



City of Kirkland

Request for Proposal

2025-2026 Kirkland Health and Wellness Fair

Job #05-25-PCS

Issue Date: March 31, 2025

Due Date: April 14, 2025 – 4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

2025-2026 Kirkland Health and Wellness Fair Job Number 05-25-PCS

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Proposals received later than **T4:00 p.m. April 14, 2025 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov/>. Click on the Business tab at the top of the page and then click on "Doing Business with the City". All active projects can be found under the "Opportunities" tab.

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Kirkland, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this March 31, 2025

Jay Gewin
Purchasing Agent
City of Kirkland

Published in the Daily Journal of Commerce on March 31st and April 7th, 2025

Background Information

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current estimated population is 96,920. Kirkland is the twelfth largest city in the State of Washington and the sixth largest in King County.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

Purpose and Background

In October 2021, the City of Kirkland partnered with community organizations and healthcare providers to hold the first Kirkland Health Fair and Community Vaccination Event in response to COVID-19. This event was focused on providing access to COVID-19 vaccinations and boosters to community members experiencing barriers in receiving healthcare. Priority outreach was focused on community members with historically marginalized identities.

The purpose of the event is to provide access to healthcare services and human services, free of cost, to members of the Kirkland community who disproportionately lack access and have higher risk for negative impacts to health and well-being as it relates to Social Determinants of Health. Focused outreach should include, but not limited to:

- Latina/e/o/x, Hispanic people
- Black and African American people
- Native Hawaiian and Pacific Islander people
- Native American and Alaskan Native people
- Immigrants
- Refugees
- LGBTQIA+
- People whose primary language is not English
- Disabled folks/folks with disabilities
- Children, adolescents, and youth
- Older adults and seniors
- Individuals/families lacking healthcare insurance and/or are low-income
- All people who come from a variety of places, cultures, and identities

Performance Schedule

Project timeline begins as soon as contracting is complete through December 31, 2026. The City typically hosts the Health and Wellness Fair in September of each year.

Scope of Work

At its December 10, 2024 meeting, City Council approved \$100,000 in the 2025-2026 budget for the strategic planning and implementation of the annual Kirkland Health and Wellness Fair. The City will contract with an agency who will be the primary organizer of the 2025-2026 Kirkland Health and Wellness Fair. This includes the following tasks:

- Plan and implement annual health fair and all related activities for City of Kirkland residents.
- Attend planning/coordination meetings with City staff and associated partners as needed.

Compensation and Method of Payment

Agency is to use the Invoice Template provided in Attachment B. The contract will be paid out in eight equal installments over two years. All payments are made contingent on services provided. The final payment for each year will be paid out once the City has received the completed event summary from the Agency.

Payment will be made, on qualifying invoices, in the normal course of business following receipt of invoice (Net 30 days). If the Agency does not meet the performance requirements under the Scope of Work, payment may be reduced, withheld, or request for refund/reimbursement of funds may occur.

Contract Requirements and Fees

If your proposal is accepted, the following fees and requirements will be due upon award, prior to issuance of a contract:

1. Insurance

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors, personal injury, advertising injury, and liability assumed under an insured contract. The City and all Participating Cities shall be named as an additional insured under the Agency's Commercial General Liability insurance policy with respect to work performed in connection with this agreement, using an additional insured endorsement at least as broad as ISO CG 20 26.

2. Compliance with Law/City of Kirkland Business License

- Contractor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.

- The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.
- 501 c 3 businesses do not have to pay a fee for this license

Submission Criteria

Please include the following in your letter of Interest (no more than five pages in length):

- Why this project is of interest to your agency
- Experience and knowledge working with diverse populations that may include the following identities:
 - Latina/e/o/x, Hispanic people
 - Black and African American people
 - Native Hawaiian and Pacific Islander people
 - Native American and Alaskan Native people
 - Immigrants
 - Refugees
 - LGBTQIA+
 - People whose primary language is not English
 - Disabled folks/folks with disabilities
 - Children, adolescents, and youth
 - Older adults and seniors
 - Individuals/families lacking healthcare insurance and/or are low-income
 - All people who come from a variety of places, cultures, and identities
- Explain why a focus on accessing health and human services is important to the above-mentioned populations.
- Description of how an investment in these services is necessary for the Kirkland community.
- Describe your experience coordinating and organizing events like health fairs. Please include any examples of previous events your agency has participated in.
- Proposed budget that includes staffing, supplies, administrative costs, and any other proposed expenses that does not exceed \$50,000.

Minimum Qualifications

- Organization must have a 501(c)(3) status or fiscal sponsor.
- Experience working in and with Black, Indigenous, and People of Color (BIPOC) communities,
- Staff that are bilingual, and those agencies who have deep understanding of working with historically marginalized populations are preferred.

Proposal Submittal Instructions

The following general requirements are mandatory for all proposals. Proposals submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

1. All proposals sent electronically must be in the form of a PDF and cannot exceed 20MB. **This is the required submission format.**
2. **Letters of Interest should be no more than five (5) pages in length.**
3. Emailed proposals should include, “2025-2026 Kirkland Health and Wellness Fair-Job #05-25-PCS” in the subject line and be addressed to purchasing@kirklandwa.gov.
4. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
5. To be evaluated, a proposal must address all requirements and instructions contained within.
6. Provide all references and materials required by the RFP instructions within.

