

	<b>PROFESSIONAL SERVICES CONTRACT for</b> Transitional Post-IBHTF Discharge Housing	HCA Contract Number: K Resulting from Solicitation Number: 2025HCA6 Contractor/Vendor Contract Number:
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**THIS CONTRACT** is made by and between the Washington State Health Care Authority, (HCA) and \_\_\_\_\_, (Contractor).

CONTRACTOR NAME		CONTRACTOR DOING BUSINESS AS (DBA)		
CONTRACTOR ADDRESS	Street	City	State	Zip Code
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE		CONTRACTOR E-MAIL ADDRESS	

Is Contractor a Subrecipient under this Contract?  
 YES  NO

HCA PROGRAM	HCA DIVISION/SECTION
HCA CONTACT NAME AND TITLE	HCA CONTACT ADDRESS Health Care Authority 626 8th Avenue SE P.O. Box _____ Olympia, WA 98504-_____
HCA CONTACT TELEPHONE 360-725-_____	HCA CONTACT E-MAIL ADDRESS

CONTRACT START DATE Date of Execution	CONTRACT END DATE June 30, 2025	TOTAL MAXIMUM CONTRACT AMOUNT TBD
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**PURPOSE OF CONTRACT:**  
 Transitional post-Inpatient Behavioral Health Treatment Facility (IBHTF) discharge housing option for Young Adults, ages eighteen (18) through twenty-four (24), designed to increase the number of Young Adults who discharge from behavioral health settings into safe and stable housing by using this voluntary interim housing solution. The facility/facilities will provide one (1) to ninety (90) days of temporary housing with safe, trauma-informed and recovery-focused services to Young Adults who have discharged from an IBHTF. The Contractor shall work together with HCA, a coalition of Young Adults with lived experience, and the Transition Support Provider, and may Subcontract with individuals and/or entities that provide behavioral health support to Young Adults in the program.

The parties signing below warrant that they have read and understand this Contract and have authority to execute this Contract. This Contract will only be binding upon signature by both parties. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail (electronic mail) transmission of a signed copy of this contract shall be the same as delivery of an original.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
HCA SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED

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## Recitals

The State of Washington, acting by and through the Health Care Authority (HCA), issued a Request for Proposals (RFP) dated March 5, 2025, (Attachment 1) for the purpose of purchasing Transitional Post-IBHTF Discharge Housing services in accordance with its authority under chapters 39.26 and 41.05 RCW.

[Contractor Name] submitted a timely Response to HCA's RFP #2025HCA6 (Attachment 2).

HCA evaluated all properly submitted Responses to the above-referenced RFP and has identified [Contractor Name] as the Apparent Successful Bidder.

HCA has determined that entering into a Contract with [Contractor Name] will meet HCA's needs and will be in the State's best interest.

THEREFORE, HCA awards to [Contractor Name] this Contract, the terms and conditions of which will govern Contractor's providing to HCA the Transitional Post-IBHTF Discharge Housing services.

IN CONSIDERATION of the mutual promises as set forth in this Contract, the parties agree as follows:

### 1. **STATEMENT OF WORK (SOW)**

The Contractor will provide the services and staff as described in *Attachment 3: Statement of Work*.

### 2. **DEFINITIONS**

**"Authorized Representative"** means a person to whom signature authority has been delegated in writing acting within the limits of his/her authority.

**"Authorized User"** means an individual or individuals with an authorized business need to access HCA's Confidential Information under this Contract.

**"Business Associate"** means a Business Associate as defined in 45 C.F.R. § 160.103, who performs or assists in the performance of an activity for or on behalf of HCA, a Covered Entity as defined in 45 C.F.R. 160.103, that involves the use or Disclosure of Protected Health Information (PHI). Any reference to Business Associate in this Contract includes Business Associate's employees, agents, officers, Subcontractors, third party contractors, volunteers, or directors.

**“Business Associate Agreement”** or **“BAA”** means the [HIPAA Compliance section of Attachment 4](#), and [\[an agreement that\]](#) includes the Business Associate provisions required by the U.S. Department of Health and Human Services, Office for Civil Rights. *(use blue language if there is a DSA/BAA Attachment and remove blue language and use red language if there is not a DSA/BAA Attachment. BAA Attachment is associated with Cat 4 Data.)*

**“Business Days”** means Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the state of Washington.

**“Centers for Medicare and Medicaid Services”** or **“CMS”** means the federal office under the Secretary of the United States Department of Health and Human Services, responsible for the Medicare and Medicaid programs.

**“Client”** means an individual who is eligible for or receiving services through HCA program(s).

**“Code of Federal Regulations”** or **“C.F.R.”** means the. All references in this Contract to C.F.R. chapters or sections include any successor, amended, or replacement Regulation. The C.F.R. may be accessed at <http://www.eC.F.R.gov/cgi-bin/EC.F.R.?page=browse>.

**“Confidential Information”** means information that is exempt from Disclosure to the public or other unauthorized persons under chapter 42.56 RCW or other federal or state laws. Confidential Information comprises both Category 3 and Category 4 Data as described in Attachment 4, Section 3 *Data Classification*, which includes, but is not limited to, Personal Information and Protected Health Information. For the purposes of this Contract, Confidential Information means the same as “Data”.

**“Contract”** means this Contract document and all schedules, exhibits, attachments, incorporated documents and amendments.

**“Contracts Administrator”** means the HCA individual designated to receive legal notices and to administer, amend, or terminate this Contract.

**“Contractor”** means [Contractor Name], its employees and agents. Contractor includes any firm, provider, organization, individual or other entity performing services under this Contract. It also includes any Subcontractor retained by Contractor as permitted under the terms of this Contract.

**“Covered Entity”** has the same meaning as defined in 45 C.F.R. 160.103.

**“Data”** means information produced, furnished, acquired, or used by Contractor in meeting requirements under this Contract. Confidential Information, Personal Information, and Protected Health Information are all considered Data for the purposes of this Contract. *For Attachment 5, [Business Associate and] Data Sharing Terms, Data specifically refers to the information that is disclosed or exchanged as described in the Attachment. (Remove the last sentence if there is not going to be a Data Sharing Terms Attachment.)*

**“Data Breach”** means the acquisition, access, use, or Disclosure of Data in a manner not permitted under law or by this Contract, including but not limited to the HIPAA Privacy Rule which compromises the security or privacy of the Protected Health Information, with the exclusions and exceptions listed in 45 C.F.R. 164.402.

**“Designated Record Set”** means a group of records maintained by or for a Covered Entity as defined in 45 C.F.R. 160.103, that is: the medical and billing records about individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or used in whole or part by or for the Covered Entity to make decisions about individuals.

**“Disclosure”** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information.

**“Effective Date”** means the first date this Contract is in full force and effect. It may be a specific date agreed to by the parties; or, if not so specified, the date of the last signature of a party to this Contract.

**“Electronic Protected Health Information”** or **“ePHI”** means Protected Health Information that is transmitted by electronic media or maintained in any medium described in the definition of electronic media at 45 C.F.R. § 160.103.

**“HCA Contract Manager”** means the individual identified on the cover page of this Contract who will provide oversight of the Contractor’s activities conducted under this Contract.

**“Health Care Authority”** or **“HCA”** means the Washington State Health Care Authority, any division, section, office, unit or other entity of HCA, or any of the officers or other officials lawfully representing HCA.

**“Health Insurance Portability and Accountability Act of 1996”** or **“HIPAA”** means, as codified at 42 USC 1320d-8, as amended, and its attendant Regulations as promulgated by the U.S. Department of Health and Human Services (HHS), CMS, the HHS Office of the Inspector General, and the HHS Office for Civil Rights. HIPAA includes the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Part 160 and Part 164.

**“Individual(s)”** means the person(s) who is the subject of PHI and includes a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

**“Information and Communication Technology”** or **“ICT”** means information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic Data and information, as well as any associated content. Examples include computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; websites; videos; and electronic documents.

**“Limited Data Set(s)”** means a Data set that meets the requirements of 45 C.F.R. §§ 164.514(e)(2) and 164.514(e)(3).

**“Minimum Necessary”** means the least amount of PHI necessary to accomplish the purpose for which the PHI is needed.

**“Overpayment”** means any payment or benefit to the Contractor in excess of that to which the Contractor is entitled by law, rule, or this Contract, including amounts in dispute.

**“Permissible Use”** means only those uses authorized in this Contract and as specifically defined herein.

**“Personal Information”** means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses (including or excluding zip code), telephone numbers, social security numbers, driver’s license numbers, credit card numbers, any other identifying numbers, and any financial identifiers.

**“Proprietary Information”** refers to any information which has commercial value and is either: (1) technical information, including patent, copyright, trade secret, and other Proprietary Information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future, and proposed products and services; or (2) non-technical information relating to products, including without limitation pricing, margins, merchandising plans and strategies, finances, financial and accounting Data and information, suppliers, customers, customer lists, purchasing Data, sales and marketing plans, future business plans, and any other information which is proprietary and confidential. Contractor’s Proprietary Information is information owned by Contractor to which Contractor claims a protectable interest under law.

**“Protected Health Information”** or **“PHI”** means information that relates to the provision of health care to an Individual; the past, present, or future physical or mental health or condition of an Individual; or past, present or future payment for provision of health care to an Individual. 45 C.F.R. 160 and 164. PHI includes demographic information that identifies the Individual or about which there is reasonable basis to believe, can be used to identify the Individual. 45 C.F.R. 160.103. PHI is information transmitted, maintained, or stored in any form or medium. 45 C.F.R. 164.501. PHI does not include education records covered by the Family Educational Rights and Privacy Act, as amended, 20 USC 1232g(a)(4)(b)(iv)..

