



REQUEST FOR QUALIFICATIONS: Early Support for Infants and Toddlers		
NUMBER: 2021-750-814-002	SUBMITTAL DATE: May 11, 2021	
DIVISION: Community Health	CONTACT PERSON: Heather Gallagher hgallagher@srhd.org	

INTRODUCTION

The Spokane Regional Health District’s Early Support for Infants and Toddlers Program (SRHD ESIT) is seeking new, qualified organizations to provide Early Support Services.
 This SRHD ESIT RFQ is for:

- Organizations that are not currently contracted to provide ESIT services in Spokane County;

The Request for Qualifications (RFQ) is a solicitation for qualifications only and shall not be construed as an offer, a guarantee, or a promise that the solicited qualifications will result in a contract for services with SRHD ESIT.

A tandem Request for Applications, to be released on April 9, 2021, is only for current SRHD ESIT contractors in Spokane County.

RFQ COORDINATORS

All communications, including any requests for clarification, concerning this RFQ should be addressed in writing to the following:

Heather Gallagher Program Manager 4 hgallagher@srhd.org	and	Melissa McDaniel HPS3 mmcdaniel@srhd.org
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CONTRACT TERM

Contract will be awarded for one year from July 1, 2021 through June 30, 2022.

Spokane Regional Health District shall have the right to terminate the contract at any time by giving the contractor a thirty (30) day written notice.

SCOPE OF WORK

The SRHD ESIT RFQ consists of this document, including the links and references found throughout. This document is organized into 4 sections designed to provide an overview for applicants:

Section I: Background and Context gives applicants an introduction to IDEA Part C and SRHD ESIT program.

Section II: Spokane County’s ESIT System provides an overview of the local system and the benefits of joining the ESIT Provider community. This section also includes a description of the services that ESIT Providers deliver and how ESIT program funding works.

Section III: RFQ Application Process provides the information to apply, including:

- RFQ Application Process
- Technical Requirements
- Documentation Order
- Review Process

Section IV: Application Questions and References



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Section I:

Part C of the Individuals with Disabilities Education Act (IDEA) is a federal grant program that assists states in operating a comprehensive statewide program of early support services for infants and toddlers with disabilities, ages birth through age 2 years, and their families. Congress established this program in 1986 in recognition of "an urgent and substantial need" to:

- enhance the development of infants and toddlers with disabilities
- reduce educational costs by minimizing the need for special education through early intervention
- minimize the likelihood of institutionalization, and maximize independent living
- enhance the capacity of families to meet their child's needs

Early support services are designed to enable children with developmental delays or disabilities to be active and successful during the early childhood years and in the future in a variety of settings—in their homes, in child care, in preschool or school programs, and in their communities. Early support services, to the maximum extent appropriate, is provided in natural learning environments including home, childcare, and other community settings. The Early Support for Infants and Toddlers (ESIT) program supports families with information and skills to ensure they are supported as the most critical influence on their child’s early learning and development.

Section II:

Originally known as the Infant Toddler Network, SRHD ESIT partners with the Washington State Lead Agency, Department of Children, Youth, and Families (DCYF), to serve as the County Lead Agency responsible for administering funds, enrollment support, outreach, and providing oversight and technical support for Early Support for Infants and Toddlers (ESIT) in Spokane County. SRHD ESIT works to ensure service systems are equitable and to ensure Spokane County’s ESIT operates in accordance with:

- [Washington State Early Support for Infants and Toddlers Policies and Procedures](#)
- [Washington’s Federally Approved State Plan for Early Support for Infants and Toddlers](#)
- [Individuals with Disabilities Education Act \(IDEA\), Part C](#)
- [Early Intervention Program for Infants and Toddlers with Disabilities: Final Regulations](#)
- [Washington Administrative Code 110-400, Early Support for Infants and Toddlers Program](#)
- [ECTA Center: Improving Systems, Practices and Outcomes](#) and local culturally relevant needs

SRHD ESIT currently subcontracts with 5 organizations to provide IDEA Part C early support services in Spokane County. Subcontractors include: Center for Pediatric Therapy, Children FIRST therapy, Joya Child and Family Development, Stepping Stones Pediatric Therapy, and Youthful Horizons. All offer comprehensive, evidence based physical therapy, occupational therapy, speech therapy, feeding services, family resource coordination and much more.