Questions

Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Antoinette Smith, MSW, Human Services Coordinator, at amsmith@kirklandwa.gov by April 04, 2025. Questions regarding the RFP process should be addressed to Purchasing staff, at purchasing@kirklandwa.gov.

Submittal Deadlines

The Department’s schedule for review of the RFP submittals and final selection of the Contractor is as follows:

March 31, 2025	RFP posted
April 4, 2025	Deadline for questions: 5:00 p.m.
April 8, 2025	Responses to questions posted
April 14, 2025	Request for Proposal Submittals Deadline: 4:00 p.m.
April 15-23 2025	Evaluation Period – may include interviews
April 24, 2025	Contract Awarded
May 1, 2025	Contract Execution

Selection Criteria

The City will make a selection based on the evaluation of the written proposals. The City may also conduct an interview process with scoring used to determine the selected proposer. The City may elect to interview some or all proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals. Written proposals and interviews will be evaluated based on the following criteria:

Completeness of proposal submitted	0 – 10 points
Demonstrated ability to provide requested services	0 – 40 points
Quality of proposed service	0 – 40 points
<u>Proposed compensation (budget)</u>	<u>0 – 10 points</u>
 Total	 100 points

Selection Process

A selection committee will review all proposals, select finalists and may conduct interviews prior to making the final selection of the consultant.

Prior to the commencement of work, the City and the selected agency will meet to settle contract details. A notice to the agency of the City's award will constitute notice to proceed. The City is not responsible for any costs incurred by the agency in the preparation of the proposal. Once submitted to the City, all proposals will become public information.

Contract

The Agency and the City will execute an Agreement for 2025-2026 Kirkland Health and Wellness Fair (Attachment A).

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's standard Professional Services Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.

- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the consultant agrees to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

Public Disclosure

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

DBE Participation

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

Debarment

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

**HUMAN SERVICES GRANT AGREEMENT
2025-2026 Kirkland Health and Wellness Fair**

THIS AGREEMENT, made and entered into this **1st day of January, 2025** is by and between the City of Kirkland, a code city and municipal corporation of the State of Washington, hereinafter referred to as "City," and _____ hereinafter referred to as "Agency."

WHEREAS, the City of Kirkland, by Resolution R-3315, adopted a human services policy to provide for the delivery of human services by private human services agencies under contract with the City of Kirkland; and

WHEREAS, the Kirkland City Council, at their December 10, 2024, meeting, approved funding to provide an annual health fair to the City and the residents of Kirkland, all as hereinafter set forth, and further authorized the City Manager to enter into a contract with Agency for the performance and delivery of such services;

Now, therefore, in consideration of the mutual promises, terms and covenants herein set forth, it is agreed as follows:

1. Services. Agency shall provide to the City and to the residents of the City of Kirkland the services as set forth in **Exhibit A** to this Agreement, entitled "**Scope of Work,**" which exhibit by this reference is incorporated herein. In performing such services, the Agency shall at all times comply with all Federal, State, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection herewith.

2. Compensation. The City of Kirkland shall pay Agency for completed services rendered under this Agreement as set forth in **Exhibit B** to this Agreement, entitled "**Compensation and Method of Payment.**" Said amount(s) shall be the total compensation for all services performed by Agency, including all reports, supporting data, supervision, labor, supplies, materials, equipment, or the use thereof and for all other necessary incidentals. Agency shall submit an invoice to the City Manager or his designee. This shall be done no more than [twice yearly/quarterly], as specified in **Exhibit B**. In no event shall the total of all payments for completed services rendered under this Agreement exceed the amount of **\$100,000**.

3. Payment. For payment, the agency shall submit the [advance payment request/reimbursement form] (**Exhibit C**), as specified by the agency or determined by the City, of the annual award to support the work described in **Exhibit A**.

A. Agency agrees that the services for which it seeks compensation under the terms of this Agreement shall be or have been performed solely for the residents of the City of Kirkland.

B. Payment will be made, on qualifying invoices, in the normal course of business following receipt of invoice (Net 30 days). If the Agency does not meet the performance goals as required in the Scope of Work, payment under this Agreement may be reduced, withheld, or request for refund/reimbursement of funds may occur.

4. General Administration and Management. The City Manager or his designee shall have administrative responsibility for the City's performance under this Agreement and shall review and may approve for payment all invoices submitted by Agency to the City for its

performance under this Agreement. The [Executive Director/CEO] of Agency shall be responsible for overall administration of the services by Agency under the terms of this Agreement and for coordination with the City. Such coordination shall be accomplished through the City of Kirkland Human Services Division.

