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REQUEST FOR PROPOSALS

SUPPORT FOR INDIVIDUALS WITH LIVED EXPERIENCE OF HOMELESSNESS: INFORMING HOMELESSNESS POLICY

Advertised Date: July 29, 2020

Due Date: August 12, 2020

Procurement Lead: Joanna Armstrong
DCHS-C&P@kingcounty.gov

Purpose: To provide support for individuals with lived experience of homelessness who serve on committees and boards providing a valued voice to inform public policy and approach to homelessness in King County

Funding: Up to \$165,000

Submitting a Proposal: Bids are hereby solicited and will be received via email no later than 3 p.m. on the due date noted above.

Submit Proposals via ZoomGrants here: https://www.zoomgrants.com/zgf/Lived_Experience_Policy_Support

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I. Introduction and Objective

A. Purpose:

The King County Department of Community and Health Services (DCHS) is pleased to release this Request For Proposals (RFP) for a qualified Community-Based Organization (CBO) to provide staffing, financial, and administrative support for, and under the direction of, the Lived Experience Coalition (LEC) for operations of the LEC. The LEC coordinates individuals with lived experience of homelessness in King County including, but not limited to, members of the King County Regional Homelessness Authority (KCRHA)'s Governing Committee, Implementation Board, and Advisory Committee.

In order to improve the effectiveness of King County's approach to homelessness, the voices of individuals who have previously experienced, or are currently experiencing homelessness must be centered. This funding opportunity will provide support for individuals with lived experience of homelessness who serve on committees and boards providing a valued voice to inform public policy and approach to homelessness in King County.

B. Background:

The LEC is a diverse group of people who are coming together to lift each other up, advocate for themselves and others, and advance racial equity and social justice. The LEC works beyond oppressive structures by unifying their voices and efforts to dismantle multisystem barriers impacting people who are experiencing homelessness, involved in the justice system, facing unmet behavioral health needs, and/or fleeing violence or emotional/psychological victimization.

LEC Overarching Goals:

1. Work beyond silos by unifying their voices and efforts to dismantle multisystem barriers impacting people who are experiencing homelessness, involvement in the justice system, and/or face unmet mental health needs;
2. Move from a paternalistic funder and provider-driven system to one that is customer-driven and person-centered;
3. Inform current efforts underway to develop a new homelessness system governance structure with ongoing input from, and collaboration with, communities most impacted;
4. Advance racial equity and social justice by advocating that folks with lived experience are no longer relegated to only peer mentorship positions with low pay, but rather are valued instead of tokenized for their expertise, and hired in key leadership and management positions (where the culture values lifting up the most marginalized as its teachers and solution makers)
5. Create an Ombudsperson program so that folks receiving services can have a formalized avenue for grievance and assurance of quality low barrier services with dignity;
6. Create innovative pathways to economic empowerment such as workforce development and other non-traditional opportunities; and

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7. Support collective growth and empowerment with dignity, compassion, and radical collaboration, including transparency and willingness to share information freely to keep each other informed.

The KCRHA will be the new governing entity overseeing policy, funding, and services for people experiencing homelessness across King County. KCRHA is currently in development, and the process of standing up this new entity is being managed by the Governing Committee and Implementation Board under the guidance of the Advisory Committee, as described below.

The Governing Committee is the oversight committee established to serve as the administrator for KCRHA. The Governing Committee is composed of the following members:

- i. The King County Executive;
- ii. Two members of the King County Council;
- iii. The Seattle Mayor;
- iv. Two members of the Seattle City Council;
- v. Three elected officials from cities or towns other than Seattle; and
- vi. Three members representing individuals with lived experience of homelessness.

The Implementation Board is the body responsible for advising the Governing Committee. The 13-member composition of the Implementation Board reflects the racial and ethnic makeup of King County residents overall to ensure members of racial and ethnic groups disproportionately experiencing homelessness are represented. Three of the members represent individuals with lived experience of homelessness. Members of the Implementation Board will have expertise and skills in the following areas:

- i. Implementation of policies and practices that promote racial-ethnic equity within an organization of similar size or responsibility to KCRHA;
- ii. Fiscal oversight of entities with budgets of similar size to KCRHA;
- iii. Direction or oversight of business operations and/or strategy of a large public or private entity or organization;
- iv. Affordable housing finance and/or development;
- v. Physical and/or behavioral healthcare;
- vi. Labor unions and workforce;
- vii. Federal continuum of care program governance and operations and ability to represent the perspectives of continuum of care membership;
- viii. Provision of services for persons experiencing homelessness or related social services with an emphasis on serving populations that are disproportionately represented amongst those experiencing homelessness;
- ix. Academic research on topics related to homelessness and/or data-based performance evaluation;
- x. Criminal justice;
- xi. Provision of child welfare services;
- xii. Provision of youth services; and
- xiii. Other characteristics determined to be necessary by the Implementation Board to carry out the purposes of KCRHA.

