

Informal Request for Proposal (RFP) Child Wellness – Healing Program



Tacoma-Pierce County Health Department (Department) is requesting proposals from qualified agencies or organizations to build on existing efforts in Pierce County to improve child mental health, with specific focus on culturally relevant interested in providing the products or services described for the subject project.

This document outlines the information necessary to understand the contractor selection process and the required documentation for submittal of a proposal for this project.

Schedule of RFP process	
RFP opening	July 10, 2024
Clarification Questions	July 19, 2024, 3:00 PM Local Time
RFP Submission Deadline	July 30, 2024, 3:00 PM Local Time
Funding Award Notifications	On or before August 1, 2024
Kickoff Meeting (1:1 budget meetings)	On or before August 9, 2024

Proposal Submission

All questions shall be submitted via email, to single point of contact (SPoC) identified below:

Tacoma-Pierce County Health Department
Attn: Nathan Mosley, CPPB, Procurement Manager | Procurement Office
nmosley@tpchd.org
(253) 649-1547

Proposal submissions must be emailed to:

tpchd.org/vendoropportunities and nmosley@tpchd.org

General Instructions to Applicants

1. Submission of RFP Packet

A. Proposers are responsible for submission of their proposal. Late proposals, late requests for modifications, or late requests to withdrawal will not be considered. Additional time will not be granted to a single Proposer. However, additional time may be granted to all vendors at the discretion of Department.

2. Withdrawals

Once a Department SPoC has received/accepted the proposal, they may not be withdrawn.

Purpose:

This funding is intended to build on existing efforts in Pierce County to improve child mental health, with a specific focus on culturally relevant healing and wellness practices for families of elementary and middle school age students.

Healing centered programming is a holistic, trauma informed approach to increase wellbeing and resilience. This resource centered programming allows for a safe space for individuals, youth, and/or families to participate in professionally lead, culturally relevant activities.

Examples of healing-centered programming include:

- Drum circles.
- Storytelling/narrative workshops.
- Cultural cooking classes.
- Healing circles.
- Art therapy.
- Neighborhood or cultural community mental health events.
- Nature-based practices.

Background:

As reported by the 2021 Healthy Youth Survey:

- Washington 6th graders reporting no adults to turn to when depressed were nearly 3x as likely to report experiencing suicidal ideation (54.7%) as those who reported having adults to turn to (18.5%).
- Washington 6th graders reporting no adults to turn to when depressed were nearly 5x as likely to report having attempted suicide (23.3%) as those who reported having adults to turn to (5.1%).
- Washington 8th graders reporting no adults to turn to when depressed were nearly 4x as likely to report attempting suicide in the last 12 months (22.8%) as those who reported having adults to turn to (6%).

Our Child Wellness Project uplifts the strengths of youth, their families, and their communities to increase emotional wellness. We do so through the lens of healing-centered engagement to counteract the mental and physical health impacts of childhood trauma.

Our goal is to increase the quantity and quality of safe, supportive adults in young people's lives. We provide:

- Education and materials on family mental wellness.
- Local resources for youth mental health.
- Social-emotional learning skills.
- Opportunities for positive family experiences.

We approach our work through the lenses of racial, economic, disability, and gender justice. We are committed to providing relevant, culturally grounded resources to marginalized and under-resourced communities.

Through this work we strive to interrupt intergenerational trauma with chances to heal and build emotional skills. We based the work on the principles of [Positive Childhood Experiences](#) and [Social Emotional Learning](#).

What to include in your proposal

Proposals should focus on emotional-wellness skill-building for Pierce County children ages 9-13 and their caregivers. Projects must include some portion of that population but may be open to others as well. A healing-centered program should:

- Take a holistic approach to emotional wellness.
- Address trauma and resilience.
- Meet people where they are.
- Be culturally grounded.
- Create an intentional space that supports belonging and community building.

Examples of healing-centered programming include:

- Drum circles.
- Storytelling/narrative workshops.
- Cultural cooking classes.
- Healing circles.
- Art therapy.
- Neighborhood or cultural community mental health events.
- Nature-based practices.

Projects can be a single event or a series. They can be for a general or specific audience (Black moms, LGBTQ+ families, immigrant youth, Key Peninsula middle schoolers, etc.).

Eligibility:

Successful applicants will show how work aligns with the principles of healing-centered engagement framework to interrupt intergenerational cycles of trauma.

Minimum criteria:

- Programming offered in Pierce County, Washington to Pierce County residents.
- Commitment to practicing diversity, equity, inclusion, and access.
- Ability to comply with all subgrantee expectations within the stated timeframe.
- Carry liability insurance or connected to a business or non-profit that carries liability insurance.