How Services are Provided:

Natural Environments: In accordance with federal Part C requirements, early support services are required to be provided in a natural environment unless the early support outcome cannot be achieved satisfactorily in a natural environment. Providing services in natural environments is not just the law, but more importantly, it supports one of the key purposes of early support services: to enhance the capacity of the family in facilitating their child’s development through natural learning opportunities at home or in community settings where children live, learn, and play. Children learn best through play and in the framework of relationships. ESIT services focus on working with children and families in their daily routines.



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Teaming/Service Provision: Early support services are provided by qualified professionals and caregivers who collaborate as a team to support the identified needs of the child. SRHD ESIT uses multidisciplinary teaming practices regarding conducting evaluations and assessments, completing child outcome measurement ratings, developing Individual Family Services Plans (IFSP), and conducting IFSP reviews, and in providing coordinated IFSP services in accordance with the DCYF ESIT program recommended practices.

Key Functions of ESIT Providers:

The following is a selective, not exhaustive list of key functions required of SRHD ESIT providers. Please see DCYS’s website for the full scope of ESIT program requirements, and for the federal definitions for the below terms and phrases. [Contract Materials | Washington State Department of Children, Youth, and Families](#)

Receiving and Responding to Referrals: SRHD ESIT providers must ensure a response to all referrals within 3 business days and provide all services for those children found eligible within the following School District Catchment Area(s), by OSPI Assigned County.

- Reardon-Edwall School District (Spokane)
- Central Valley School District
- Cheney School District
- Deer Park School District
- East Valley School District
- Freeman School District
- Great Northern School District
- Liberty School District
- Mead School District
- Medial Lake School District
- Nine Mile Falls School District
- Orchard Prairie School District
- PRIDE Prep Charter School District
- Riverside School District
- Spokane International Academy
- Spokane School District
- West Valley School District

Family Resources Coordination (FRC): SRHD ESIT providers must be able to provide service coordination to every family, staffed by a Family Resources Coordinator (FRC) with a case load of no more than 65 per 1 FTE. Service coordination includes communicating with families, facilitating the evaluation and the IFSP process, and coordinating ESIT services for eligible children. FRCs also provide referrals to community resources as needed, such as housing, health insurance, food, etc.

Eligibility Evaluation/Assessment: When a referred family is interested in pursuing an evaluation, the ESIT Provider must complete an evaluation to determine whether the child is eligible for the ESIT program at no cost to the family. No cost to the family means that co-pay, fee’s, and deductibles cannot be charged. A family may give permission to access their insurance, revenue from insurance can be applied to the evaluation.

Individualized Family Service Plan (IFSP): ESIT services are determined and documented in an Individualized Family Service Plan. This plan is developed by a team including the family, the FRC, and the ESIT service provider(s). The IFSP documents the child’s and family’s strengths, needs, priorities, and desired outcomes, as well as type, frequency, and location of services to be provided. The evaluation process, and if the child is eligible, the IFSP must be completed within 45 days from the date of referral.



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ESIT Services: The child must begin receiving ESIT services within 30 days from the IFSP date. ESIT eligible children cannot be subject to a waiting list. The child would continue to receive services according to their IFSP (which is updated at least every 6 months) until the child discharges from the ESIT program or reaches their third birthday.

Transition Plan: When a child exits the ESIT program, the FRC works with the family to create a transition plan. The transition plan identifies activities to link the family with the appropriate next steps after being discharged or turning three.

