum <p>NOTE: By specifying a Region or County(ies) where Bidder is offering to provide its services, Bidder is certifying that its Proposed Residential Evaluator(s) is/are able to travel for evaluations within those Regions and/or Counties.</p>
	<p>ANSWER: Check all that apply:</p> <p><input type="checkbox"/> Region 1</p> <p><input type="checkbox"/> Region 2</p> <p><input type="checkbox"/> Region 3 OR</p>

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	<input checked="" type="checkbox"/> All Regions	<p style="text-align: center;">AND/OR list below the specific County or Counties where Bidder is offering its services:</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="border-bottom: 1px solid black; width: 30%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="border-bottom: 1px solid black; width: 30%;"></div> </div>
M	Please state the maximum number of hours per month (total, not per Proposed Residential Evaluator) Bidder will be able to serve as Residential Evaluator, should Bidder be awarded a contract through this solicitation.	
	ANSWER: Not limited, based on the needs of RCS and DDA	
2	BIDDER CERTIFICATION – EO 18-03	MAXIMUM TOTAL POINTS

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EO	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p>Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful bidder, a term will be added to your contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the contract.</p>	5
	<p>ANSWER: No (sole proprietor with no employees, conditions of employment, clauses, or class/collective waivers)</p>	
3	BIDDER CERTIFICATION – WASHINGTON SMALL BUSINESS	MAXIMUM TOTAL POINTS
EO	<p>Are you a Washington Small Business as defined under RCW 39.26.010?</p> <p>According to Chapter 39.26.010 RCW, to qualify as a Washington Small Business, Bidder must meet three (3) requirements:</p> <ol style="list-style-type: none"> a. <i>Location.</i> Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel. b. <i>Size.</i> Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years. c. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (WEBS). 	5
	<p>ANSWER: Yes</p>	

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4	BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS	MAXIMUM TOTAL POINTS
EO	<p>Are you a Certified Washington Veteran-Owned Business as defined under RCW 43.60A.190?</p> <p>According to Chapter 43.60A.190 RCW, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet Four (4) requirements:</p> <ul style="list-style-type: none"> a. <i>51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:</i> <ol style="list-style-type: none"> 1. <i>A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;</i> 2. <i>A person who is in receipt of disability compensation or pension from the department of veteran’s affairs; or</i> 3. <i>An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.</i> b. <i>Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.</i> c. <i>WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (WEBS).</i> d. <i>WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs (WDVA) and be certified by WDVA and listed as such on WDVA’s website (WDVA – Veteran-Owned Businesses).</i> 	5
	<p>ANSWER: No</p>	
(Continued on following page)		

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SECTION 4 BIDDER WRITTEN RESPONSE

Bidder Name:

4	<p>BIDDER WRITTEN MATERIALS RESPONSE SCORE</p> <p>Attachment B Bidder Submission Letter (Required): 300 Possible Points</p> <p>Attachment D, Section 4 of Bidder Written Response (Required): 700 Possible Points</p> <p>(Maximum Written Materials Points: 1,000 Total Possible Points)</p>
A	<p>(NOT SCORED)</p> <p>Provide the names of Bidder's Proposed Residential Evaluator(s) in the space below. For each name provided, please state whether the individual has:</p> <ul style="list-style-type: none"> • A master's degree in any of the following fields (state the degree that was earned): <ul style="list-style-type: none"> ○ Social Services, ○ Human Services, ○ Behavioral Sciences, ○ Criminal Law/Justice, ○ Public Administration, or ○ Specify an allied field in which the Proposed Residential Evaluator has earned a master's degree; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A bachelor's degree and two years of social service experience in any of the following fields (state the degree that was earned and the experience being claimed): <ul style="list-style-type: none"> ○ Social Services, ○ Human Services, ○ Behavioral Sciences,

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Bidder Name: **Dianna Rapacz**