The Advisory Committee will be granted legal authority by the Continuum of Care Board created pursuant to 24 CFR Part 578 to serve in an advisory capacity to the Implementation Board by providing a broad array of perspectives. The Implementation Board is expected to confirm members of the Continuum of Care Board as members of the Advisory Committee by the end of August 2020. The Advisory Committee will be comprised of individuals with

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experience related to preventing and ending homelessness, including but not limited to homelessness services providers, populations disproportionately impacted by homelessness, and persons currently experiencing homelessness.

In order to most effectively and equitably serve on the Governing Committee, Implementation Board, and the Advisory Committee, members with lived experience of homelessness in these groups require staff support. These individuals are also members of the LEC, which seeks to hire a Senior Policy Analyst to provide support and guidance in their work.

Members of committees and boards with lived experience are entitled to compensation for their participation, expertise, and guidance in ending homelessness. Each group has its own set of rules for how and when compensation is dispensed.

Per the Interlocal Agreement for the Establishment of the KCRHA between King County and the City of Seattle pursuant to RCW 39.34.030 dated December 11, 2019 (Attachment 2), members of the Governing Committee and Implementation Board with lived experience of homelessness may be compensated for their participation, expertise and guidance in ending homelessness. Additionally, members of the Governing Committee, Implementation Board, Advisory Committee or other committee, and employees and others performing services for KCRHA may be reimbursed for reasonable expenses actually incurred in performing their duties and may be compensated a reasonable amount for services rendered. Please review Attachment 2 for details of allowable compensation.

C. Objective and Scope

The successful Proposer will be responsible for the following deliverables:

i. Assist the LEC with the recruiting and hiring of staff support

The LEC will hire or contract with one Full-Time Equivalent Senior Policy Analyst to provide staff support for members who serve on the Governing Committee, Implementation Board, and Advisory Committee. The successful Proposer will be responsible for assisting in the hiring or contracting process for the LEC in a way that is supportive of and directed by LEC members.

The successful Proposer will be expected to recruit, hire, and onboard this staff support immediately upon being awarded a contract.

ii. Manage compensation for the LEC, Governing Committee, Implementation Board, and Advisory Committee members

Each committee and board has its own set of rules to compensate members with lived experience for their valuable time, expertise, and guidance in informing King County's approach to homelessness. The successful Proposer will be responsible for managing these funds and dispensing compensation according to the applicable law, policies, rules, and regulations for each group.

The budget will include funds for the compensation as well as a 10% administrative rate to manage funds.

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iii. Manage compensation for lived experience members of additional groups outside the KCRHA

The successful Proposer will be responsible for supporting members with lived experience of additional groups unrelated to KCRHA, as identified by the LEC, that otherwise inform and influence King County's approach to homelessness.

iv. Support the success of each group

The successful Proposer will be responsible for managing the administrative aspects of each of these groups while empowering individuals with lived experience. The successful Proposer should expect to provide for any additional reasonable supports requested by the LEC to ensure its success. Competitive proposals will describe how they plan to partner with these members to design solutions in a way that avoids paternalism and centers their voices and the leadership of the LEC.

The scope of work may expand to include other individuals and bodies in the lived experience community.

D. Equity and Social Justice

For many in our region, King County is a great place to live, learn, work and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of DCHS. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

DCHS applies the Theory of Change in addressing homelessness. The goal of Theory of Change is to create a homelessness response system that centers the customer voice in order to focus on responding to needs and eliminating inequities.

The overrepresentation of people of color and members of other historically marginalized communities among the population of people experiencing homelessness is rooted in and perpetuated by structural racism and other types of intersectional systemic oppressions. This Theory of Change decision-making structure is designed to deconstruct the processes that perpetuate oppression and, instead, establish accountability to people experiencing homelessness and position those that use the system and its services as decision-makers and power holders within the system.