**“Response”** means Contractor’s Response to HCA’s RFP #2024HCA18 for Transitional Post-IBHTF Discharge Housing Services and is Attachment 2 hereto.

**“RCW”** means the Revised Code of Washington. All references in this Contract to RCW chapters or sections include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at: <http://apps.leg.wa.gov/rcw/>.



**“Regulation”** means any federal, state, or local Regulation, rule, or ordinance.

**“RFP”** means the Request for Proposalss used as the solicitation document to establish this Contract, including all its amendments and modifications and is Attachment 1 hereto.

**“Statement of Work”** or **“SOW”** means a detailed description of the work activities the Contractor is required to perform under the terms and conditions of this Contract, including the deliverables and timeline, and is *Attachment 3* hereto.

**“Subcontract”** means any separate agreement or contract between the Contractor and an individual or entity (“Subcontractor”) to perform any duties that give rise to a business requirement to access the Data that is the subject of this Contract.

**“Subcontractor”** means a person or entity that is not in the employment of the Contractor, who is performing all or part of the business activities under this Contract under a separate contract with Contractor. The term “Subcontractor” means Subcontractor(s) of any tier.

**“USC”** means the United States Code. All references in this Contract to USC chapters or sections will include any successor, amended, or replacement statute. The USC may be accessed at <http://uscode.house.gov/>.

**“WAC”** means the Washington Administrative Code. All references to WAC chapters or sections will include any successor, amended, or replacement Regulation. Pertinent WACs may be accessed at: <http://app.leg.wa.gov/wac/>.

### **3. SPECIAL TERMS AND CONDITIONS**

#### **3.1 PERFORMANCE EXPECTATIONS**

Expected performance under this Contract includes, but is not limited to, the following:

- 3.1.1 Knowledge of applicable state and federal laws and Regulations pertaining to subject of Contract;
- 3.1.2 Use of professional judgment;
- 3.1.3 Collaboration with HCA staff in Contractor’s conduct of the services;
- 3.1.4 Conformance with HCA directions regarding the delivery of the services;
- 3.1.5 Timely, accurate and informed communications;
- 3.1.6 Regular completion and updating of project plans, reports, documentation and communications;
- 3.1.7 Regular, punctual attendance at all meetings; and
- 3.1.8 Provision of high-quality services.



Prior to payment of invoices, HCA will review and evaluate the performance of Contractor in accordance with Contract and these performance expectations and may withhold payment if expectations are not met or Contractor's performance is unsatisfactory.

### **3.2 TERM**

- 3.2.1 The initial term of the Contract will commence on the date of last signature, and continue through June 30, 2025, unless terminated sooner as provided herein.
- 3.2.2 This Contract may be extended for up to three (3) additional one (1) year periods, contingent on budget approval from the state legislature. No change in terms and conditions will be permitted during these extensions unless specifically agreed to in writing.
- 3.2.3 Work performed without a contract or amendment signed by the Authorized Representatives of both parties will be at the sole risk of the Contractor. HCA will not pay any costs incurred before a contract or any subsequent amendment(s) is fully executed.

### **3.3 COMPENSATION**

- 3.3.1 The parties have determined the cost of accomplishing the work herein will not exceed **\$TBD**, inclusive of all fees, taxes, and expenses. Compensation for satisfactory performance of the work will not exceed this amount unless the parties agree to a higher amount through an amendment.
- 3.3.2 Contractor's compensation for services rendered will be based on the following rates or in accordance with Attachment 3, Statement of Work.
- 3.3.3 Contractor travel reimbursement, if any, is included in the total compensation. Contractor travel reimbursement is limited to the then-current rules, Regulations, and guidelines for State employees published by the Washington State Office of Financial Management in the Washington State Administrative and Accounting Manual (<http://www.ofm.wa.gov/policy/10.htm>); reimbursement will not exceed expenses actually incurred.

### **3.4 INVOICE AND PAYMENT**

- 3.4.1 In order to receive payment for services or products provided to a state agency, Contractor must register with the Statewide Payee Desk at <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services/receiving-payment-state>.

- 3.4.2 Invoices must describe and document to the HCA Contract Manager's satisfaction a description of the work performed, the progress of the project, and fees. All invoices and deliverables will be approved by the HCA Contract Manager prior to payment. Approval will not be unreasonably withheld or delayed.
- 3.4.3 If expenses are invoiced, invoices must provide a detailed breakdown of each type. Expenses of \$50 or more must be accompanied by a receipt.
- 3.4.4 Invoices must be submitted to the HCA Contract Manager's email with the HCA Contract number in the subject line of the email. Invoices must include the following information, as applicable:
- A. The HCA Contract number;
  - B. Contractor name, address, phone number;
  - C. Description of services;
  - D. Date(s) of delivery;
  - E. Net invoice price for each item;
  - F. Applicable taxes;
  - G. Total invoice price; and
  - H. Any available prompt payment discount.
- 3.4.5 HCA will return incorrect or incomplete invoices for correction and reissue. Payment will be considered timely if made within thirty (30) calendar days of receipt of properly completed invoices.
- 3.4.6 Upon expiration of the Contract, any claims for payment for costs due and payable under this Contract that are incurred prior to the expiration date must be submitted by the Contractor to HCA within sixty (60) calendar days after the Contract expiration date. HCA is under no obligation to pay any claims that are submitted sixty-one (61) or more calendar days after the Contract expiration date ("Belated Claims"). HCA will pay Belated Claims at its sole discretion, and any such potential payment is contingent upon the availability of funds.

### **3.5 CONTRACTOR AND HCA CONTRACT MANAGERS**

- 3.5.1 Contractor's Contract Manager will have prime responsibility and final authority for the services provided under this Contract and be the principal point of contact for the HCA Contract Manager for all business matters, performance matters, and administrative activities.

- 3.5.2 HCA's Contract Manager is responsible for monitoring the Contractor's performance and will be the contact person for all communications regarding contract performance and deliverables. The HCA Contract Manager has the authority to accept or reject the services provided and must approve Contractor's invoices prior to payment.
- 3.5.3 The contact information provided below may be changed by written notice of the change (email acceptable) to the other party.

<b>CONTRACTOR Contract Manager Information</b>		<b>HEALTH CARE AUTHORITY Contract Manager Information</b>	
Name:		Name:	
Title:		Title:	TAY BH Stable Housing Policy Lead
Address:		Address:	626 8th Avenue SE P.O. Box 42730 Olympia, WA 98504-2730
Phone:		Phone:	
Email:		Email:	

### 3.6 KEY STAFF

- 3.6.1 Except in the case of a legally required leave of absence, sickness, death, termination of employment or unpaid leave of absence, Key Staff must not be changed during the term of the SOW from the people who were described in the Response for the first SOW, or those Key Staff initially assigned to subsequent SOWs, without the prior written approval of HCA until completion of their assigned tasks.
- 3.6.2 During the term of the SOW, HCA reserves the right to approve or disapprove Contractor's Key Staff assigned to this Contract, to approve or disapprove any proposed changes in Contractor's Key Staff, or to require the removal or reassignment of any Contractor staff found unacceptable by HCA, subject to HCA's compliance with applicable laws and Regulations. Contractor must provide a resume to HCA of any replacement Key Staff and all staff proposed by Contractor as replacements for other staff must have comparable or greater skills for performing the activities as performed by the staff being replaced.

### 3.7 LEGAL NOTICES

Any notice or demand or other communication required or permitted to be given under this Contract or applicable law is effective only if it is in writing and signed by the applicable party, properly addressed, and delivered in person, via email, by a recognized courier service, or deposited with the United States Postal Service as first-class mail, postage prepaid certified mail, return receipt requested, to the parties at the addresses provided in this section.

3.7.1 In the case of notice to the Contractor:

**Attention:** Contractor Contact Name  
Contractor Legal Name  
Contractor Street Address  
Contractor City, State Zip+4  
Contractor Email

3.7.2 In the case of notice to HCA:

**Attention:** Contracts Administrator  
Health Care Authority  
Division of Legal Services  
Post Office Box 42702  
Olympia, WA 98504-2702  
[contracts@hca.wa.gov](mailto:contracts@hca.wa.gov)

3.7.3 Notices are effective upon receipt or four (4) Business Days after mailing, whichever is earlier.

3.7.4 The notice address and information provided above may be changed by written notice of the change given as provided above.

### 3.8 INCORPORATION OF DOCUMENTS AND ORDER OF PRECEDENCE

Each of the documents listed below is by this reference incorporated into this Contract. In the event of an inconsistency, the inconsistency will be resolved in the following order of precedence:

3.8.1 Applicable Federal and State of Washington statutes and Regulations;

3.8.2 Attachment 5, **[Business Associate and]** Data Sharing Terms (including the Washington OCIO Security Standard 141.10) *(if applicable, otherwise delete)*

**– OR –**

**[Business Associate Agreement and]** Data Share Agreement, HCA Contract Number ; *(if applicable, otherwise delete)*

- 3.8.3 Recitals;
- 3.8.4 Special Terms and Conditions;
- 3.8.5 General Terms and Conditions;
- 3.8.6 Attachment 3(s): Statement(s) of Work;
- 3.8.7 Attachment 1: HCA RFP #2024HCA18;
- 3.8.8 Attachment 2: Contractor Response to HCA RFP #2024HCA18; and
- 3.8.9 Any other provision, term or material incorporated herein by reference or otherwise incorporated.