	<ul style="list-style-type: none"> ○ Criminal Law/Justice, ○ Public Administration, or ○ Specify an allied field in which the Proposed Residential Evaluator has earned a bachelor’s degree; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Has five years of Social Services work experience, which includes a combination of the following professional experience (state the professional experience being claimed): <ul style="list-style-type: none"> ○ working in the community with individuals with intellectual and/or developmental disabilities; ○ evaluating and/or auditing community settings serving individuals with developmental disabilities and interviewing clients in those settings; and/or ○ conducting assessments, planning and monitoring services for individuals with intellectual or developmental disabilities. <p>NOTE: The resume of any Proposed Residential Evaluator that does not meet one of the three criteria listed above will be awarded 0 points, and that score will be included when calculating the average score of all resumes. Submission of a non-qualifying resume will, therefore, reduce the Bidder’s Written Response score.</p>
	<p>ANSWER: Dianna Rapacz:</p> <ol style="list-style-type: none"> 1) Bachelor of Arts degree from Western WA University 2) Twenty seven years of experience working with adults with intellectual disabilities as a direct care provider, coordinator of programs services, financial manager, skilled nursing facility program specialist and regulation compliance evaluator.
B	<p>(HIGHEST INDIVIDUAL and AVERAGE SCORE POSSIBLE: 700 POINTS).</p> <p>For each name provided in the Answer above, attach a copy of the Proposed Residential Evaluator’s resume. The provided resumes must set forth the Proposed Residential Evaluator’s detailed chronological education and work history.</p> <p>Each resume will be awarded points based on the Proposed Residential Evaluator’s education and work history, as well as the Proposed Residential Evaluator’s demonstrated level of skill in the following areas:</p>

Competitive Solicitation RFQQ #2434-846
Attachment D, Bidder Response Form
Bidder Name: **Dianna Rapacz**

- 1) Working with individuals with intellectual and developmental disabilities;
- 2) Understanding and enforcing regulatory, statutory, and program standards (as set forth in WACs, RCWs, and DSHS/ program policies);
- 3) Accurately assessing risk for, and safety of, vulnerable adults or children;
- 4) Producing accurate and professional written reports and other communications; and
- 5) Learning and effectively using various software applications, including Microsoft Office.

NOTE:

It is to the Bidder's benefit to ensure each Proposed Residential Evaluator's detailed work history demonstrates the development and utilization of the five skills listed above. The final score for this section will be the average score of all submitted Proposed Residential Evaluator resumes submitted by the Bidder.

ANSWER: None required. Please attach required resumes, and ensure they are clearly marked as being responsive to Question 4.B in Attachment D.

Attachment E
Contractor Inclusion Plan

Instructions

DSHS requires that bidder submit this inclusion plan template as part of their proposal. Once submitted, the Inclusion Plan template becomes part of the contract if awarded to the bidder. The Bidder shall also include an anticipated list of small and diverse subcontractors or vendors who may provide services on the project. Responses should reflect the Bidder's sincere efforts to include diverse small businesses. Businesses listed in the plan must be certified by OMWBE or DVA, or registered in WEBS as a small business. If a company is not certified or registered but may be eligible for certification, the Bidder should encourage the company to become certified.

Inclusion goals are aspirational. No preference is given for inclusion plans or goals in the evaluation of bids. While no minimum level of OMWBE certified, Veteran Owned, or Washington Small Business participation will be required as a condition for receiving an award, the plan must include the actions the contractor will take to increase subcontracting opportunities for those business types.

DIVERSE BUSINESS INCLUSION PLAN

1. Do you anticipate using, or is your firm, a Washington State Certified Minority Business?
YES NO
2. Do you anticipate using, or is your firm, a Washington State Certified Women's Business?
YES NO
3. Do you anticipate using, or is your firm, a Washington State Certified Veteran Business?
YES NO
4. Do you anticipate using, or is your firm, a Washington State Small Business?
YES NO
5. If you answered No to all the questions above, please explain:

N/A
6. Please provide a description of your firm's planned efforts at outreach to the small and diverse business community:

No subcontractors or vendors use will be providing services on the project. However, disAbilityPros is a minority and women-owned small business.

