June 27, 2022

Re: Request for Snohomish County Behavioral Health Treatment Services

Dear Snohomish County, Behavioral Health Treatment Providers:

Snohomish County Human Services, Behavioral Health & Veterans Division, is making a request for Letters of Proposal to provide behavioral health services to low-income adult and/or youth residents of Snohomish County. Services provided may be substance use disorder, mental health services or a combination. Services provided may be community based, office based and/or school based.

Agencies must be licensed to provide the services they are proposing and must be able to provide those services in Snohomish County.

Letter of Proposal Standards
Each interested Agency shall submit a letter of proposal (6-page max, standard font, and margins), no later than July 12, 2022. Letters must address the following:

1. Describe your Agency’s location, licensure, and behavioral health services.
2. Describe your Agency’s experience in working with indigent and low-income individuals.
3. Describe the services your Agency is proposing to provide, including budget, demographics, and location(s) for services. Please indicate if proposed services are in addition to services your Agency currently provides or if they are new services to your Agency.
4. Describe your Agency’s current capacity to provide proposed services including your current staffing model.
5. Describe your Agency’s experience with Trauma-Informed Practices.
6. Describe any experience you have working with Snohomish County Human Services.
7. Can your Agency provide a recent fiscal audit?
8. Describe the barriers you anticipate experiencing in providing the services you have described above.

Please submit letters of proposal via email to Cleo Harris, Treatment Specialist at cleo.harris@snoco.org by July 12, 2022, at 3p.m. Late submissions will not be accepted. Letters will be reviewed July 13 and will be followed by notifications. Questions about the letter of proposal process may be directed to Cleo Harris. We look forward to partnering with Agencies providing behavioral health services in Snohomish County.

While we recognize that there is much need for behavioral health services not every Agency that submits a letter of proposal is guaranteed to be accepted.

Sincerely,

[Signature]

Cammy Hart-Anderson
Division Manager, Behavioral Health & Veterans Division