### **3.9 INSURANCE**

Contractor must provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of Contractor or Subcontractor, or agents of either, while performing under the terms of this Contract. Contractor must provide insurance coverage that is maintained in full force and effect during the term of this Contract, as follows:

#### **3.9.1 Commercial General Liability Insurance Policy**

Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1 million per occurrence/\$2 million general aggregate. Additionally, Contractor is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of Subcontracts.

#### **3.9.2 Business Automobile Liability**

In the event that services delivered pursuant to this Contract involve the use of vehicles, either owned, hired, or non-owned by the Contractor, automobile liability insurance is required covering the risks of bodily injury (including death) and property damage, including coverage for contractual liability. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

#### **3.9.3 Professional Liability Errors and Omissions**

Provide a policy with coverage of not less than \$1 million per claim/\$2 million general aggregate.

#### 3.9.4 Industrial Insurance Coverage

Prior to performing work under this Contract, Contractor must provide or purchase industrial insurance coverage for the Contractor's employees, as may be required of an "employer" as defined in Title 51 RCW and must maintain full compliance with Title 51 RCW during the course of this Contract.

3.9.5 The insurance required must be issued by an insurance company/ies authorized to do business within the state of Washington, and must name HCA and the state of Washington, its agents and employees as additional insureds under any Commercial General and/or Business Automobile Liability policy/ies. All policies must be primary to any other valid and collectable insurance. In the event of cancellation, non-renewal, revocation or other termination of any insurance coverage required by this Contract, Contractor must provide written notice of such to HCA within one (1) Business Day of Contractor's receipt of such notice. Failure to buy and maintain the required insurance may, at HCA's sole option, result in this Contract's termination.

3.9.6 Upon request, Contractor must submit to HCA a certificate of insurance that outlines the coverage and limits defined in this Insurance section. If a certificate of insurance is requested, Contractor must submit renewal certificates as appropriate during the term of the contract.

*If Contractor is self-insured, include section 3.12.7 (below). If not, delete.*

3.9.7 Contractor certifies that it is self-insured, is a member of a risk pool, or maintains the types and amounts of insurance identified above and will provide certificates of insurance to that effect to HCA upon request.

## **4. GENERAL TERMS AND CONDITIONS**

### **4.1 ACCESS TO DATA**

In compliance with RCW 39.26.180 (2) and federal rules, the Contractor must provide access to any Data generated under this Contract to HCA, the Joint Legislative Audit and Review Committee, the State Auditor, and any other state or federal officials so authorized by law, rule, Regulation, or agreement and at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

## 4.2 ACCESSIBILITY

### 4.2.1 Requirements and Standards

Each ICT product or service furnished under this Contract shall be accessible to and usable by individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable Federal and State laws and policies, including Washington State IT Policy 188, *et seq.* For purposes of this clause, Contractor shall be considered in compliance with the ADA and other applicable Federal and State laws if it satisfies the requirements (including exceptions) specified in the Regulations implementing Section 508 of the Rehabilitation Act, including the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA Success Criteria and Conformance Requirements (2008), which are incorporated by reference, and the functional performance criteria.

### 4.2.2 Documentation

Contractor shall maintain and retain, subject to review by HCA, full documentation of the measures taken to ensure compliance with the applicable requirements and functional performance criteria, including records of any testing or simulations conducted.

### 4.2.3 Remediation

If Contractor claims that its products or services satisfy the applicable requirements and standards specified in Section 4.2.1, *Requirements and Standards*, and it is later determined by HCA that any furnished product or service is not in compliance with such requirements and standards, HCA will promptly inform Contractor in writing of noncompliance. Contractor shall, at no additional cost to HCA, repair or replace the non-compliant products or services within the period specified by HCA. If the repair or replacement is not completed within the specified time, HCA may cancel the Contract, delivery, task order, or work order, or purchase line item without termination liabilities or have any necessary changes made or repairs performed by employees of HCA or by another contractor, and Contractor shall reimburse HCA for any expenses incurred thereby.

### 4.2.4 Indemnification

Contractor agrees to indemnify and hold harmless HCA from any claim arising out of failure to comply with this section.

## 4.3 ADVANCE PAYMENT PROHIBITED

No advance payment will be made for services furnished by the Contractor pursuant to this Contract.



#### **4.4 AMENDMENTS**

This Contract may be amended by mutual agreement of the parties. Such amendments will not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### **4.5 ASSIGNMENT**

4.5.1 Contractor may not assign or transfer all or any portion of this Contract or any of its rights hereunder, or delegate any of its duties hereunder, except delegations as set forth in Section 4.35, *Subcontracting*, without the prior written consent of HCA. Any permitted assignment will not operate to relieve Contractor of any of its duties and obligations hereunder, nor will such assignment affect any remedies available to HCA that may arise from any breach of the provisions of this Contract or warranties made herein, including, but not limited to, rights of setoff. Any attempted assignment, transfer or delegation in contravention of this subsection 4.5.1 of the Contract will be null and void.

4.5.2 HCA may assign this Contract to any public agency, commission, board, or the like, within the political boundaries of the State of Washington, with written notice of thirty (30) calendar days to Contractor.

4.5.3 This Contract will inure to the benefit of and be binding on the parties hereto and their permitted successors and assigns.

#### **4.6 ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce the terms of this Contract, each party agrees to bear its own attorneys' fees and costs.

#### **4.7 CHANGE IN STATUS**

In the event of any substantive change in its legal status, organizational structure, or fiscal reporting responsibility, Contractor will notify HCA of the change. Contractor must provide notice as soon as practicable, but no later than thirty (30) calendar days after such a change takes effect.

#### **4.8 CONFLICT OF INTEREST**

Contractor represents and warrants that it has not undertaken and will not undertake any work with third parties that will conflict with the work Contractor is performing for HCA under this Contract. In case of doubt, before commencing such activities, Contractor shall review areas of possible conflict with HCA and obtain HCA's written approval prior to commencing such activities.

## 4.9 CONFORMANCE

If any provision of this Contract is in conflict with or violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

## 4.10 COVERED INFORMATION PROTECTION

- 4.10.1 Contractor acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Contract or its performance may consist of HCA Proprietary Information or Confidential Information. For the purposes of this section, HCA Proprietary Information and Confidential Information are together referred to as Covered Information.
- 4.10.2 Nondisclosure and Non-Use Obligations. In the event of Disclosure of Covered Information to Contractor by HCA, Contractor agrees to: (1) hold Covered Information in strictest confidence and to take all reasonable precautions to protect such Covered Information (including, without limitation, all precautions the Contractor employs with respect to its own confidential materials); (2) not disclose any such Covered Information or any other information derived therefrom to any third party; (3) not make use of Covered Information for any purpose other than the performance of this Contract; (4) release it only to authorized employees or Subcontractors requiring such information for the purposes of carrying out this Contract; and (5) not release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without HCA's express written consent or as provided by law.
- 4.10.3 Contractors that come into contact with PHI may be required to enter into a BAA with HCA in compliance with the requirements HIPAA, Pub. L. 104-191, as amended.
- 4.10.4 HCA reserves the right to monitor, audit, or investigate the use of Confidential Information collected, used, or acquired by Contractor through this Contract. Violation of this section by Contractor or its Subcontractors may result in termination of this Contract and demand for return of all Confidential Information, monetary damages, or penalties.
- 4.10.5 The obligations set forth in this section will survive completion, cancellation, expiration, or termination of this Contract.

#### **4.11 CONTRACTOR'S PROPRIETARY INFORMATION**

Contractor acknowledges that HCA is subject to chapter 42.56 RCW, the Public Records Act, and that this Contract will be a public record as defined in chapter 42.56 RCW. Any specific information that is claimed by Contractor to be Proprietary Information must be clearly identified as such by Contractor. To the extent consistent with chapter 42.56 RCW, HCA will maintain the confidentiality of Contractor's information in its possession that is marked Proprietary. If a public disclosure request is made to view Contractor's Proprietary Information, HCA will notify Contractor of the request and of the date that such records will be released to the requester unless Contractor obtains a court order from a court of competent jurisdiction enjoining that Disclosure. If Contractor fails to obtain the court order enjoining Disclosure, HCA will release the requested information on the date specified.

#### **4.12 COVENANT AGAINST CONTINGENT FEES**

Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for the purpose of securing business. HCA will have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

#### **4.13 DEBARMENT**

By signing this Contract, Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Washington State or Federal department or agency from participating in transactions (debarred). Contractor agrees to include the above requirement in any and all Subcontracts into which it enters, and also agrees that it will not employ debarred individuals. Contractor must immediately notify HCA if, during the term of this Contract, Contractor becomes debarred. HCA may immediately terminate this Contract by providing Contractor written notice, if Contractor becomes debarred during the term hereof.

#### **4.14 DISPUTES**

The parties will use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. Both parties will continue without delay to carry out their respective responsibilities under this Contract while attempting to resolve any dispute. When a genuine dispute arises between HCA and the Contractor regarding the terms of this Contract or the responsibilities imposed herein and it cannot be resolved between the parties' Contract Managers, either party may initiate the following dispute resolution process.

- 4.14.1 The initiating party will reduce its description of the dispute to writing and deliver it to the responding party (email acceptable). The responding party will respond in writing within five (5) Business Days (email acceptable). If the initiating party is not satisfied with the response of the responding party, then the initiating party may request that the HCA Director review the dispute. Any such request from the initiating party must be submitted in writing to the HCA Director within five (5) Business Days after receiving the response of the responding party. The HCA Director will have sole discretion in determining the procedural manner in which he or she will review the dispute. The HCA Director will inform the parties in writing within five (5) Business Days of the procedural manner in which he or she will review the dispute, including a timeframe in which he or she will issue a written decision.
- 4.14.2 A party's request for a dispute resolution must:
- A. Be in writing;
  - B. Include a written description of the dispute;
  - C. State the relative positions of the parties and the remedy sought; and
  - D. State the Contract Number and the names and contact information for the parties.
- 4.14.3 This dispute resolution process constitutes the sole administrative remedy available under this Contract. The parties agree that this resolution process will precede any action in a judicial or quasi-judicial tribunal.

