

# KASEY ZINK

Sole Proprietor

522 103<sup>rd</sup> St. S | Tacoma, WA 98444 | 360.775.1896 | zinkkh@plu.edu

April 28, 2024

Kasey Zink

522 103<sup>rd</sup> St. S, Tacoma, WA 98444

360-775-1896

Fax Number: n/a

zinkkh@plu.edu

Name of Contract Person, if different from Bidder Name: n/a

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

Dear Sir or Madam:

1. Enclosed please find the Response of Kasey Zink (Bidder) 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), 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):  
n/a

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

01

04/23/24

4. Bidder represents that it has been in business since April 19, 2024 and during that time has offered the following relevant professional services in the fields listed:

Residential Community Setting Evaluators

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,

A handwritten signature in cursive script that reads "Kasey Zink".

Kasey Zink  
Sole Proprietor

## **Attachment C Bidder Certifications and Assurances**

*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: Kasey Zink

Title: Sole Proprietor

Organization Name: Kasey Zink

Date: April 28, 2024

Place Signed (City, State): Tacoma, WA

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Bidder Name: Kasey Zink

**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: Kasey Zink**

<b>1</b>	<p><b>ADMINISTRATIVE RESPONSE</b> (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><b><u>Please check all boxes that apply:</u></b></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</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: Miranda Pelky (miranda_deem@hotmail.com, 360-303-9154); Stacie Barczak (copperandzinc@gmail.com, 360-265-7121); Cora Wells (ddsy430@hotmail.com, 253-820-0170)
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
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
E	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."
	ANSWER: None
F	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

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	<p>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</p>
<p>G</p>	<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: None</p>
<p>H</p>	<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: None</p>



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I	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.
	ANSWER: No
J	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 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	Please identify the DSHS Region(s) and/or Specific Counties where Bidder is willing to serve. <ul style="list-style-type: none"> <li>• <b>Region 1</b> 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</li> <li>• <b>Region 2</b> includes the following WA Counties: Island, King, San Juan, Skagit, Snohomish, Whatcom</li> <li>• <b>Region 3</b> includes the following WA Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum</li> </ul>

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	<p><b>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.</b></p>	
	<p><b>ANSWER: Check all that apply:</b></p> <p style="margin-left: 40px;"> <input type="checkbox"/> Region 1  <input type="checkbox"/> Region 2  <input type="checkbox"/> Region 3 <b>OR</b>  <input checked="" type="checkbox"/> All Regions         </p> <p style="margin-left: 40px;">AND/OR list below the specific County or Counties where Bidder is offering its services:</p> <p style="margin-left: 40px;">           _____            _____         </p>	
M	<p>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.</p>	
	<p>ANSWER: 160 hrs</p>	
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><b>Please Note:</b> 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
	ANSWER: No	
<b>3</b>	<b>BIDDER CERTIFICATION – WASHINGTON SMALL BUSINESS</b>	MAXIMUM TOTAL POINTS
EO	<p>Are you a Washington Small Business as defined under <b>RCW 39.26.010</b>?</p> <p>According to <b>Chapter 39.26.010 RCW</b>, to qualify as a Washington Small Business, Bidder must meet three (3) requirements:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (<a href="#">WEBS</a>).</li> </ul>	5
	ANSWER: No	
<b>4</b>	<b>BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS</b>	MAXIMUM TOTAL POINTS
EO	Are you a Certified Washington Veteran-Owned Business as defined under <b>RCW 43.60A.190</b> ?	5

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According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet Four (4) requirements:

- a. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
  - 1. *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;*
  - 2. *A person who is in receipt of disability compensation or pension from the department of veteran's affairs; or*
  - 3. *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.*
- b. *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.*
- c. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington's Electronic Business Solution ([WEBS](#)).*
- d. *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](#)).*

ANSWER: No

**(Continued on following page)**

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**SECTION 4 BIDDER WRITTEN RESPONSE**