7. Please list projects (5 max.) you have completed with diverse business participation in the last five (5) years:

Subcontractor	Project	Year	Percentage
N/A			

8. Please provide a description of how your firm considers utilizing small businesses in the development of bid packages.

The bidder, disAbilityPros is small business.

9. Please describe the actions you will take to increase subcontracting opportunities for those business types.

disAbilityPros is a sole proprietorship business and will not be subcontracting any services.

10. Please indicate the number of people in your Diversity Inclusion team.

1 (the sole proprietor)

If you answered Yes to any of questions one through four above, please complete questions eleven through thirteen.

11. Please list the approximate percentage of work to be accomplished by each group in this contract:

- 11.1 Minority 100%
- 11.2 Women 100%
- 11.3 Veteran 0%
- 11.4 Small Business 100%

12. Please identify the person in your organization to manage/ lead your Diverse Inclusion Plan responsibility.

12.1 Name: **Dianna Rapacz**

12.2 Phone: 253-880-5527

12.3 E-Mail: disabilityproswa@gmail.com

13. Please identify the list of potential diverse subcontractors

13.1 **N/A**

13.2 **N/A**

13.3 **N/A**

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Bidder's Signature: 

Title: **Owner-Sole Proprietor**

Organization Name: **disAbility Pros**

Date: **5/5/24**

Place Signed (City, State): **Orting, WA**



May 5, 2024
Dianna Rapacz (dba: disAbilityPros)
203 Johns St. NE Orting, WA 98360
Phone: 253-880-5527
Fax: 360-872-0657
disabilityproswa@gmail.com

Re: Response Submission for DSHS Competitive Solicitation RFQQ #2434-846

Dear Sir or Madam:

1. Enclosed please find the Response of Dianna Rapacz with respect to the above Competitive Solicitation. This Response includes this Letter (Attachment B) as well as Attachments C (Bidder Certs and Assurances), D (Bidder Response Form), and E (Bidder Inclusion Plan), and F (Bidder Intake Form) as set forth in the Solicitation Document. In addition to these completed Attachments, the response includes the following additional materials (if any):

- WA Master Business License (*response question 4 in Attachment F*)
- Resume (*response question 4.B in Attachment D*)
- Certificate of Insurance Professional Liability Policy (*per Attachment F*)

2. I am authorized to submit this Response on behalf of Bidder, to make representations on behalf of Bidder and to commit Bidder contractually.
3. I have read the Solicitation Document and Sample Contract. In submitting this Response, Bidder accepts all terms and conditions stated in the Solicitation Document, including those set forth in the following amendments which Bidder has downloaded (please complete, indicating if no amendments were issued):

Amendment Number(s)	Date(s) Issued
RFQQ1934-846 Amendment No. 01	April 23, 2024

4. Bidder represents that it has been in business since 04/01/2012 and during that time has offered the following relevant professional services in the fields listed:
 - RCS Community Residential Evaluation – Social Services Regulation Compliance.
 - DDA Field Evaluation – Social Services Regulation Compliance
 - Qualified Intellectual Developmental Disability Professional (QIDDP) Monitoring – Skilled Nursing Facility Regulation Compliance



5. Identify all websites and internet-based advertising sites, if any, through which Bidder publicizes its business services.

None

6. Bidder represents that it meets all minimum qualifications set forth in this DSHS Competitive Solicitation and is capable, willing, and able to perform the services described in the DSHS Competitive Solicitation within the time frames set forth for performance.
7. By my signature below, I certify that all statements and information provided in Bidder's Response are true and complete.

Sincerely,


Dianna Rapacz (dba: disAbilityPros)