#### **4.15 ENTIRE AGREEMENT**

HCA and Contractor agree that the Contract is the complete and exclusive statement of the agreement between the parties relating to the subject matter of the Contract and supersedes all letters of intent or prior contracts, oral or written, between the parties relating to the subject matter of the Contract, except as provided in Section 4.43, *Warranties*.

#### **4.16 FORCE MAJEURE**

A party will not be liable for any failure of or delay in the performance of this Contract for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

#### **4.17 FUNDING WITHDRAWN, REDUCED, OR LIMITED**

If HCA determines in its sole discretion that the funds it relied upon to establish this Contract have been withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding after the Effective Date of this Contract but prior to the normal completion of this Contract, then HCA, at its sole discretion, may:

- 4.17.1 Terminate this Contract pursuant to Section 4.38.3, *Termination for Non-Allocation of Funds*;
- 4.17.2 Renegotiate the Contract under the revised funding conditions; or
- 4.17.3 Suspend Contractor's performance under the Contract upon five (5) Business Days' advance written notice to Contractor. HCA will use this option only when HCA determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed prior to the normal completion date of this Contract.
  - A. During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
  - B. When HCA determines in its sole discretion that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to HCA informing HCA whether it can resume performance and, if so, the date of resumption. For purposes of this subsection, "written notice" may include email.
  - C. If the Contractor's proposed resumption date is not acceptable to HCA and an acceptable date cannot be negotiated, HCA may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. HCA will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

#### **4.18 GOVERNING LAW**

This Contract is governed in all respects by the laws of the state of Washington, without reference to conflict of law principles. The jurisdiction for any action hereunder is exclusively in the Superior Court for the state of Washington, and the venue of any action hereunder is in the Superior Court for Thurston County, Washington. Nothing in this Contract will be construed as a waiver by HCA of the State's immunity under the 11<sup>th</sup> Amendment to the United States Constitution.

#### **4.19 HCA NETWORK SECURITY**

Contractor agrees not to attach any Contractor-supplied computers, peripherals or software to the HCA Network without prior written authorization from HCA's Chief Information Officer. Unauthorized access to HCA networks and systems is a violation of HCA Policy and constitutes computer trespass in the first degree pursuant to RCW 9A.90.040. Violation of any of these laws or policies could result in termination of the contract and other penalties.

Contractor will have access to the HCA visitor Wi-Fi Internet connection while on-site.

#### **4.20 INDEMNIFICATION**

Contractor must defend, indemnify, and save HCA harmless from and against all claims, including reasonable attorneys' fees resulting from such claims and breach of confidentiality obligations as contained herein, arising from intentional or negligent acts or omissions of Contractor, its officers, employees, or agents, or Subcontractors, their officers, employees, or agents, in the performance of this Contract.

#### **4.21 INDEPENDENT CAPACITY OF THE CONTRACTOR**

The parties intend that an independent contractor relationship will be created by this Contract. Contractor and its employees or agents performing under this Contract are not employees or agents of HCA. Contractor will not hold itself out as or claim to be an officer or employee of HCA or of the State of Washington by reason hereof, nor will Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with Contractor.

#### **4.22 LEGAL AND REGULATORY COMPLIANCE**

4.22.1 During the term of this Contract, Contractor must comply with all local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this Contract and all other applicable federal, state and local laws, rules, and Regulations.

4.22.2 While on the HCA premises, Contractor must comply with HCA operations and process standards and policies (e.g., ethics, Internet / email usage, Data, network and building security, harassment, as applicable). HCA will make an electronic copy of all such policies available to Contractor.

4.22.3 Failure to comply with any provisions of this section may result in Contract termination.

#### **4.23 LIMITATION OF AUTHORITY**

Only the HCA Authorized Representative has the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the HCA Authorized Representative.

#### **4.24 NO THIRD-PARTY BENEFICIARIES**

HCA and Contractor are the only parties to this contract. Nothing in this Contract gives or is intended to give any benefit of this Contract to any third parties.

#### **4.25 NONDISCRIMINATION**

##### **4.25.1 Nondiscrimination Requirement.**

During the term of this Contract, Contractor, including any Subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3); Title VII of the Civil Rights Act, 42 U.S.C. §2000e et seq.; the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §12101 et seq., and 28 C.F.R. Part 35. In addition, Contractor, including any Subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or Subcontractor, has a collective bargaining or other agreement.

##### **4.25.2 Obligation to Cooperate.**

Contractor, including any Subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any Subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

##### **4.25.3 Default.**

Notwithstanding any provision to the contrary, HCA may suspend Contractor, including any Subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until HCA receives notification that Contractor, including any Subcontractor, is cooperating with the investigating state agency. In the event Contractor, or Subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), HCA may terminate this Contract in whole or in part, and Contractor, Subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or Subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.



#### 4.25.4 Remedies for Breach.

Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, Subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under RCW 49.60. HCA shall have the right to deduct from any monies due to Contractor or Subcontractor, or that thereafter become due, an amount for damages Contractor or Subcontractor will owe HCA for default under this provision.

*(Use the below paragraph instead for contracts with direct insurance providers with an active license in Washington and regulated by the OIG. i.e. ERB contracts, MCO contracts, etc.)*

Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law, which damages are distinct from any penalties imposed under Chapter 49.60, RCW.

#### 4.26 OVERPAYMENTS TO THE CONTRACTOR

In the event that Overpayments or erroneous payments have been made to the Contractor under this Contract, HCA will provide written notice to Contractor and Contractor will refund the full amount to HCA within thirty (30) calendar days of the notice. If Contractor fails to make timely refund, HCA may charge Contractor one percent (1%) per month on the amount due, until paid in full. If the Contractor disagrees with HCA's actions under this section, then it may invoke the dispute resolution provisions of Section 4.14, *Disputes*.

#### 4.27 PAY EQUITY

4.27.1 Contractor represents and warrants that, as required by Washington state law (Engrossed Substitute Senate Bill 5187, Section 919 (2023 session), during the term of this Contract, it agrees to equality among its workers by ensuring similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if (i) the individuals work for Contractor, (ii) the performance of the job requires comparable skill, effort, and responsibility, and (iii) the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed.

- 4.27.2 Contractor may allow differentials in compensation for its workers based in good faith on any of the following: (i) a seniority system; (ii) a merit system; (iii) a system that measures earnings by quantity or quality of production; (iv) bona fide job-related factor(s); or (v) a bona fide regional difference in compensation levels.
- 4.27.3 Bona fide job-related factor(s)” may include, but not be limited to, education, training, or experience, that is: (i) consistent with business necessity; (ii) not based on or derived from a gender-based differential; and (iii) accounts for the entire differential.
- 4.27.4 A “bona fide regional difference in compensation level” must be (i) consistent with business necessity; (ii) not based on or derived from a gender-based differential; and (iii) account for the entire differential.
- 4.27.5 Notwithstanding any provision to the contrary, upon breach of warranty and Contractor’s failure to provide satisfactory evidence of compliance within thirty (30) calendar days of HCA’s request for such evidence, HCA may suspend or terminate this Contract.

#### **4.28 PUBLICITY**

- 4.28.1 The award of this Contract to Contractor is not in any way an endorsement of Contractor or Contractor’s services by HCA and must not be so construed by Contractor in any advertising or other publicity materials.
- 4.28.2 Contractor agrees to submit to HCA, all advertising, sales promotion, and other publicity materials relating to this Contract or any service furnished by Contractor in which HCA’s name is mentioned, language is used, or internet links are provided from which the connection of HCA’s name with Contractor’s services may, in HCA’s judgment, be inferred or implied. Contractor further agrees not to publish or use such advertising, marketing, sales promotion materials, publicity or the like through print, voice, the Web, and other communication media in existence or hereinafter developed without the express written consent of HCA prior to such use.

#### **4.29 RECORDS AND DOCUMENT REVIEW**

- 4.29.1 The Contractor must maintain books, records, documents, magnetic media, receipts, invoices or other evidence relating to this Contract and the performance of the services rendered, along with accounting procedures and practices, all of which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. At no additional cost, these records, including materials generated under this Contract, are subject at all reasonable times to inspection, review, or audit by HCA, the Office of the State Auditor, and state and federal officials so authorized by law, rule, Regulation, or agreement [See 42 USC 1396a(a)(27)(B); 42 USC 1396a(a)(37)(B); 42 USC 1396a(a)(42)(A); 42 C.F.R. 431, Subpart Q; and 42 C.F.R. 447.202].
- 4.29.2 The Contractor must retain such records for a period of six (6) years after the date of final payment under this Contract.
- 4.29.3 If any litigation, claim or audit is started before the expiration of the six (6) year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved.

#### **4.30 REMEDIES NON-EXCLUSIVE**

The remedies provided in this Contract are not exclusive but are in addition to all other remedies available under law.

