**Exhibit F –Written Proposal**

Instructions for Written Proposal

All required Written Proposals must be in Word format. Proposals must be on the template provided. Proposals will be in the following format: 8 1/2 x 11 page size, with 1 inch margins, Arial font size 11 or larger. Each Proposal will not exceed the number of pages listed in the questions described below, and any pages that exceed this limit will be deleted prior to the Health Care Authority (HCA) forwarding the submittals to the solicitation evaluators.

*Applicant Tip:* Be sure to include specific descriptions and dates for how and when your chosen objective(s) will be achieved. A thorough response will demonstrate how each budget item is supporting the project and will lead to achieving the objective(s).

*Optional: Bidder may use the checklist below to track their response progress*

Question 1.1.

Question 1.2.

Question 1.3.

Question 1.4.

Question 1.5.

Question 1.6.

Question 1.7.

Question 1.8.

Question 1.9.

Question 1.10.

Question 1.11.

Return Exhibit F- Written Proposal as part of your bid submittal to Procurement Coordinator at:  
[HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov)

1. Bidder is licensed to do business in the state of Washington. (Select one)

Yes  No

1. Bidder is a consumer run organization with experience providing peer services based in the State of Washington. (Select one)

Yes  No

1. Bidder has at least 5 years of event planning experience based in the State of Washington. (Select one)

Yes  No

## Describe your organization’s commitment to recovery principles. 10 Points (1 Page)

## Describe your organization’s experience in organizing/facilitating/managing and hosting large events. 10 Points (1 Page)

## Describe how your organization will ensure that you will have enough staff to meet the contract requirements. 10 Points (1 Page)

## Describe how you will meet the culturally diverse needs of the conference attendees. 10 Points (1 Page)

## Describe your organization’s ability to subcontract with various vendors to include venue, hotel, catering, and CVENT. 5 Points (1 Page)

## Describe how your organization will collaborate with the HCA Planning Committee. 5 Points (1 Page)

## Describe your organizations experience in event advertising and media creation. 5 Points (1 Page)

## Describe your organizations plan to solicit Key Note speakers and conference presenters. 5 Points (1 Page)

## Describe your organizations understanding of Washington State’s Certified Peer Counselor trainings, include core competencies. 5 Points (1 Page)

## Describe your organizations understanding of providing reasonable event accommodations. 5 Points (1 Page)

## Describe any barriers you foresee in fulfilling the contract requirements and how will you address them. 5 Points (1 Page)