5. Recordkeeping/Documentation. Agency shall submit all reports outlined in **Exhibit B** to this Agreement, entitled “**Compensation and Method of Payment.**” Agency shall maintain records and accounts including personnel, property, financial, and programmatic records that sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to insure proper accounting for all funds contributed by the City to the performance of this Agreement in compliance with this Agreement. These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them earlier is granted by the City based on authorization or approval from the Office of the Archivist in accordance with chapter 40.14 RCW. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City and any other governmental agency so authorized by law. During the performance of this Agreement, Agency will annually submit an independent financial audit and, if a non-profit organization, a roster of the agency’s Board of Directors, including terms and residence.

6. Duration and Termination of Agreement.

A. **The services provided under this Agreement shall be for the period January 1, 2025, through December 31, 2026. The Agreement shall end effective March 31, 2027,** unless otherwise extended by mutual agreement of both parties in writing.

B. Either party hereto may terminate or suspend this Agreement at any time with or without cause by giving ten (10) days’ notice to the other party in writing. Termination or suspension shall be effective ten days after the receipt of notice thereof by certified mail. In the event the City terminates or suspends this Agreement, Agency shall be entitled to receive just and equitable compensation for any satisfactory services rendered prior to the effective date of termination or suspension. If Agency’s insurance coverage as required by this Agreement is cancelled for any reason, the City shall have the right to terminate this Agreement immediately.

7. Hold Harmless/Indemnification. To the greatest extent allowed by law, the Agency shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with it’s the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Agency’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance. The Agency shall procure and maintain for the duration of the Agreement insurance, as required in this Section, against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, its agents, representatives, or employees. A failure to obtain and

maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

The Agency's maintenance of insurance, its scope of coverage, and limits as required by the agreement shall not be construed to limit the liability of the Agency to the coverage provided by such insurance or to otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope and Amounts of Insurance

Agency shall obtain insurance of the types and limits described below:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors, personal injury, advertising injury, and liability assumed under an insured contract. The City shall be named as an additional insured under the Agency's Commercial General Liability insurance policy with respect to work performed in connection with this agreement, using an additional insured endorsement at least as broad as ISO CG 20 26.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Agency's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.

2. The Agency shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

C. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

D. Verification of Coverage

Agency shall furnish the City with original certificates and a copy of the amendatory endorsements evidencing the insurance requirements of the Agency before commencement of the services.

E. Failure to Maintain Insurance

Failure on the part of the Agency to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Agency to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to

the City on demand, or at the sole discretion of the City, offset against funds due the Agency from the City.

9. Nondiscrimination.

- A. In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, including because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, citizen or immigration status exception is when distinction or differential treatment is authorized by federal or state law, regulation, or government contract, marital status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical handicap or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- B. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status, sexual orientation, honorably discharged veteran or military status, or in the presence of any sensory, mental or physical handicap, or the use of a trained dog guide or service animal by a person with a disability.

10. General Provisions.

- A. Agency and the City agree that Agency is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Agency nor any employee of Agency shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance program, or otherwise assuming the duties of an employer with respect to Agency or any employees of the Agency.
- B. This Agreement may not be assigned or otherwise transferred by either of the parties hereto.
- C. This Agreement contains the final and completely integrated agreement between the parties regarding its subject matter and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties hereto.
- D. No change, alteration, modification, or addition to this Agreement will be effective unless it is in writing and properly signed by both parties hereto.
- E. Each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute and deliver this Agreement on behalf of the Party for which they are signing. The Parties hereby warrant to each other that each has full

power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Agreement is enforceable in accordance with its terms.

11. Notices

Notices to the City of Kirkland shall be sent to the following address:

City of Kirkland
Human Services Division
123 5th AVE
KIRKLAND WA 98033-6121
HSgrants@kirklandwa.gov

Notices to Agency shall be sent to the following address:

CEO/ED
ADDRESS
Email Address

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

CITY OF KIRKLAND

AGENCY

Deputy City Manager or Parks and
Community Services Director

Executive Director or CEO

Date: _____

Date: _____

INVOICE TEMPLATE



CITY OF KIRKLAND
 123 Fifth Avenue, Kirkland, WA 98033
 PARKS and COMMUNITY SERVICES

Agency and Program Name				
Address				
City & ZIP				
Agency Contact Name				Phone
Email				Invoice Date
Costs below incurred from			to	
Payment Request				
Contract:	#			
Award Amount:	\$	100,000.00		
Invoice Amount Requested:	\$			
Award Balance:	\$			
Report and Attachments:				
<p>Submit invoices per instructions and a final invoice following completion of each yearly event.</p> <ul style="list-style-type: none"> •Final invoice submissions will include the following: •A short narrative report •Itemized list of expenses, including paid staff with back-up documentation •Final invoice will include the following: •Itemized list of expenses including total cost, itemized budget for paid staff with back-up documentation •Number of total attendees •Number of people receiving services, which may include the following, only if available: •Vaccinations •Flu shots •Health Screenings •Mammography (If available) •Dental Services •Enrollment in County programs including Community Health Access Program (CHAP) and others •Any other services not mentioned above •Survey results with short report on language services (translation and interpretation) utilized, and number of people served •Community partner participation •Number of volunteers •Summary of the event's impact on the above identified members of the Kirkland community 				
Submit all related invoices to: HSGrants@kirklandwa.gov and amsmith@kirklandwa.gov				Total: