



Department of Community and Human Services
Committee to End Homelessness

REQUEST FOR PROPOSAL Faith Community Project

SCHEDULE

Date	Activity
July 14, 2010	Request for Proposal Released
July 21, 2010	Bidders Conference: Department of Community and Human Services (DCHS) 401 Fifth Avenue, Seattle, WA 98104 Conference Room 115 11 a.m. - Noon
July 28, 2010	Last day for agencies to submit questions. Questions shall be emailed to Gretchen.Bruce@kingcounty.gov by 4:30 p.m.
July 30, 2010	All questions and their answers will be posted by 4:30 p.m. on the DCHS website at http://www.kingcounty.gov/dchs .
August 4, 2010	Proposals due by 4:30 p.m.
By August 13, 2010	Proposals will be reviewed. Applicants may be contacted during this time for additional information.
By August 20, 2010	Interviews with application finalists, as necessary
By August 27, 2010	Awards announced
By November 1, 2010	Contracts begin

<p>Contact: Gretchen Bruce, Project Manager Committee to End Homelessness King County Department of Community and Human Services 401 Fifth Avenue, Suite 500 Seattle, WA 98104-2337</p>	<p>Email: Gretchen.Bruce@kingcounty.gov</p> <p>Phone: 206-263-9085</p>
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	<p>Sign language and communication material in alternate formats (such as Braille, large print, audio cassette or computer disk) can be arranged given sufficient notice by calling: (206) 205-0569 or TTY: 711 (Relay service)</p>	
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I. General Terms and Conditions

A. Bid Process Requirements and Explanations

1. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
2. All submitted proposals and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected proposer(s). Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County will not make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at the Department of Community and Human Services (DCHS), Committee to End Homelessness (CEHKC) office.
3. No other distribution of proposals will be made by the proposers prior to any public disclosure regarding the Request For Proposal (RFP), the proposal or any subsequent awards without written approval by King County. For this RFP, all proposals received by King County shall remain valid for ninety (90) days from the date of submittal. All proposals received in response to this RFP will be retained.
4. Proposals shall be prepared simply and economically, providing a straightforward and concise, complete and detailed description of the proposer's abilities to meet the requirements of this RFP. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.
5. King County reserves the right to reject any or all proposals that are deemed not responsive to its needs.
6. King County is not liable for any cost incurred by the proposer prior to issuing the contract.
7. A contract may be negotiated with the proposer(s) whose proposal would be most advantageous to King County in the opinion of the King County Department of Community and Human Services, all factors considered. King County reserves the right to reject any or all proposals submitted.
8. It is proposed that if a selection is made as a result of this RFP, a contract(s) with a fixed price(s) will be negotiated. Negotiations may be undertaken with the proposer(s) who is considered to be the most suitable for the work. This RFP is primarily designed to identify the most qualified organization(s). Price and schedule will be negotiated with the overall "first choice" proposer (or, at the county's option, with the proposer that is highest ranked in a specified category). Negotiations may be instituted with the second choice

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and subsequent proposer until the project is canceled or an acceptable contract is executed.

9. The contents of the proposal of the selected proposer shall become contractual obligations if a contract ensues. Failure of the proposer to accept these obligations may result in cancellation of their selection.
10. A contract between the proposer and King County shall include all documents mutually entered into specifically including the contract instrument, the original RFP as issued by King County, and the response to the RFP. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.
11. News releases pertaining to this RFP, the services, or the program to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
12. King County Code 4.16.025 prohibits the acceptance of any proposal after the time and date specified on the RFP. There shall be no exceptions to this requirement.
13. King County staff members are prohibited from speaking with potential proposers about the project during the solicitation.
14. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act, or are otherwise privileged.
15. Proposals submitted under this RFP shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public. King County may request an electronic copy of your proposal response at a later time for this purpose. This copy may be requested in MS Word format, and delivered either by e-mail or directly delivered on CD.
16. If a proposer considers any portion of his/her proposal to be protected under the law, the proposer shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET”. The proposer shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the county will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the county will notify the proposer of the request and allow the proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the proposer fails or neglects to take such action within said period, the county will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the proposer assents to the procedure outlined in this paragraph and shall have no claim against the county on account of actions taken under such procedure.

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Protected Material		
Description	Proposal Page Number	Confidential/Proprietary/Business Secret (Please indicate)

17. Proposers are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFP.

18. During the solicitation process, King County strongly discourages the transmittal of company information, brochures, and other promotional materials, other than address, contact and e-mail information, prior to the due date of proposals. Any pre-packaged material received by a potential proposer prior to the receipt of proposals shall not be reviewed by the county.

B. King County Contracting Requirements

The contracts awarded through this RFP are anticipated to begin by November 1, 2010. Please note that costs incurred prior to the contract start date will not be reimbursed.

Please contact Gretchen Bruce at Gretchen.Bruce@kingcounty.gov, or 206-263-9085 if you have any questions or would like to obtain a complete list of the contracting requirements. Detailed information on contracting with King County is also available on the following website: <http://www.kingcounty.gov/operations/DCHS/Business/Contracting.aspx>

C. Reporting and Monitoring Requirements

The organization will be required to submit invoices and regular reports per the contract. Reports include monthly service activity reports, quarterly demographic reports and semi-annual outcome reports.

The organization will be expected to provide additional information, as needed, for program monitoring, reporting, management and evaluation. The CEHKC will visit the site and maintain active contact with the organization to provide technical support and assistance as needed.

D. Audit

On a yearly basis, the organization shall have an independent audit conducted of its financial statement(s) and condition, which shall comply with the requirements of generally accepted auditing standards. The organization is required to submit the independent financial audit to CEHKC according to the time period specified in the contract.

E. Insurance Requirements

The organization will be required to provide evidence of General Liability (Commercial General Liability), Professional Liability, Workers' Compensation, Stop Gap Employer's Liability, and Automobile Liability coverage. In addition, the policy shall endorse King County, its officers, officials, employees, and agents as an additional insured. Additional insurance requirements are described within the contract boilerplate located at the following website:

<http://www.kingcounty.gov/operations/DCHS/Business/Contracting/Requirements/MHSArequirements.aspx>

F. Domestic Partner Benefits (non-discrimination in benefits)

King County law prohibits organizations from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Organizations that enter into contracts valued at \$25,000 or greater with King County must provide benefits to domestic partners of their employees that are equivalent to the benefits provided to spouses of their employees.

II. Information and Background

A. Committee to End Homelessness in King County

The CEHKC is the broad coalition of governments, non-profits, faith communities, businesses and homeless and formerly homeless people who have come together to implement the Ten Year Plan to End Homelessness in King County. The committee recognizes that, while governmental and philanthropic funding is important, ending homelessness requires the involvement and commitment of all members of our community.

Grassroots leadership in addressing homelessness has frequently been provided by faith communities, who translate their core values into addressing the needs of our most vulnerable neighbors. Faith communities have provided emergency shelter, feeding programs, mentoring and permanent housing supports.

Although many faith communities are involved in ending homelessness in committed and creative ways, many others are not, either because they are not fully aware of the problem, because they do not know what possibilities are open to them, or for other reasons. In expanding our community's involvement in ending homelessness, a logical step is to address those faith communities that do not currently have ending homelessness as a social justice priority and help them understand both the gravity of the problem and promote them to think about what they can do to help. This type of outreach and education has two components: 1) adding the issue of homelessness to faith communities' social justice priorities and 2) converting that commitment to action that changes the lives of individuals.

The agency(s) selected in this RFP process will be providing education and inspiring mobilization on the part of faith communities, but will not itself be providing direct service to homeless individuals.

The Department of Community and Human Services, Committee to End Homelessness will provide a total of \$80,000 over two years, or \$40,000 per year.

III. Intent

The Committee to End Homelessness, through the Department of Community and Human Services (DCHS) intends to contract with agency(s) to increase the number of faith communities that (1) adopt addressing homelessness as one of their social justice goals and (2) take concrete action to help individuals and families who are homeless or at risk of homelessness. The selected agency will help to educate and motivate faith communities but will not be providing direct services to homeless individuals. The contract(s) awarded through this process are anticipated to begin by November 1, 2010. The successful applicant(s) is expected to complete startup activities and be at full staffing capacity and ready to begin services no later than December 10, 2010.