Service Provider Type

There is only one ESIT Provider type included in this RFQ: Full-Service Provider

	Full-Service Provider
Overview	ESIT Provider Agency (EPA) are responsible for all Part C services. The most common services include, but are not limited to, Special Instruction, Speech-Language Pathology, Occupational Therapy, and Physical Therapy
Number of current Contractors	5
Partnership with Other Providers	Child/family may be jointly served via agency contract for other services: the most common services are dietician, teacher services for visual impairment, Deaf and hard of hearing teacher.
Family Resources Coordinators (FRCs)	Provided by agency.
Typical Service Providers-- Agencies must hire or contract with personnel who meet the criteria in the Qualified Personnel Guidelines .	Teams include some combination of: <ul style="list-style-type: none"> • Educator • Occupational Therapist • Physical Therapist • Speech Therapist • Family Resource Coordinators
Services Provided	<ul style="list-style-type: none"> • Family Resources Coordination • Evaluation/Assessments/Screening— Both Initially and Ongoing • Family training, counseling, and home visits • Transportation and related costs necessary to enable a child and family to receive ESIT services (home, child care and community-based services)



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	<ul style="list-style-type: none"> Partner with other ESIT Providers, as needed, to ensure all IFSP services provided.
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SRHD ESIT Program Funding

Contracted SRHD ESIT Providers must have the capacity to bill for the variety of fund sources to ensure they are gathering all the resources available to the program. Sources include:

Medicaid and Private Insurance: All service types that are billable should be billed either via contract with an insurance billing agency or in-house. In addition, Providers need to bill families for copays, co-insurance, and deductibles.

Family Fees: If families decline access to insurance, the provider may charge a monthly fee to the family for services, in accordance with the ESIT Monthly Fee Schedule.

State Special Education Funding – County EIS Rate

SRHD ESIT reimburses EIPA’s through the State Special Education county EIS rate less 5%. Additional percentage points may be withheld by contract amendment to fund shared services. The County EIS Rate is derived from the Basic Education Allocation (BEA) rate times 1.15, for each School District Catchment Area and weighted by enrollment. The County EIS Rate is to be based on the most current rate data as produced from OSPI and periodically adjusted. Monthly payments will be based on the actual number of children served, who had an active IFSP entered in the Data Management System (DMS). Quarterly reconciliation of State Special Education revenue received will be conducted. Any Special Education funding that has not been utilized by the end of the contract year must be returned to DCYF. EPA’s may request approval to carry over funds for up to one-year.

Organizational Requirements

The SRHD ESIT program utilizes federal and state funding. Each fund source brings their own set of contractual requirements. Requirements are incorporated into the SRHD ESIT sub-contracts. The requirements cover a wide range of organizational areas, including staff training, credentialing/licensing, background checks, data security, confidentiality, accounting practices, human resources, equity and social justice, and insurance coverage.

Section III

REQUEST FOR QUALIFICATION SCHEDULE

Below is the schedule for the RFQ process (*which is subject to change*):

Date	Description
April 9, 2021	Issue Date of RFQ and posted on SRHD website
April 20, 2021	Deadline for submission of questions
April 28, 2021	Addendum for Questions posted on srhd.org website
May 11, 2021	Request for Applications Submission Deadline by 1:00pm (Pacific Time)
May 28, 2021	Anticipated Award of Agreement Contract



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Technical Requirements

- Use 12-point font, black;
- Double-spaced narratives with one-inch margins;
- Print your organization name as a header on all pages of the application response;
- Insert page numbers at the bottom of the page;
- There is no minimum or maximum number of pages for the entire response;
- Proposal applications that are incomplete will not be considered;
- All questions must be answered.
- Submit one PDF electronic file, to hgallagher@srhd.org and mmcdaniel@srhd.org by **Tuesday, May 11, 2021 by 1:00pm (Pacific Time)**.

Documentation Order

1. A letter of interest that includes your agencies mission, years in service, and why you are interested in being an ESIT provider.
2. Agency organizational chart and who will be responsible for SRHD ESIT communications including attending the monthly Early Support Network meetings. This person should have designated authority to make staffing and fiscal decisions for your agency.
3. Detailed answers to the application questions.
4. Internal accounting policies and procedures including fiscal staffing structure.