#### **4.31 RIGHT OF INSPECTION**

The Contractor must provide right of access to its facilities to HCA, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

#### **4.32 RIGHTS IN DATA/OWNERSHIP**

- 4.32.1 HCA and Contractor agree that all Data and work products produced pursuant to this Contract (collectively "Work Product") will be considered a "*work made for hire*" as defined under the U.S. Copyright Act of 1976 and Title 17 U.S.C. §101 *et seq*, and will be owned by HCA. Contractor is hereby commissioned to create the Work Product. Work Product includes, but is not limited to, discoveries, formulae, ideas, improvements, inventions, methods, models, processes, techniques, findings, conclusions, recommendations, reports, designs, plans, diagrams, drawings, software, Databases, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions, to the extent provided by law. Ownership includes the right to copyright, patent, register and the ability to transfer these rights and all information used to formulate such Work Product.

- 4.32.2 If for any reason the Work Product would not be considered a “*work made for hire*” under applicable law, Contractor assigns and transfers to HCA, the entire right, title and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.
- 4.32.3 Contractor will execute all documents and perform such other proper acts as HCA may deem necessary to secure for HCA the rights pursuant to this section.
- 4.32.4 Contractor will not use or in any manner disseminate any Work Product to any third party, or represent in any way Contractor ownership of any Work Product, without the prior written permission of HCA. Contractor will take all reasonable steps necessary to ensure that its agents, employees, or Subcontractors will not copy or disclose, transmit or perform any Work Product or any portion thereof, in any form, to any third party.
- 4.32.5 Material that is delivered under this Contract, but that does not originate therefrom (“Preexisting Material”), must be transferred to HCA with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, display, and dispose of such Preexisting Material, and to authorize others to do so. Contractor agrees to obtain, at its own expense, express written consent of the copyright holder for the inclusion of Preexisting Material. HCA will have the right to modify or remove any restrictive markings placed upon the Preexisting Material by Contractor.
- 4.32.6 Contractor must identify all Preexisting Material when it is delivered under this Contract and must advise HCA of any and all known or potential infringements of publicity, privacy or of intellectual property affecting any Preexisting Material at the time of delivery of such Preexisting Material. Contractor must provide HCA with prompt written notice of each notice or claim of copyright infringement or infringement of other intellectual property right worldwide received by Contractor with respect to any Preexisting Material delivered under this Contract.

#### **4.33 SEVERABILITY**

If any provision of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity will not affect the other provisions or applications of this Contract that can be given effect without the invalid provision, and to this end the provisions or application of this Contract are declared severable.

#### 4.34 SITE SECURITY

While on HCA premises, Contractor, its agents, employees, or Subcontractors must conform in all respects with physical, fire or other security policies or Regulations. Failure to comply with these Regulations may be grounds for revoking or suspending security access to these facilities. HCA reserves the right and authority to immediately revoke security access to Contractor staff for any real or threatened breach of this provision. Upon reassignment or termination of any Contractor staff, Contractor agrees to promptly notify HCA.

#### 4.35 SUBCONTRACTING

- 4.35.1 Neither Contractor, nor any Subcontractors, may enter into Subcontracts for any of the work contemplated under this Contract without prior written approval of HCA. HCA has sole discretion to determine whether or not to approve any such Subcontract. In no event will the existence of the Subcontract operate to release or reduce the liability of Contractor to HCA for any breach in the performance of Contractor's duties.
- 4.35.2 Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Contract are included in any Subcontracts.
- 4.35.3 If at any time during the progress of the work HCA determines in its sole judgment that any Subcontractor is incompetent or undesirable, HCA will notify Contractor, and Contractor must take immediate steps to terminate the Subcontractor's involvement in the work.
- 4.35.4 The rejection or approval by the HCA of any Subcontractor or the termination of a Subcontractor will not relieve Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to HCA.
- 4.35.5 HCA has no contractual obligations to any Subcontractor or vendor under contract to the Contractor. Contractor is fully responsible for all contractual obligations, financial or otherwise, to its Subcontractors.

#### 4.36 SURVIVAL

The terms and conditions contained in this Contract that, by their sense and context, are intended to survive the completion, cancellation, termination, or expiration of the Contract will survive. In addition, the terms of the sections titled *Covered Information Protection, Contractor's Proprietary Information, Disputes, Overpayments to Contractor, Publicity, Records and Documents Review, Rights in Data/Ownership, and Rights of State and Federal Governments* and all clauses identified in *Attachment 5, [Business Associate and] Data Sharing Terms, Subsection 13, Survival*, will survive the termination of this Contract. The right of HCA to recover any Overpayments will also survive the termination of this Contract.

#### **4.37 TAXES**

HCA will pay sales or use taxes, if any, imposed on the services acquired hereunder. Contractor must pay all other taxes including, but not limited to, Washington Business and Occupation Tax, other taxes based on Contractor's income or gross receipts, or personal property taxes levied or assessed on Contractor's personal property. HCA, as an agency of Washington State government, is exempt from property tax.

Contractor must complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

#### **4.38 TERMINATION**

##### **4.38.1 Termination for Default**

In the event HCA determines that Contractor has failed to comply with the terms and conditions of this Contract, HCA has the right to suspend or terminate this Contract. HCA will notify Contractor in writing of the need to take corrective action. If corrective action is not taken within five (5) Business Days, or other time period agreed to in writing by both parties, the Contract may be terminated. HCA reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by Contractor or a decision by HCA to terminate the Contract.

In the event of termination for default, Contractor will be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising, and staff time.

If it is determined that Contractor: (i) was not in default, or (ii) its failure to perform was outside of its control, fault or negligence, the termination will be deemed a "Termination for Convenience."

##### **4.38.2 Termination for Convenience**

When, at HCA's sole discretion, it is in the best interest of the State, HCA may terminate this Contract in whole or in part by providing ten (10) calendar days' written notice. If this Contract is so terminated, HCA will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the Effective Date of termination. No penalty will accrue to HCA in the event the termination option in this section is exercised.

#### 4.38.3 Termination for Nonallocation of Funds

If funds are not allocated to continue this Contract in any future period, HCA may immediately terminate this Contract by providing written notice to the Contractor. The termination will be effective on the date specified in the termination notice. HCA will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the Effective Date of termination. HCA agrees to notify Contractor of such nonallocation at the earliest possible time. No penalty will accrue to HCA in the event the termination option in this section is exercised.

#### 4.38.4 Termination for Withdrawal of Authority

In the event that the authority of HCA to perform any of its duties is withdrawn, reduced, or limited in any way after the commencement of this Contract and prior to normal completion, HCA may immediately terminate this Contract by providing written notice to the Contractor. The termination will be effective on the date specified in the termination notice. HCA will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the Effective Date of termination. HCA agrees to notify Contractor of such withdrawal of authority at the earliest possible time. No penalty will accrue to HCA in the event the termination option in this section is exercised.

#### 4.38.5 Termination for Conflict of Interest

HCA may terminate this Contract by written notice to the Contractor if HCA determines, after due notice and examination, that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW, or any other laws regarding ethics in public acquisitions and procurement and performance of contracts. In the event this Contract is so terminated, HCA will be entitled to pursue the same remedies against the Contractor as it could pursue in the event Contractor breaches the contract.

### 4.39 TERMINATION PROCEDURES

4.39.1 Upon termination of this Contract, HCA, in addition to any other rights provided in this Contract, may require Contractor to deliver to HCA any property specifically produced or acquired for the performance of such part of this Contract as has been terminated.



- 4.39.2 HCA will pay Contractor the agreed-upon price, if separately stated, for completed work and services accepted by HCA and the amount agreed upon by the Contractor and HCA for (i) completed work and services for which no separate price is stated; (ii) partially completed work and services; (iii) other property or services that are accepted by HCA; and (iv) the protection and preservation of property, unless the termination is for default, in which case HCA will determine the extent of the liability. Failure to agree with such determination will be a dispute within the meaning of Section 4.14, *Disputes*. HCA may withhold from any amounts due the Contractor such sum as HCA determines to be necessary to protect HCA against potential loss or liability.
- 4.39.3 After receipt of notice of termination, and except as otherwise directed by HCA, Contractor must:
- A. Stop work under the Contract on the date of, and to the extent specified in, the notice;
  - B. Place no further orders or Subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
  - C. Assign to HCA, in the manner, at the times, and to the extent directed by HCA, all the rights, title, and interest of the Contractor under the orders and Subcontracts so terminated; in which case HCA has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and Subcontracts;
  - D. Settle all outstanding liabilities and all claims arising out of such termination of orders and Subcontracts, with the approval or ratification of HCA to the extent HCA may require, which approval or ratification will be final for all the purposes of this clause;
  - E. Transfer title to and deliver as directed by HCA any property required to be furnished to HCA;
  - F. Complete performance of any part of the work that was not terminated by HCA; and
  - G. Take such action as may be necessary, or as HCA may direct, for the protection and preservation of the records related to this Contract that are in the possession of the Contractor and in which HCA has or may acquire an interest.

#### **4.40 TRANSITION OBLIGATIONS**

Contractor must provide for reasonable transition assistance requested by HCA to allow for the expired or terminated Contract, in whole or in part, to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to HCA or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, except for those terms or conditions that do not reasonably apply to such transition assistance.

#### **4.41 TREATMENT OF ASSETS**

##### **4.41.1 Ownership**

HCA shall retain title to all property furnished by HCA to Contractor under this Contract. Title to all property furnished by Contractor, for the cost of which the Contractor is entitled to reimbursement as a direct item of cost under this Contract, excluding intellectual property provided by Contractor, shall pass to and vest in HCA upon delivery of such property by Contractor. Title to other property, the cost of which is reimbursable to Contractor under this Contract, shall pass to and vest in HCA upon (i) issuance for use of such property in the performance of this Contract, (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by HCA, in whole or in part, whichever occurs first.