IV. Proposer Qualifications

The following are the minimum requirements the agency must demonstrate in order to continue in the proposal review process.

- A. The agency must provide a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status in the state of Washington.

V. Scope of Work

A. Outcome

Develop and implement stronger measures to avoid or prevent homelessness, and to create or preserve supportive housing for those who are homeless or at risk of homelessness to achieve the goal of ending homelessness in King County through the use of faith communities in providing housing and services.

B. Outcome Indicators

1. Increase in the number of faith communities that are committed to taking action to help people who are homeless or at risk of homelessness, with an emphasis on faith communities in geographic areas where there are currently only limited shelter, housing and services resources. Measured by the number of faith communities that formally adopt addressing homelessness as a new social action goal for their community.
2. Help faith communities convert commitment into action by increasing their understanding about the process and conditions of providing shelter, housing and support services, including identifying best practice information resources, with the result of increasing overall system capacity, particularly in areas where there are currently only limited shelter, housing and services resources. Measured by the number of faith communities that undertake new activities that support people who are homeless or at risk of homelessness, including both emergency support services and services that promote re-housing.

C. Target Population

The ultimate beneficiaries of this contract will be the homeless and at-risk populations identified by faith communities in King County.

D. Location

The agency's work shall be with faith communities throughout King County.

E. Program Requirements

1. The agency shall outreach and engage faith communities to act in addressing homelessness, particularly in areas where there are limited shelter, housing and services resources. The agency is encouraged to engage communities such as the evangelical community that have not previously been involved in mainstream homelessness efforts.
2. The agency shall train faith communities about the process and conditions of providing support services including any best practice models and/or information resources.
3. The agency shall develop linkages between faith based communities and existing homeless and affordable housing advocacy organizations in order to increase individual and congregation level involvement in homelessness specific education.
4. Documentation
 - a. All services performed shall be documented in a manner that accurately reflects the type of service provided.
 - b. All contracts with sub-contracting agencies shall be developed and maintained in accordance with county standards and requirements.

VI. Funding

Amount to be negotiated by contract annually: A total of \$80,000 is available over 24 months, or \$40,000 per year, is expected to be available for this project. The initial contract term shall begin by November 1, 2010 and end 24 months later. Contract may be renewed on an annual basis, based on funding availability and contract performance.

The total amount of funding is subject to change based on funding availability. Funding awards will be prorated with increased or decreased amounts depending on the final budget and number of successful bidders.

Proposals with collaborating and subcontracting agency(s) are encouraged but not required. All subcontracting agencies will be required to comply with the terms and conditions of DCHS contract agreements. These include audit requirements, insurance requirements, and requirements for nondiscrimination and equal opportunity employment. A copy of these terms and conditions is available from Gretchen Bruce at: Gretchen.Bruce@kingcounty.gov.

King County reserves the right to disburse all, none, or a portion of the available funds.

VII. Proposal Requirements

The response must use standard size type (a font size of no less than 11 points). The response must be typed on 8.5 X 11-inch white paper with 1 inch margins and double-sided format. A standard font type (such as Times New Roman or Arial), and standard font size (not smaller than 11 point) must be used. **Responses should not exceed seven (7) pages in length.** Single spacing is allowed. Each page must be numbered sequentially. Please submit responses as indicated in Section XII.

Responses must be prepared simply and economically, providing a straightforward, concise, complete, and detailed description of your ability to meet the requirements outlined in this document. Emphasis shall be on the completeness of content. Fancy bindings, colored displays, and promotional materials will not be accepted. We encourage the use of recycled paper.

All responses should be numbered and lettered corresponding to each item below.

This application (7 page maximum) should include the following items.