Application Questions

1. Please describe your current agency structure and what steps you would take to provide ESIT services.
2. Please discuss the strengths and opportunities your organization would bring as an ESIT provider?
3. How will you staff your proposed ESIT program and fund Family Resource Coordination (FRC) services? Describe your proposed supervision structure.
4. How will you ensure that services are provided in accordance with the Individuals with Disabilities Education Act (IDEA) Part C rules and regulations?
5. ESIT is family-centered – the family’s goals for their child inform the services that are provided. How will your organization ensure that each family will direct the ongoing decision-making process of services for their child enrolled in ESIT?
6. How will you ensure that services are provided in the natural environment?
7. Please describe how your organization currently reaches and serves the racial, ethnic, and cultural groups of children and families who reside in Spokane County. How your agency will value and support the cultural and ethnic diversity of individual children and families served.
8. Providers are required to provide ESIT services in the family’s home language, using multilingual staff or certified interpreters. Please share your current capacities and approaches to providing services in families home languages. What additional steps would you need to take to meet this requirement?
9. How many children (along with their families) do you plan to serve monthly by 6 months? By 12 months?
10. Share an example of how your organization has approached adding a new program serving young children and eir families in the past. Include how community engagement, qualitative and quantitative data, planning,



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decision making, hiring, and training was part of this process. Is there anything you might do differently from this experience?

11. ESIT Providers must serve all children and families who wish to work with the organization, including families experiencing homelessness. How would your organization approach reaching and serving children and families experiencing homelessness?
12. ESIT Providers are required to bill Medicaid or a family’s private insurance to pay for services. Does your organization currently bill Medicaid and private insurance?
13. Are you willing and able to serve children throughout the School District Catchment Area?
14. Are you willing and able to provide all needed services, or subcontract for services, as determined by the Individual Family Services Plan (IFSP) team process?
15. Describe what tools you will use to evaluate/assess children in all five developmental areas which include (a) physical, (b) communication, (c) adaptive, (d) social/emotional, (e) cognitive and in addition vision and hearing?
16. How your agency will assure a smooth transition from early support services to public school special education preschool or other community early childhood programs. Include past associations or experiences with local school districts, Head Start, etc.

Review Process

Applications will be reviewed and evaluated by the SRHD ESIT Team. Application questions will be rated on the following scale: Met, Partially Met, and Did Not Meet. All award recommendations will then be presented to the Board of Health for approval on May 27, 2021, once approved, contracts will then be awarded and sent for signature prior to July 1, 2021.

Section IV

RFQ Questions

Please email questions you may have regarding this RFQ to hgallagher@srhd.org and mmcdaniel@srhd.org by April 20, 2021. A n Addendum will be posted on the [Current Solicitations | SRHD](#) on April 28, 2021.