**We can attempt to match you with a sponsor organization if needed.

Priority Criteria:

- Programming offered outside of Tacoma city limits.
- Experience offering programs or services designed for youth and/or family emotional wellness.
- Current existing relationships with youth and/or families impacted by trauma.
- Staff reflective of the populations served.
- For inclusivity and to reach those most historically impacted by poor mental health outcomes: Serves at least one of these priority communities: BIPOC, LGBTQ+, disabled, rural, immigrant/refugees, justice-system involved, and unhoused families.

Award Criteria:

Awards will be between \$1,500 and \$7,500. This funding is available through a partnership with Pierce County Human Services, funded by the Pierce County Behavioral Health Tax. The total award of \$35,000 is available under this RFP for March 2024-December 2025. Department will choose 5-10 awardees, with the total number determined by amounts requested. We will pay in installments: 50% after the contract is signed and 50% upon completion of work.

Anticipated reporting

We will require a final written report by February 2025. It should summarize the successes, challenges, and learning related to this funding. It should include the total number of people served, demographic information like age and zip code, and participant satisfaction surveys. In lieu of formal mid-term progress reports, we will ask subgrantees to meet with us throughout the grant period to share information and identify opportunities for technical assistance.

Application process

Please use this online form to submit responses by 3:00 p.m. on June 7, 2024.

Scoring

A team will independently review and score each application and bring independent scores to a group scoring meeting. We will determine final consensus-based scores at that meeting. We will prioritize applicants with the highest scores for funding. We will also consider how applicants contribute to a diverse group of partners in the type, location, and priority population for services. See break out below:

15. Promote Healing = 3 points, 16. Create/Improve.... = 4 points, 17. Impact = 3 points, 19. Tacoma/Outside = 2 points, Population Served = 3 points

General Instructions to Applicants

Brief responses, bullet points, etc., are welcomed and encouraged to allow evaluation committee in the direction of getting a better understanding of capabilities.

Section I: APPLICANT INFORMATION

1. Organization Name (If applying as an individual, please use your name.):
2. Organization Website (if applicable):
3. Organization Address:
4. Organization Mailing Address (if different):
5. Does your organization carry liability insurance?
6. Primary Contact Name:
7. Primary Contact Phone:
8. Primary Contact Email:
9. Does Primary Contact have the power to sign contracts on behalf of the organization?
- 9a. If no, please provide contact information for the person who will be signing the contract.
10. Signatory Name
11. Signatory Email
12. Signatory Phone Number

Section II: Project Proposal

13. Project Title
14. Describe your proposed project.
15. How does this project promote healing and emotional wellness for youth and/or their caregivers?
16. How does this create/improve equitable access to healing and wellness?
17. What impact do you anticipate making?
18. What are your qualifications to host this type of project?
19. If in-person, where in Pierce County will your project take place?
20. Describe the population served by your program and how your team reflects the identities and/or experiences of this population.
21. What age groups is your event for?
22. Estimated date(s)? Note: If unsure, you may answer more generally, e.g. Back to School, June, Fall, etc.
23. What languages will the project be offered in?
24. Minimum-Maximum number of participants?

Section III: Budget and Assets

25. Total Funding Requested
26. How will you spend the money? (Please include staff pay as well as supplies and other costs)
27. If a smaller grant amount is available, would you still be interested?
28. Please describe any additional assets to accomplish work?
29. Do you anticipate any needs from Health Department? E.g., advertising or promotion, assistance locating venue, accessibility support, etc. Note: We can provide technical assistance and general support, but your budget must cover associated costs (venue rental, printing, translators, ASL interpreters, etc).

1. Preparation/Submittal of Proposal

- A. Proposal should be submitted via email to tpchd.org/vendoropportunities
- B. Authorized officer or designated employee of the Proposer must sign all proposals.

2. Equal Employment Opportunity Regulations

- A. Department adheres to City of Tacoma and State of Washington Regulations relating to minority and women participation in its procurement activity.

3. Payment Terms

- A. Unless otherwise specified, payment shall be Net 30 from the receipt of an acceptable invoice. Invoices will be processed for payment only after services/reports are received and accepted. Department may withhold payment for non-submitted reports as requested in section.

4. Terms and Conditions

All terms and conditions of the Department Contract shall apply to contracts resulting from this RFP. Proposer acknowledges and agrees that the terms and conditions stated herein shall control and prevail over any other conflicting terms and conditions Proposer may present in connection with this Contract.

5. Taxes

- A. Applicable Taxes: Proposer shall include in the proposal all applicable local, city, state, and federal taxes. It is the obligation of the proposer to state on the Proposal Sheet the correct percentage and total applicable Washington State and local sales tax.
- B. City of Tacoma Tax & License: Section 6.68.225 of the Official Code of the City of Tacoma provides that all transactions with the City, wherever consummated are subject to City Business and Occupational Taxes. It will be the responsibility of applicants selected to perform work under this RFP to register with the Department of Tax and License.
- C. Federal Excise Tax: Do not include Federal Excise Tax in the proposal prices. We will furnish Federal Tax Exemption Certificates if required.