1. Transmittal Letter (one page)
2. Agency Qualifications and Experience (up to three pages)
3. Data Collection and Evaluation (one page)
4. Budget Narrative (one page)
5. Budget (one page form is provided)
6. Proof of Non-Profit Status
7. Agency Interview (no written response needed).

Proposal Transmittal Letter Requirements

The proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory, and failure to provide the information as required may result in the proposal being considered non-responsive and rejected. The Proposal Transmittal Letter shall reference and respond to the following items in sequence:

1. The letter shall provide the name, mailing address, telephone number and email address of the person the county should contact regarding the proposal.
2. The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Federal Employer Identification Number of the firm making the proposal.
3. The letter shall provide the total program budget amount.
4. The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this funding process and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

VIII. Proposal Evaluation Criteria

No more than 100 points will be awarded for the written response to the RFP. A face-to-face interview may be required after the written proposal evaluation is completed. No more than 25 points will be awarded for the face-to-face interview above the 100 points awarded for the written response.

A. Agency Qualifications and Experience (no more than three pages – 80 points)

Points in this category will be awarded based on the extent of the applicant's history of performance and experience in a variety of areas described below. The proposal should describe and document the applicant's experience including the following elements.

1. Describe your organization's mission.
2. Describe the relation of your organization's mission to helping vulnerable members of society.
3. Describe your organization's experience in helping vulnerable members of society.
4. Describe your organization's experience engaging diverse faith communities or other organizations in social justice activities including specifically helping vulnerable members of society. Include a description of how your organization approached other entities whose beliefs were substantially different than yours.
5. Describe your organization's experience in engaging organizations across King County. If your organization normally has a smaller geographic focus, describe ways in which you have engaged entities outside your geographic focus.
6. Describe your organization's experience providing culturally appropriate services and in training other organizations to provide culturally appropriate services.
7. Describe your organization's experience and expertise providing services to people countywide.
8. Describe your organization's experience providing technical assistance to communities around homelessness or other social justice programs.
9. Describe the staffing that your organization would use on this project, including the experience of specific staff members.

B. Data Collection and Evaluation (no more than one page - 10 points)

1. Describe the evaluation tools you will use to determine if your program has achieved its target outcomes.

C. Budget (1 page – 10 points)

1. Budget Narrative
 - a. Explain the need for these funds for your program.
 - b. Explain the effect of a reduced award amount (and would could not be accomplished if the award were reduced).

2. Budget Tables

Please recreate the tables below to describe your program’s funding requirements.

- a. For Table 1, please use the “funding received from other revenue sources” column to describe the remaining portion of expenses that will be funded by other revenue sources. The “Total Program Expense” column should total all expenses related to this particular program.
- b. For Table 2, please list all staff associated with this program, the percent of each staff’s time associated with the program, and the total salary costs.
- c. For Table 3, please list all revenue sources associated with this program as well as the percent of the total revenue for each source.

Table 1. Program Expenses

Expenses	Funding Request	Funding received from other revenue sources	Total Program Expense
Salaries (from Table 2)			
Benefits			
Rent			
Utilities			
Maintenance			
Insurance			
Telephone			
Project Supplies			
Office Supplies			
Transportation			
Other – Specify			
Total Expenses			

Table 2. Salary Expense

Position Title	% FTE*	Annual Base Salary	% of time attributable to the project	Total salary attributable to the project
Total Salary Costs				

% FTE= Full-time equivalent (i.e. 40 hours = 1.0, 20 hours=.50)

Table 3. Summary of Revenue Sources

Revenue Source	Total Funding Received	% of Total

D. Proof of Non-Profit Status (1 page)

If your organization or one of your collaborating agencies is non-profit, submit proof of the organization’s non-profit status. Proof of non-profit status is any one of the following:

1. A copy of a currently valid IRS tax-exemption certificate;
2. A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals; or
3. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

E. Agency Interview (25 points)

The selection of agencies for an interview, if necessary, will be based on the written proposal evaluation. The proposal rating panel will interview the selected applicants. A total of 25 additional points will be awarded for the interview. The final award would be based upon the total points awarded for the written evaluation and the oral interview.