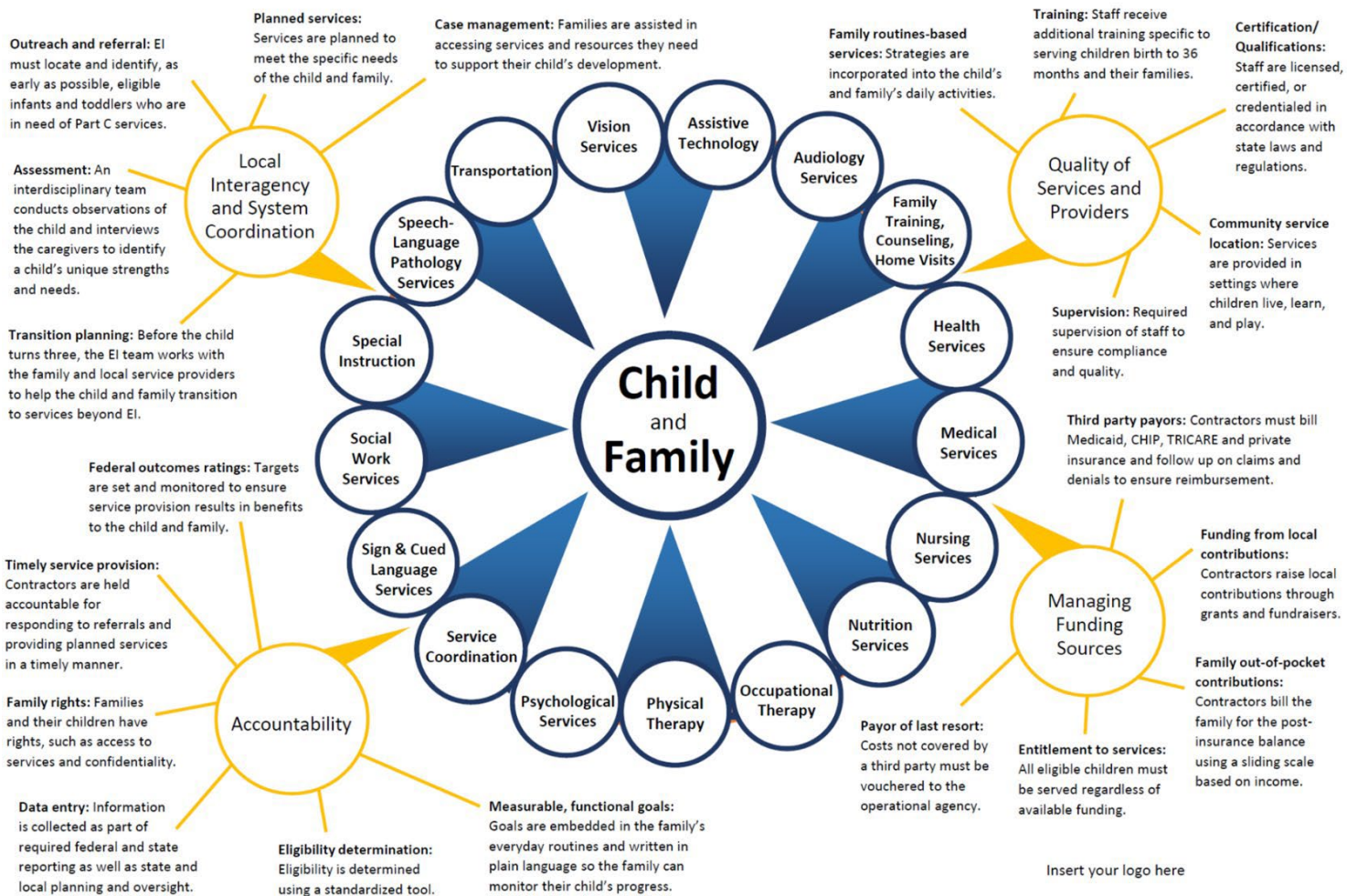
RFQ Resources:

- *Washington State Early Support for Infants and Toddlers Policies and Procedures*
- *Washington’s Federally Approved State Plan for Early Support for Infants and Toddlers*
- *Individuals with Disabilities Education Act (IDEA), Part C*
- *Early Intervention Program for Infants and Toddlers with Disabilities: Final Regulations*
- *Washington Administrative Code 110-400, Early Support for Infants and Toddlers Program*
- *Contract Materials | Washington State Department of Children, Youth, and Families*
- *ECTA Center: Improving Systems, Practices and Outcomes*
- Exhibit A: Sample Universal Agreement



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Operation of an Early Intervention Program



ADDITIONAL INFORMATION

Spokane Regional Health District reserves the right to make written requests for additional information from an applicant to assist understanding or clarifying an application. All responses are to be provided in writing.

All local, state, and federal regulations are to be followed. Any fines assessed to Spokane Regional Health District due to the lack of these regulations being followed will be the responsibility of the successful applicant.



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PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of SRHD.

All received Applications shall remain confidential until the award of contract is awarded, accepted, signed and posted to our SRHD.org website. Thereafter, the Applications shall be deemed public records as defined in RCW 42.56, "Public Records."

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Application exempt from disclosure will not be honored.

SRHD will consider an Applicants request for exemption from disclosure; however, SRHD will decide predicated upon state law and regulations. If any information is marked as proprietary in the Application, it will not be made available until the affected Applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFQ Coordinators.

REVISIONS TO THE RFQ

In the event it becomes necessary to revise any part of this RFQ, addendum/or addenda will be provided to all who receive the RFQ. For this purpose, questions received, and the associated answers shall be provided as an addendum to the RFQ.