##### **4.41.2 Use of Property**

Any property furnished to Contractor shall, unless otherwise provided herein, or approved in writing by the HCA Contract Manager, be used only for the performance of and subject to the terms of this Contract. Contractor's use of the equipment shall be subject to HCA's security, administrative, and other requirements.

##### **4.41.3 Damage to Property**

Contractor shall continuously protect and be responsible for any loss, destruction, or damage to property which results from or is caused by Contractor's acts or omissions. Contractor shall be liable to HCA for costs of repair or replacement for property or equipment that has been lost, destroyed, or damaged by Contractor or Contractor's employees, agents, or Subcontractors. Cost of replacement shall be the current market value of the property and equipment on the date of the loss as determined by HCA.

#### 4.41.4 Notice of Damage

Upon the loss of, destruction of, or damage to any of the property, Contractor shall notify the HCA Contract Manager thereof within one (1) Business Day and shall take all reasonable steps to protect that property from further damage.

#### 4.41.5 Surrender of Property

Contractor will ensure that the property will be returned to HCA in like condition to that in which it was furnished to Contractor, reasonable wear and tear expected. Contractor shall surrender to HCA all property upon the earlier of expiration or termination of this Contract.

### 4.42 WAIVER

Waiver of any breach of any term or condition of this Contract will not be deemed a waiver of any prior or subsequent breach or default. No term or condition of this Contract will be held to be waived, modified, or deleted except by a written instrument signed by the parties. Only the HCA Authorized Representative has the authority to waive any term or condition of this Contract on behalf of HCA.

### 4.43 WARRANTIES

- 4.43.1 Contractor represents and warrants that its services will be of professional quality and will be rendered in accordance with prevailing professional standards and ethics. Services performed by Contractor under this Contract shall be conducted in a manner consistent with the level of care and skill standard to the industry. Contractor agrees to immediately re-perform any services that are not in compliance with this representation and warranty at no cost to HCA.
- 4.43.2 Contractor represents and warrants that it will comply with all applicable local, State, and federal licensing, accreditation and registration requirements and standards necessary in the performance of the Services.
- 4.43.3 EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS (MANDATORY INDIVIDUAL ARBITRATION). Contractor represents and warrants that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

4.43.4 Any written commitment by Contractor within the scope of this Contract will be binding upon Contractor. Failure of Contractor to fulfill such a commitment may constitute breach and will render Contractor liable for damages under the terms of this Contract. For purposes of this section, a commitment by Contractor includes: (i) Prices, discounts, and options committed to remain in force over a specified period of time; and (ii) any warranty or representation made by Contractor to HCA or contained in any Contractor publications, or descriptions of services in written or other communication medium, used to influence HCA to enter into this Contract.

Draft - Not for Signature

**ATTACHMENT 1: HCA RFP #2025HCA6**

RFP #2025HCA6, dated TBD, including any and all amendments, is an integral part of this Contract and is incorporated herein by reference.

Draft - Not for Signature

**ATTACHMENT 2: CONTRACTOR RESPONSE TO HCA RFP #2025HCA6**

Contractor's response to RFP #2025HCA6, dated TBD, is an integral part of this Contract and is incorporated herein reference.

Draft - Not for Signature

## ATTACHMENT 3: STATEMENT OF WORK

### Voluntary Transitional Post-IBHTF Discharge Housing Facility

#### 1. **Purpose**

The Facility Contractor shall facilitate a program designed to increase the number of Young Adults who discharge from behavioral health settings into safe and stable housing by providing a voluntary interim housing solution, with six (6) to ten (10) bed capacity, that will provide one (1) to ninety (90) days of temporary housing with safe, trauma-informed and recovery-focused support for unaccompanied Young Adults, ages eighteen (18) through twenty-four (24) who have discharged from an Inpatient Behavioral Health Facility (IBHTF) with a focus on securing long-term safe and stable housing upon exit from the interim program.

The Facility Contractor shall work together with HCA, a coalition of Young Adults with lived experience, and the Transition Support Provider to prepare the facility to open, and be licensed to support immediate needs for Program Participants by the transitional living programs, and/or funding to secure long-term housing and services, and may subcontracting with individuals and/or entities that provide behavioral health support to Young Adults in the program.

#### 2. **Background**

- 2.1. Transparency and collaboration are important factors to increase positive outcomes. Families and providers who use Young Adult-driven goal setting empowers Young Adults and ensures that the goals are meaningful and important.
- 2.2. Connection is another vital factor. There are many community resources that Young Adults and their families may be unaware of. When providers (and families, when appropriate) follow up on these vital linkages there is a greater likelihood of successful transition.
- 2.3. After leaving Inpatient settings in Washington State, three (3) out of four (4) Young Adults experiencing Homelessness or Housing Instability and twenty-six percent (26%) were typically connected to stable housing. Across all groups, the needs for behavioral health access and housing resource linkages for those leaving Inpatient settings are high. Housing options shall respect the desire for Young Adults to live on their own. Transitional housing was a persistent request by providers and families, while outreach support and wrap-around services with individual housing arrangements were requested by Young Adults with lived experience. Across all groups, easy access and “all-in-one” spaces were popular recommendations, which include:
  1. Transitional supportive housing model; and,
  2. Outreach workers who could link Young Adults with:
    - a. Basic needs;



- b. Social supports; and
  - c. Recovery supports.
- 2.4. During the 2024 Washington State legislative session, [Final Bill Report 2SHB 1929](#) Section 2, Subsection 4(b), HCA was provided funding for multiple IBHTF facilities, and a community-based Transition Support Provider, both of which shall work with a coalition of Young Adults with lived experience.

### 3. Definitions

- 3.1. **Apparent Successful Bidder (ASB)** – The Bidder selected as the entity to perform the anticipated services under RFP #2025HCA6, subject to completion of contract negotiations and execution of a written contract.
- 3.2. **American Society of Addiction Medicine (ASAM)** – An organization that provides national standards for conducting multidimensional assessments and determining appropriate levels of addiction treatment for participants, including the most recent [Fourth Edition, Adolescent Volume](#). In addition, these standards offer a model for organizing the addiction treatment system, including the types and intensities of treatments that should be available across the care continuum.
- 3.3. **Bidder** – An entity submitting a proposal for RFP #2025HCA6 with the intent to enter into a Contract with the Health Care Authority for a transitional post-IBHTF facility and associated programs.
- 3.4. **Discharge Planners** – Individuals working with Young Adults who reside in an inpatient setting on their Individual Service Plan, and who plan to rejoin their communities after discharge from inpatient care.
- 3.5. **Facility Contractor** – At the point where HCA and the ASB execute a contract for the facility providing transitional post-IBHTF discharge housing, the ASB will be referred to as the Facility Contractor.
- 3.6. **Flexible Funding** – The provision of goods or payments of expenses not included in other allowable expense programs, which directly help Young Adults obtain or maintain permanent housing and/or meet essential household needs. This includes fees (e.g., applications, security deposits, first and last month's rent); employment needs (e.g., clothing, general work supplies); essential household items (e.g., personal health and hygiene items, furniture, cleaning supplies); document fees (e.g., drivers licenses, birth certificate fees, food handlers' cards etc.); transportation passes; automobile repairs; and other personal need items ([WAC 388-400-0065](#)).
- 3.7. **Homeless or Homelessness** – When an individual lacks a fixed, regular nighttime residence. This includes living in places not meant for human habitation, exiting an

institution where they resided for ninety (90) days or more, or are within fourteen (14) days of losing their housing.

- 3.8. **Holistic** – An approach to treatment that includes considerations of physical and behavioral health needs in addition to being culturally appropriate, recovery-focused, obtainable, and developmentally appropriate for Young Adults experiencing Unaccompanied Homelessness or Housing Instability.
- 3.9. **Housing Instability** – Challenges that affect housing residency, such as having trouble paying rent; living with friends or sharing a room with a friend (also known as 'doubling-up'); couch surfing; moving frequently; evictions; substance use disorder; domestic violence; family conflicts; unsafe living conditions; discrimination and other circumstances that contribute to a lack of availability of a regular nighttime residence or staying in another place not designed for sleeping.
- 3.10. **Individual Service Plan** — A customized document that outlines a plan to obtain resources, activities, and supports needed to help Young Adults achieve their personal identified goals.
- 3.11. **Inpatient** – A setting where Young Adults reside while receiving behavioral health or substance use treatment. For this work, Inpatient and Residential are interchangeable.
- 3.12. **Intensive Behavioral Health Treatment Facility (IBHTF)** – A facility that supports Program Participants who require long-term placement, such as those transitioning from state hospitals, and need additional recovery-based treatment, independent living skills, and community integration.
- 3.13. **[IBHTF Services Toolkit](#)** – An HCA guidance document with the intent of helping with the startup of an IBHTF that references standards and practices for the following core elements:
  1. Intake;
  2. Staffing;
  3. Coordination of outpatient services;
  4. Core psychosocial rehabilitation services;
  5. Safety and security;
  6. Rights protection;
  7. Community integration;
  8. Person-centered planning;
  9. Discharge; and
  10. Transition to the community.
- 3.14. **Program Participants** – Individuals who are ages eighteen (18) through twenty-four (24), who have been determined to be eligible to receive services under the

Facility Contractor's care, prior, during and after participation in their voluntary transition program.

- 3.15. **Residential** – A setting where Young Adults reside while receiving behavioral health or substance use treatment. For this work, Residential and Inpatient are interchangeable.
- 3.16. **Targeted Support** – Support that may include return to community plans; creative problem solving to identify safe, stable and supportive housing options; summary reports; disseminating data; and other components, as needed to improve operations and policy impacts.
- 3.17. **Technical Assistance (TA)** – The process of providing Targeted Support to the facilities, Discharge Planners, housing providers, and Unaccompanied Homeless Young Adults discharging from an IBHTF .
- 3.18. **Transition Support Provider** – A community-based organization that: (1) provides information and support services related to safe housing and support services for Young Adults exiting an IBHTF; and (2) organizes a coalition comprised of community housing providers, tribes or tribal organizations, IBHTF Discharge Planners, and Young Adults with lived experience of behavioral health conditions or Unaccompanied Homelessness.
- 3.19. **Unaccompanied** – A Young Adult experiencing homelessness while not in the physical custody of a parent or guardian (RCW 43.330.702).
- 3.20. **Washington's Electronic Business Solution or WEBS** – An internet-based bid notification system HCA uses to post competitive solicitations. Individuals and firms interested in state contracting opportunities with the Department of Enterprise Services or any state agency should [register](#) for competitive solicitation notices on WEBS. *Note: There is no cost to register on WEBS.*
- 3.21. **Young Adult** – A Program Participant between the ages of eighteen (18) through twenty-four (24) years old.

#### 4. Work Expectations

- 4.1. The Facility Contractor shall submit a Startup Plan, Quarterly Reports, and Annual Report, in accordance with Section 6, Reports and due dates and rates provided in Section 7, Deliverables Table, and shall work together with the HCA Contract Manager to update plans and reports to address work progress and changes in circumstances and will finalize the plan in writing at least ten (10) Business Days prior to any change in action is taken.
- 4.2. Prior to opening the facility, the Facility Contractor shall:
  - 4.2.1. Attend regular meetings scheduled by the Transition Support Provider;

- 4.2.2. Implement guidance from the Transition Support Provider;
- 4.2.3. Meet Department of Health licensing requirements and progress towards obtaining licensure and certification, including, but not limited to a conditional use permit, if applicable.
- 4.2.4. Organize services to be provided, including, but not limited to:
  - 4.2.4.1. Compliance with ASAM criteria and expectations, Fourth Edition, Adolescent Volume 2024;
  - 4.2.4.2. Staffing;
    - a. Recruit and hire qualified staff for the transitional post-IBHTF discharge housing facility that meet qualifications set out in the in Section 2.1 of the IBHTF Services Toolkit.
    - b. Engage in outreach activities to recruit, and hire or subcontract with professionals, providers, counselors, and support staff to provide quality provision of services and ensure sufficient staffing is available to maintain the minimum staffing requirements.
    - c. Ensure all professionals, providers, counselors, and support staff employed are appropriately trained, qualified, and/or credentialed for the duration of their employment as it relates to this Contract.
    - d. Confirm that all staff have signed code of conduct agreements, in accordance with Section 4.1.5, Policies and Procedures.
  - 4.2.4.3. Intake;
  - 4.2.4.4. Subcontracts for clinical services;
  - 4.2.4.5. Core psychosocial rehabilitation services;
  - 4.2.4.6. Safety and security;
  - 4.2.4.7. Rights protection;
  - 4.2.4.8. Community integration;
  - 4.2.4.9. Person-centered planning;
  - 4.2.4.10. Discharge and transition to the community;
  - 4.2.4.11. Other components, as approved by the HCA Contract Manager.

- 4.2.5. Provide draft policies and procedures to the HCA Contract Manager via email for written approval, to include but not limited for:
- 4.2.5.1. Discharge of any Individual prior to identifying safe and stable housing;
  - 4.2.5.2. Individual appeals;
  - 4.2.5.3. Consideration for return to the facility when an Individual requires a short term housing option to solidify a long-term living situation;
  - 4.2.5.4. Visitation, in accordance with:
    - a. [WAC 246-337-075\(4\)\(b\)](#), Resident rights;
    - b. [WAC 246-337-065\(1\)](#), Safety and security;
    - c. [WAC 246-337-124\(2\)](#), Common room requirements;
  - 4.2.5.5. Management of disorderly residents, visitors, and/or staff;
  - 4.2.5.6. Smoking, vaping, and tobacco use by residents, visitors, and staff;
  - 4.2.5.7. Establishment of a critical incident management system consistent with all applicable laws that includes, but not limited to, the following:
    - a. [WAC 246-341-0420\(12\)](#), Agency policies and procedures.
    - b. [WAC 246-341-0200](#), Behavioral health – definitions.
    - c. [WAC 246-337-065\(5\)](#), Safety and security.
    - d. Criteria for a qualifying incident, which is a serious or undesirable outcome that occurs under the Facility Contractor's care, to include, but not limited to:
      - 1. Alleged events that happen to an Individual within the transitional post-IBHTF discharge housing:
        - i. Abuse, neglect, or sexual/financial exploitation;
        - ii. Death; and
        - iii. Severely adverse medical outcome or death occurring within seventy-two (72) hours of transfer from a contracted behavioral facility to a medical treatment setting.

2. Alleged events that happen or are caused by an Individual at the transitional post-IBHTF discharge housing:
    - i. Homicide or attempted homicide;
    - ii. Arson;
    - iii. Assault or action resulting in serious bodily harm which has the potential to cause prolonged disability or death;
    - iv. Kidnapping;
    - v. Sexual assault; and/or
    - vi. Unauthorized leave from a behavioral health facility during an involuntary detention.
  3. Alleged events involving an IBHTF Individual that has attracted, or is likely to attract media coverage.
- e. Provide the link to the story's media source, as available.
  - f. Report critical incidents within one (1) Business Day of becoming aware of the incident and shall report incidents that have occurred within the last thirty (30) calendar days, with the exception of incidents that have resulted in or are likely to attract media coverage. Media related incidents should be reported to HCA as soon as possible, not to exceed one Business Day.
  - g. Policies and procedures for identification of incidents, reporting protocols and oversight responsibilities, including, but not limited to, the following:
    1. Entering the initial report, follow-up, and actions taken into HCA Incident Reporting System <https://fortress.wa.gov/hca/ics/>, using the report template within the system.
    2. If the system is unavailable the Facility Contractor shall report Critical Incidents to [HCAmCPrograms@hca.wa.gov](mailto:HCAmCPrograms@hca.wa.gov).
  - h. HCA may ask for additional information as required for further research and reporting. The Facility Contractor shall provide information within three (3) Business Days.
  - i. Designation of a critical incident manager who will be responsible for administering the critical incident

management system and ensuring compliance with the requirements of this Section.

4.2.6. Provide draft materials, documents, and products to the HCA Contract Manager for pre-approval, including, but not limited to the following:

4.2.6.1. Forms;

4.2.6.2. Manuals;

4.2.6.3. Advertisements, emails, and marketing communications;

4.2.6.4. Resource lists; and

4.2.6.5. Recruitment information.

4.2.6.6. The Facility Contractor shall ensure that all materials, final documents, and products that are released to the public have no more than two (2) errors per item.

e. Errors include typographic, grammatical, content or formatting.

f. The Facility Contractor shall point out any exceptions to typographic, grammatical, content or formatting errors that may be necessary to HCA in advance of the print dates for approval.

4.3. Upon and after the facility opening, the Facility Contractor shall:

4.3.1. Commence and continue providing services in accordance with Section 4.1.

4.3.2. Work in collaboration with the Individual's Managed Care Organization (MCO) liaison to identify strategies, possible resources, and tools to prevent disruption of services.

4.3.3. Provide ongoing monitoring and reporting.

4.3.4. Allow site visits by HCA Contract Manager and HCA Transition Support Provider, as needed, at least six (6) times during the period of performance.

4.3.5. Conduct outreach and engagement to community and wider area stakeholders to seek additional funding for sustainability of operations.



- 4.3.6. Address staff changes, including, but not limited to:
- 4.3.6.1. Notifying the HCA Contract Manager in writing via email when there are changes to any relevant subcontracts;
  - 4.3.6.2. Reporting to the HCA Contract Manager when there is a staff turnover of ten percent (10%) or greater in any single calendar month; and
  - 4.3.6.3. Not making changes to the list of key staff provided in the Response, Attachment 2, without authorization in writing via email from the HCA Contract Manager for written approval.
- 4.3.7. Participate in and facilitate ongoing training and TA sessions with staff, to include, but not limited to:
- 4.3.7.1. Trauma informed care;
  - 4.3.7.2. ASAM;
  - 4.3.7.3. [Housing First](#);
  - 4.3.7.4. Diversion conversations;
  - 4.3.7.5. Housing choice;
  - 4.3.7.6. De-escalation;
  - 4.3.7.7. Gender-affirming care;
  - 4.3.7.8. Diversity, equity and inclusion; and
  - 4.3.7.9. Other components, as approved by the HCA Contract Manager.
- 4.3.8. The HCA Contract Manager shall provide the Facility Contractor with a link to the HCA SharePoint training site, to be provided to each of the Facility Contractor's new staff member, within seven (7) calendar days of being notified in writing by the Facility Contractor of the new staff member's name and information.
- 4.3.9. As part of the Facility Contractor's notification to the HCA Contract Manager of onboarding new staff, the Facility Contractor shall provide a status of each new staff member's completion of initial training within thirty (30) days of hire.
- 4.3.10. The Facility Contractor shall provide additional training to new staff, if required by the HCA Contract Manager.

## 5. Flexible Funding

- 5.1. The description and terms of Flexible Funding shall be determined by the Transition Support Provider and the Facility Contractor in alignment with established policies, with exceptions approved by the HCA Contract Manager.
- 5.2. Allowable costs:
  - 5.2.1. For the benefit of the Young Adult(s) being served;
  - 5.2.2. Housing, for short-term or long-term housing such as motel, hotel, leases, monthly rents, move-in costs, deposits, application fees, etc.;
  - 5.2.3. Transportation, bus and train passes, plane tickets, car and safety repairs, etc.;
  - 5.2.4. Education and employment supplies;
  - 5.2.5. Medical supplies (e.g., glasses, prescriptions, personal protective equipment, Covid tests, etc.);
  - 5.2.6. Personal care supplies;
  - 5.2.7. Technology (e.g., high-speed internet, cell phones), with service fees being time-limited; and
  - 5.2.8. Miscellaneous expenses, as approved by the HCA Contract Manager (e.g., court judgement fees, immigration costs, application fees, utilities, groceries).
- 5.3. Costs not allowable:
  - 5.3.1. Facility fees, facility furnishings, and updates;
  - 5.3.2. Items that are not for the benefit of the Young Adult being served;
  - 5.3.3. Automobiles;
  - 5.3.4. Gift cards;
  - 5.3.5. Hiring bonuses or retention bonuses;
  - 5.3.6. Food;
  - 5.3.7. Beverages;
  - 5.3.8. Rent or leasing of facility or other spaces;
  - 5.3.9. Travel;

5.3.10. Other costs, as declined in writing by the HCA Contract Manager.

6. **Reports.** The Facility Contractor shall submit the following reports to the HCA Contract Manager in accordance with the due dates and rates provided in Section 7, Deliverables Table.

6.1. Startup Plan components:

6.1.1. Summary of consultations with the Transition Support Provider, including the number of consultations, dates, and a summary of the issue and/or topic.

6.1.2. Current staff education and training plans

6.1.3. A narrative outlining:

6.1.3.1. How the objectives and requirements of transitional housing post-IBHTF services and consultation with the Transition Provider consultant will be met and maintained;

6.1.3.2. A detailed schedule of the tasks, services, and activities necessary to implement and maintain the post-IBHTF voluntary program;

6.1.3.3. Address all nine (9) of the elements identified in the IBHTF Services Toolkit;

6.1.3.4. Plan for how Young Adult voices and coalition feedback shall be integrated into the program;

6.1.3.5. Identification of how potential risks or barriers and detail how they will be monitored, managed, and reported to HCA.

6.1.4. An organizational chart which identifies the staff to be hired, including the qualifications and responsibilities of each position;

6.1.5. Details outlining how the staff to be hired will meet the minimum staffing coverage and qualifications requirements as identified;

6.1.6. A proposed budget that identifies the estimated personnel and operational costs for each month for the duration of this Contract. The budget shall realistically reflect the shift of costs from start-up activities to operational maintenance and include each of the categories as follows:

6.1.6.1. Personnel, in accordance with the IBHTF Services Toolkit, Section 2.3, Personnel Planning, to include, but not limited to:

a. Time commitment,

- b. Estimated hourly rate, and
- c. Overall projected cost for each position to be filled.

6.1.6.2. Operational costs, including an estimated monthly cost and a projected annual cost for each of the following:

- a. Personnel (ex: salary, benefits);
- b. Equipment;
- c. Property related fees and furnishings;
- d. Supplies;
- e. Office space costs (e.g., lease, utilities, internet);
- f. Licensing fees;
- g. Transportation costs;
- h. IT infrastructure;
- i. Operational Costs, in accordance with the IBHTF Services Toolkit, Section 2.4;
- j. Miscellaneous costs; and
- k. Other components, as approved by the HCA Contract Manager.

6.2. Quarterly Reports components in accordance with Attachment 4, Quarterly Report Template, and the following quarter date ranges:

Date Range
April 1 – June 30

6.3. Annual Report components in accordance with Attachment 5, Annual Report Template.

7. **Deliverables Table** – *to be added based on the Proposal(s) submitted by the Apparent Successful Bidder (ASB).*

## **ATTACHMENT 4 – QUARTERLY REPORT TEMPLATE:**

1. **Purpose.** Demonstrate the program outcomes and progress through monitoring specific program metrics and summary information.
2. **Format.** Word document or Excel spreadsheet template as provided by the HCA Contract Manager within ten (10) days of Contract execution.
3. **Components:**
  - 3.1. Service dates
    - 3.1.1. Admit date;
    - 3.1.2. Discharge date; and
    - 3.1.3. The name and location of the IBHTF the Program Participant is transitioning from.
  - 3.2. Age - Integer field.
  - 3.3. Race and Ethnicity: What race(s) and/or ethnicities they identify with (select multiple):
    - 3.3.1. White;
    - 3.3.2. Hispanic, Latinx, or Spanish origin;
    - 3.3.3. Black or African American;
    - 3.3.4. Asian;
    - 3.3.5. American Indian or Alaska Native;
    - 3.3.6. Middle Eastern or North African;
    - 3.3.7. Pacific Islander, including Native Hawaiian;
    - 3.3.8. Another race or ethnicity (Please specify [short free text]);
    - 3.3.9. Prefer not to disclose; or
    - 3.3.10. Unknown, not collected.
  - 3.4. Gender Identity:
    - 3.4.1. Female;
    - 3.4.2. Male;
    - 3.4.3. Non-binary, do not identify as male or female;
    - 3.4.4. I am not sure yet, undetermined;
    - 3.4.5. Choose not to disclose;
    - 3.4.6. Prefer to self-describe [short free text]; or

- 3.4.7. Unknown, not collected.
- 3.5. Transgender identity:
  - 3.5.1. Yes;
  - 3.5.2. No;
  - 3.5.3. I am not sure yet / undetermined;
  - 3.5.4. Choose not to disclose; or
  - 3.5.5. Unknown, not collected.
- 3.6. Sexual Orientation
  - 3.6.1. I am not sure yet;
  - 3.6.2. Straight or heterosexual;
  - 3.6.3. Lesbian or gay;
  - 3.6.4. Bisexual;
  - 3.6.5. Choose not to disclose;
  - 3.6.6. Prefer to self-describe (e.g. queer, pansexual, asexual) [free text]; or
  - 3.6.7. Unknown, not collected.
- 3.7. County [drop down list of counties];
- 3.8. Drug(s) of choice at admission [free text];
- 3.9. Date of last use at admission [date];
- 3.10. Basic needs, culturally and developmentally appropriate:
  - 3.10.1. Housing, stably housed [Y/N];
  - 3.10.2. Access to food, clean water, toiletries [Y/N];
  - 3.10.3. Transportation[Y/N];
  - 3.10.4. Education [Y/N]; and/or
  - 3.10.5. Employment [Y/N];
- 3.11. Flexible Funding, how was the funding utilized to establish safe & stable housing, explain:
  - 3.11.1. Housing;
  - 3.11.2. Transportation;
  - 3.11.3. Educational;
  - 3.11.4. Employment;
  - 3.11.5. Medical, other important document fees; and/or
  - 3.11.6. Other.

- 3.12. Community, culturally responsive and developmentally appropriate connections with:
  - 3.12.1. Social supports [Y/N];
  - 3.12.2. Connections and support for their families [Y/N];
  - 3.12.3. Community linkages, resources [Y/N]; and
  - 3.12.4. Short narrative [free text].
- 3.13. Recovery, culturally responsive and developmentally appropriate:
  - 3.13.1. Behavioral health services:
    - 3.13.1.1. Referred [Y/N]; and
    - 3.13.1.2. Admitted [Y/N].
  - 3.13.2. Date of last use since discharge [date];
  - 3.13.3. Substances used since discharge [free text];
  - 3.13.4. Peer support [Y/N];
  - 3.13.5. Sober support involvement [Y/N];
  - 3.13.6. Involvement with supports [Free text]; and
  - 3.13.7. Referral to the Coalition for participation [Y/N];
- 3.14. Trainings that staff attended;
- 3.15. Examples of integration coalition and Youth Voice into practice; and
- 3.16. Summary of consultations with the Transition Support Provider, including the number of consultations, dates, and a summary of the issue and/or topic.

**ATTACHMENT 5 – ANNUAL REPORT TEMPLATE**

4. **Purpose.** Provide high level summary to indicate program outcomes and progress through monitoring specific program metrics and summary information.
5. **Format.** Word document or Excel spreadsheet template as provided by the HCA Contract Manager within sixty (60) days of Contract execution.
6. **Components:**
  - 1.1. Aggregated numbers and summary information for fields referenced in Attachment 4, Quarterly Report Template, for the full fiscal year period.
  - 1.2. Financial information:
    - 1.2.1. Summary;
    - 1.2.2. Total budget utilization;
    - 1.2.3. Flexible Funding utilized;
    - 1.2.4. Any remaining funds, if any; and
    - 1.2.5. Other components, as approved by HCA Contract Manager.
  - 1.3. Program summary:
    - 1.3.1. What went well;
    - 1.3.2. Targets reached;
    - 1.3.3. Challenges to providing services;
    - 1.3.4. Challenges to achieving targets;
    - 1.3.5. System gaps;
    - 1.3.6. Program gaps;
    - 1.3.7. Helpful trainings and webinars completed;
    - 1.3.8. Additional trainings that would benefit the program;
    - 1.3.9. Strategies to address challenges;
    - 1.3.10. Funding proposals;
    - 1.3.11. Policy suggestions;



- 1.3.12. Program expansion suggestions and strategies; and
- 1.3.13. Other components, as approved by HCA Contract Manager.

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**ATTACHMENT 6: [BUSINESS ASSOCIATE AND] DATA SHARING TERMS**

HCA's Data Governance team will determine if a Data Sharing Agreement is needed, after Proposals are received.

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