IX. Decision Process

A. Initial Threshold Review

The CEHKC staff will initially review applications for completeness and consistency with the proposal requirements. Incomplete and/or ineligible applications will be rejected. Applications that pass this initial threshold review will receive further evaluation by a review team.

B. Team Review

The CEHKC staff will convene a review team to evaluate the proposals. Members of this team will be persons with knowledge of homelessness issues and housing service programs and faith community efforts. All submitted proposals which pass the initial threshold review will be submitted to the review team.

The proposals will be reviewed and rated by the review team according to the criteria and points specified in Section VIII, Proposal Evaluation Criteria, of this solicitation. Each team member will independently evaluate and numerically rate each proposal. Raters will not have conflicts of interest with any applicants.

Once all proposals are individually rated, the team will meet and together arrive at a final score for each proposal. The review team reserves the right to award funding to lower scoring

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applicants in order to meet a specified need in a sub-region or to serve a particular population not effectively addressed by higher ranked proposals. There is no guarantee that a program will receive its full funding request.

C. Director Review

Results of the review team shall be presented to the DCHS Director, who will announce the successful applicants.

X. Appeals Process

A. Grounds for Appeal

An applicant may only submit an appeal on the following grounds:

1. Failure by the CEHKC to follow the procedures set forth in this RFP; and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

B. Contents of an Appeal

The applicant must state all of the facts, arguments, and ground(s) for the appeal in a letter that contains all of the following information:

1. The ground(s) for the appeal;
2. A detailed and complete statement of the specific action that the applicant is appealing;
3. A description of what relief or corrective action the applicant is requesting, and
4. Applicants may attach additional documentation to support the appeal.

C. How to Submit an Appeal

The applicant must submit an appeal in writing and it must be signed. The appeal must be sent by registered mail or hand delivered to King County Committee to End Homelessness, Department of Community and Human Services, Attention: Gretchen Bruce, Chinook Building, 401 Fifth Ave, Suite 510, Seattle, WA 98104. Appeals sent by fax or e-mail will not be accepted. The DCHS must receive the appeal no later than five (5) business days after receipt of the funding notification letter.

D. How the Appeal will be Reviewed

The appeal will be forwarded to the Director of DCHS, along with copies of the application forms, the applicant's proposal, the scoring sheets, and any other documents showing how the proposal was evaluated. The Director will conduct an objective review of the appeal based on the contents of the written appeal letter and the above materials.

The Director will send the applicant a written decision within five (5) business days after DCHS receives the appeal letter, unless more time is required to review the appeal and make a determination. The DCHS Director will notify the applicant if additional time is necessary.

E. How the Appeal will be Decided

The DCHS Director will make a final determination of the appeal and will either:

1. Find that the appeal lacks merit and uphold DCHS's actions;
2. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DCHS's actions; or
3. Find merit in the appeal and provide options for corrective action by DCHS.

Note: Appeals will only be considered if made on the grounds described in this section. DCHS will not conclude this RFP process until it has made a final determination of any appeal.

XI. Application Submittal Instructions

Step one - submit hard copies.

Submit one (1) original copy, including required attachments, and five (5) photocopies, including required attachments to:

Gretchen Bruce, Project Manager
King County Department of Community and Human Services
Committee to End Homelessness
Chinook Building
401 Fifth Avenue, Suite 500
Seattle, WA 98104-2337

Step two – submit electronic version:

Submit the final application electronically via e-mail to Gretchen.Bruce@kingcounty.gov.

All electronic and hard copy application submittals, including required attachments, are due to the King County Department of Community and Human Services Committee to End Homelessness no later than 4:30 PM Pacific Daylight Time on Wednesday, August 4, 2010.

Important points to remember:

- Facsimile copies of the application will not be accepted.
- Applications that do not arrive at the specified addresses above by the due date will not be accepted or reviewed.
- Applications that do not follow the specified format and/or meet the submission requirements will not be reviewed.
- Use a minimum of 11-point font and one-inch margins for all Word documents. Use a minimum of 10-point font for all Excel documents.
- Do not use staples or any other fixed material to bind proposals. Binders and binder clips are acceptable.