**Bidder Name: Kasey Zink**

<b>4</b>	<p><b>BIDDER WRITTEN MATERIALS RESPONSE SCORE</b></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><b>(Maximum Written Materials Points: 1,000 Total Possible Points)</b></p>
<b>A</b>	<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"> <li>• A master’s degree in any of the following fields (state the degree that was earned): <ul style="list-style-type: none"> <li>○ Social Services,</li> <li>○ Human Services,</li> <li>○ Behavioral Sciences,</li> <li>○ Criminal Law/Justice,</li> <li>○ Public Administration, or</li> <li>○ Specify an allied field in which the Proposed Residential Evaluator has earned a master’s degree;</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• A bachelor’s degree <b>and</b> 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"> <li>○ Social Services,</li> <li>○ Human Services,</li> <li>○ Behavioral Sciences,</li> <li>○ Criminal Law/Justice,</li> <li>○ Public Administration, or</li> <li>○ Specify an allied field in which the Proposed Residential Evaluator has earned a bachelor’s degree;</li> </ul> </li> </ul>

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	<p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Has <b>five years</b> 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"> <li>○ working in the community with individuals with intellectual and/or developmental disabilities;</li> <li>○ evaluating and/or auditing community settings serving individuals with developmental disabilities and interviewing clients in those settings; and/or</li> <li>○ conducting assessments, planning and monitoring services for individuals with intellectual or developmental disabilities.</li> </ul> </li> </ul> <p><b>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.</b></p>
	<p>ANSWER: Kasey Zink has a Master's degree in Social Work (MSW)</p>
<p><b>B</b></p>	<p>(HIGHEST INDIVIDUAL and AVERAGE SCORE POSSIBLE: 700 POINTS). 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> <ol style="list-style-type: none"> <li>1) Working with individuals with intellectual and developmental disabilities;</li> <li>2) Understanding and enforcing regulatory, statutory, and program standards (as set forth in WACs, RCWs, and DSHS/ program policies);</li> <li>3) Accurately assessing risk for, and safety of, vulnerable adults or children;</li> <li>4) Producing accurate and professional written reports and other communications; and</li> <li>5) Learning and effectively using various software applications, including Microsoft Office.</li> </ol> <p><b>NOTE:</b></p>

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**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.*

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# KASEY ZINK

522 103<sup>rd</sup> St. S | Tacoma, WA 98444 | 360.775.1896 | zinkkh@plu.edu

Formally trained social worker comfortable interacting with diverse client populations to provide holistic, inclusive, and culturally competent services through direct support, compliance monitoring, and program administration. Detail-oriented grant and research professional proficient at interpreting and applying government/agency regulations in real-world environments. Articulate, concise communicator with broad range of technical application skills and experience.

## EDUCATION

University of Washington, Seattle, WA

- **Master of Social Work, June 2012**

Pacific Lutheran University, Tacoma, WA

- **Bachelor of Science in Physical Education, May 2009**
- **Bachelor of Arts in Women and Gender Studies, May 2009**

## RELEVANT TRAINING

- Certified Research Administrator, 2016
- Domestic Violence Victims Services Training, 2009
  - o YWCA of Pierce County, Tacoma, WA
- Medical Advocacy and Basic Sexual Assault Awareness Training for Washington State, 2008
  - o Sexual Assault Center of Pierce County, Tacoma, WA
- Suicide Prevention, 2008
  - o Pacific Lutheran University Counseling Center, Tacoma, WA



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EMPLOYMENT HISTORY

The Geneva Foundation

07/2013 — present

**Subcontracts Manager (2021-present)**

*Tacoma, WA*

- Draft, negotiate, and manage agreement documentation for research collaboration subrecipients throughout contract lifecycle
- Identify applicable flow downs for each subrecipient and understand multiple sets of applicable regulations from federal/state/sponsoring organizations
- Conduct initial and ongoing risk assessments and develop monitoring plans to ensure appropriate oversight and compliance management
- Oversee subrecipient performance, collect & review subrecipient progress documentation, conduct reoccurring check-ins, support routine audits, and review work performed against applicable standards
- Identify performance and compliance issues; propose and implement appropriate actions/solutions for immediate fixes and sustainable/realistic long-term improvements
- Contribute to past performance evaluations of subrecipients to inform future collaborations and organizational best practices