SRHD also reserves the right to cancel or to reissue the RFQ in whole or in part, prior to final award of a contract.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

SRHD encourages participation in all its contracts by Applicants certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/664-9750 to obtain information on certified Applicants.

ACCEPTANCE PERIOD

Applications shall remain in effect for forty-five (45) days for acceptance by SRHD from the due date for receipt of Applications.

COSTS TO PROPOSE

SRHD will not be liable for any costs incurred by the Applicant in preparation of a Proposal submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

REJECTION OF PROPOSALS

SRHD reserves the right at its sole discretion to reject any and all Application received without penalty and to not issue a contract as a result of this RFQ.

AWARD OF CONTRACT

This RFQ does not obligate SRHD to award a contract or to contract for services specified herein.



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All contracts that are over \$100,000 must be presented to the Board of Health for approval prior to awarding a contract. The Board of Health has the authority to reject and/or approve all contracts for Spokane Regional HealthDistrict.

NOTIFICATION TO APPLICANTS

After an award recommendation has been determined, both successful and unsuccessful Applicants will be notified via phone call.

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference will be scheduled with an unsuccessful Applicant. Discussion will be limited to a critique of the requesting Applicant’s Proposal. Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

CONTRACT TERMS

Business Registration Requirement

Spokane Regional Health District will not award an agreement with any business that does not have a valid Washington State business license. The Applicant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration.

Anti-Kickback

No officer or employee of the Spokane Regional Health District having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

Disputes

This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.

Special Provisions to Contract Requirements

Spokane Regional Health District draft form of Universal Agreement is attached as **Exhibit: A** and incorporated herein by reference. Any exceptions to the requirements of the draft form of Agreement shall be noted in the Application.

Non-Discrimination

In the performance of this proposal, the Applicant shall comply with the provisions of Title VII of the Civil Rights act of 1964 (42 USC 20000e), Section 504 of the Rehabilitation Act of 1973 (29 USC 794f), Chapter 49.60 RCW, the Age Discrimination in Employment Act, and the Americans with Disabilities Act (P.L. 101-336), as now or hereafter amended.

Non-discrimination requirements include, but are not limited to:

1. Non-Discrimination in Employment: The Applicant shall not discriminate against any employee or applicant for employment because of race, color, sec, religion, national origin, sexual orientation, creed, marital status, age,

Vietnam era or disabled veterans’ status, or the presence of any sensory, mental, or physical disability. The Applicant shall take affirmative steps to ensure that employees are not discriminated against during employment. Such



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steps shall include, but are not limited to employment, upgrading, demotion, or transfer; recruitment or selection for training including apprenticeships and volunteers.

2. Non-Discrimination in Client Services: The Applicant shall not deny any individual any services to other benefits provided under this Agreement, on the grounds of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans' status, or the presence of any sensory, mental or physical disability.

Liability

The Applicant shall indemnify, defend, and hold harmless SRHD, its officers and employees from all claims, demands, or suits in law or equity arising from the Applicant's negligence or breach or its obligations under the contract. The Applicant's duty to indemnify shall not apply to liability caused by the sole negligence of SRHD, its officers and employees. The Applicant's duty to indemnify for liability arising from the concurrent negligence of SRHD, its officers and employees and the Applicant, its officers and employees shall apply only to the extent of the negligence of the Applicant, its officers and employees. The Applicant's duty to indemnify shall survive termination or expiration of the contract. The Applicant waives, with respect to SRHD only, its immunity under RCW Title 51, Industrial Insurance.

Insurance Coverage

During the term of the contract, the Applicant shall maintain in force at its own expense, each insurance coverage noted below:

1. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
2. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that SRHD, its officers and employees are additional insureds but only with respect to the Firm's services to be provided under this contract; and
3. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
4. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

NOTE: There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Applicant or its insurer(s) to SRHD.

As evidence of the insurance coverages required by this contract, the Applicant shall furnish acceptable insurance certificates to SRHD at the time it returns the signed contract. The certificate shall specify all parties who are additional insured, and include applicable policy endorsements, and the deductible or retention level, as well as policy limits.