**Senior Grants & Contracts Manager (2020-2021)**

- Lead departmental initiatives in support of organizational goals
- Schedule and facilitate initial training for new employees
- Co-lead development of new training program to support organizational restructuring
- Duties as described in Grant & Contract Manager position below

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**Grants & Contracts Manager (2015-2020)**

- Manage portfolio of approximately 30 research grants/cooperative agreements/contracts supporting military medical research
- Prepare monthly revenue and expenditure tracking and annual budget projections
- Hire, in-process, and manage approximately 25 site employees at military treatment facilities across the country, including performance reviews, promotions, counseling, corrective actions, and terminations
- Ensure compliance with Uniform Guidance, DoDGAR, FAR, and sponsor specific guidance; ensure site staff follow appropriate IRB, HIPAA, and IACUC regulations
- Manage proposal submissions to a variety of sponsors, including NIH, DoD, PCORI and non-federal agencies, including creation of proposal templates and administrative/budgetary documentation
- Contribute to organizational strategic goals annually, participating in a cross-departmental task force or committee
- Hold regular meetings with investigators and staff to discuss project progress and challenges; anticipate issues and suggest strategies for mitigating delays and navigating obstacles

**Grants & Contracts Specialist (2013-2015)**

- Maintain all pre-and post award documentation in online databases
- Coordinate equipment & materials procurement, and travel for study staff
- Review budget reports and forecasting tools monthly to ensure accuracy and track spend down
- Prepare and coordinate submission of technical progress reports and deliverables to sponsor agencies

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Northwest Spay & Neuter Center  
**Marketing & Communications Assistant**

09/2012 — 07/2013

*Tacoma, WA*

- Apply for relevant grant funding; maintain correspondence and manage reporting requirements with funders
- Design clinic marketing campaign and materials
- Assist in planning, executing, and evaluating annual fundraising dinner and auction
- Create and update social media content
- Set up and maintain donor database

Fred Hutchinson Cancer Research Center  
**Lead Cancer Information Specialist**

1/2010 — 09/2012

*Seattle, WA*

- Serve as the National Cancer Institute's link to the public by responding to phone, instant messaging, and email inquiries from cancer patients and health professionals
- Interpret and articulate complex concepts in an understandable manner for callers of diverse backgrounds, cognitive abilities, and emotional states
- Provide information and referrals to cancer patients and family members; support individuals in emotional crisis
- Provide training for staff on managing interactions with clients presenting with immediate safety concerns
- Facilitate support group for staff
- Utilize software programs, web resources, and written materials concurrently and efficiently to create professional correspondence on behalf of the National Cancer Institute

Competitive Solicitation RFQQ #2434-846  
Attachment D, Bidder Response Form  
Bidder Name: Kasey Zink

Veteran's Administration

6/2011 — 6/2012

**Social Work Intern**

*Lakewood, WA*

- Provide case management to Veterans in hospice, long-term care, short-term rehabilitation, and dementia units
- Conduct initial and ongoing biopsychosocial assessments of individual and family needs (including immediate safety concerns)
- Maintain client case notes in electronic health record system
- Plan and coordinate events for Veterans and their families, including annual Caregiver's Conference
- Conduct resident satisfaction survey in accordance with best research practices
- Offer support and bereavement care follow-up to hospice patients and families
- Participate in interdisciplinary care planning and team meetings
- Provide discharge planning for short-stay rehabilitation patients

United Way of Pierce County

9/2009— 1/2010

**211 Information and Referral Specialist**

*Tacoma, WA*

- Provide information and advocacy for callers
- Coordinate with other service providers and organizations on behalf of clients
- Maintain integrity of database by regularly updating resources
- Serve as a liaison between the UWPC and community

Competitive Solicitation RFQQ #2434-846  
Attachment D, Bidder Response Form  
Bidder Name: Kasey Zink

Puyallup School District

09/2009-1/2010

**Advancement Via Individual Determination (AVID) Tutor**

*Puyallup, WA*

- Provide academic instruction for low-income and underserved students in all subject areas
- Mentor traditionally non-successful students to support their academic goals, including preparation for college

Pacific Lutheran University Women's Center

9/2007 — 5/2009

**Sexual Assault Peer Education Team Coordinator (2008-2009)**

*Tacoma, WA*

- Provide sexual assault programming and educational presentations to the larger campus community
- Establish relationships with campus and community organizations that provide resources to victims
- Develop and maintain presentation materials; adapt content and format to meet needs of diverse audiences
- Recruit and train peer education team members; coordinate SAPET volunteers
- Maintain program records and data from presentation evaluations

**Program Assistant (2007-2008)**

- Develop programs and coordinate events designed to empower women in the campus community
- Manage Women's Center communication with students and alumni and maintain contact distribution lists
- Assist Women's Center Director in supervising student volunteers
- Design marketing campaigns to promote Women's Center programs using social media

Competitive Solicitation RFQQ #2434-846  
Attachment D, Bidder Response Form  
Bidder Name: Kasey Zink

Pacific Lutheran University Counseling Center and  
Disability Support Services Office  
**Office Assistant**

9/2006 — 9/2009

*Tacoma, WA*

- Provide academic accommodations for students with disabilities; ensure students understood how to use and had access to appropriate assistive technologies which supported their educational needs
- Assist in procuring textbooks for students with disabilities and managing Disability Support Services accommodation records
- Triage students seeking mental health services; respond to students in presenting with immediate safety concerns
- Provide general clerical and technical support to office staff, including website maintenance
- Maintain confidential records and understand the scope of confidentiality
- Train incoming student workers

INTERNSHIP/VOLUNTEER EXPERIENCE

Program of Academic Exchange (PAX)  
**Host Family for International Exchange Student**

9/2021 — 6/2022

*Tacoma, WA*

- Host high school exchange student from foreign country in home for duration of school year
- Participate in organizational events facilitating cultural exchange

Competitive Solicitation RFQQ #2434-846  
Attachment D, Bidder Response Form  
Bidder Name: Kasey Zink

Family Planning of Clallam County (Planned Parenthood)

7/2008 — 8/2008

**Health Education Intern**

*Port Angeles, WA*

- Participate in health-related educational presentations at local juvenile detention facility and teen and adult outpatient substance abuse programs
- Volunteer in community outreach efforts such as the mobile mammogram clinic

Tobago HIV/AIDS Clinic

1/2008 — 2/2008

**Health Education Intern**

*Scarborough, Tobago*

- Shadow physicians, health educators, and psychologist to gain comprehensive understanding of clinic operations
- Intense examination of cultural issues impacting individuals with HIV; including social stigmatization, discrimination, and poverty

COMPUTER PROFICIENCIES

- MS Office 365 Suite
- Mac OSX
- Cayuse SP & 424
- Microsoft Teams
- Virtual Teleconferencing Platforms (Zoom, Skype, etc.)
- Jamis Prime
- Sharepoint
- Donor Tools
- Adobe
- Greater Giving

**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:  
I am a sole proprietor. I am not currently certified with Washington State as a Washington State Certified Women's Small Business.
  
6. Please provide a description of your firm's planned efforts at outreach to the small and diverse business community:



At this time, I have no intention of hiring any employees or contracting with any business partners and represent only myself.

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

Subcontractor	Project	Year	Percentage
None			

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

At this time, I have no intention of hiring any employees or contracting with any business partners and represent only myself.

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

At this time, I have no intention of hiring any employees or contracting with any business partners and represent only myself.

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

n/a

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 [INSERT #]%

11.2 Women [INSERT #]%

11.3 Veteran [INSERT #]%

11.4 Small Business [INSERT #]%

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

12.1 Name:

12.2 Phone:

12.3 E-Mail:

13. Please identify the list of potential diverse subcontractors

13.1

13.2

13.3

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: *Kasey Zink*

Title: Sole Proprietor \_\_\_\_\_

Organization Name: Kasey Zink \_\_\_\_\_

Date: April 28, 2024 \_\_\_\_\_

Place Signed (City, State): Tacoma, WA \_\_\_\_\_