The Theory of Change framework will be applicable across the system in all functions, including in all hiring, budgeting, contracting practices, technical assistance provision, human resources processes, and policy and program design and operations.

Specifically, the Theory of Change framework is designed to ensure that the KCRHA's decision-making processes:

- Are guided by clear goals, objectives, and measurable outcomes to advance racial equity and social justice;
- Establish people with lived experience of homelessness as decision-makers across the system;

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- Support and advance people of color and historically marginalized communities within leadership in KCRHA;
- Identify who will benefit or be burdened before decisions are made;
- Integrate anti-racist and anti-oppressive strategies and mechanisms into implementation;
- Include mechanisms for evaluation of impact;
- Include mechanisms for addressing negative consequences and revisiting decisions at a regular cadence that have negative consequences or hinder efforts to advance equity.

This structure was developed by staff from King County and City of Seattle government including All Home, as well as agencies serving people experiencing homelessness; informed, vetted and iterated on by people with lived experience of homelessness; and ultimately connected to the customer-driven process of designing the functions of the Office of the Ombudsperson and other accountability processes. This structure will be offered to the board of the KCRHA for consideration for official adoption.¹

E. Funding

DCHS has the budgeted amount not to exceed **One Hundred Sixty Five Thousand Dollars** (\$165,000.00) for this project. Proposals in excess of \$165,000.00 will be considered non-responsive and will not be evaluated.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

F. Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about **August 31, 2020** and to end on **December 31, 2020**. Amendments extending the period of performance, if any, will be at the sole discretion of DCHS.

DCHS reserves the right to extend or shorten the contract for any increments DCHS deems necessary.

G. Definitions

A list of general procurement and contract definitions can be found here: [Contract Glossary](#).

H. Minimum and/or Desired Qualifications:

- i. Minimum Qualifications. The following are the minimum qualifications for Proposers:
 - 1) Previous experience managing or supporting administrative aspects of small non-profits;

¹ "Implementing Action #2: Consolidate Regional Investments King County" by National Innovation Service (2019) pg 21-22.

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- 2) Sufficient internal infrastructure to manage fiscal aspects of compensation of Committee and Board member as well as ability to follow all applicable law, rules, policies, and regulations.
 - 3) Demonstrated commitment to people experiencing homelessness.
 - 4) Demonstrated commitment to racial equity and social justice.
 - 5) Organization is in good standing for financial health and program and fiscal compliance.
- ii. Desired Qualifications. The following are the desired qualifications for Proposers but are not mandatory requirements:
- 1) Previous or current experience partnering with individuals with lived experience of homelessness.
 - 2) Previous or current experience as a fiscal sponsor.

II. Procurement Process

A. RFP Timeline

A contract will be negotiated as soon as possible with successful applicants selected via this RFP. The following timeframe represents the schedule of the entire process, from RFP solicitation to implementation. **The dates listed here are subject to change:**

RFP Release Date	July 29, 2020
Questions due	August 5, 2020
Answers Posted	August 7, 2020
Proposals due	August 12, 2020
Evaluations period	August 12 – 19, 2020
Oral Presentations (if applicable)	August 12 – 19, 2020
Notification of selected and non-selected Proposers	August 31, 2020

B. Communication

Interested parties may submit questions in writing prior to the date and time indicated in the RFP schedule through the Contact Admin tab in ZoomGrants. The DCHS response to all questions received will be posted as an RFP addendum on ZoomGrants.

If potential Proposers are experience technical difficulties with ZoomGrants, please email the RFP Coordinator directly. Proposers are encouraged to complete their applications early to avoid any difficulties or errors in submission. DCHS is not responsible for any technical difficulties that a Proposer may experience.

- i. RFP Communication

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All RFP documents will be uploaded through ZoomGrants, as described in the **Submitting Responses** section, below.

The RFP Coordinator is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the Proposers and DCHS upon release of this RFP must be through ZoomGrants or the RFP Coordinator, as follows:

Joanna Armstrong
RFP Coordinator
dchs-c&p@kingcounty.gov

Any other communication will be considered unofficial and non-binding on DCHS. Proposers are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator on this opportunity may result in disqualification of the Proposer.

ii. Proposer Communication

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in the proposals created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

C. Revisions to the RFP

If DCHS determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on ZoomGrants. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be placed on ZoomGrants.

DCHS also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

D. Cost to Propose

DCHS will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

E. No Obligation to Contract

This RFP does not obligate DCHS to enter into any contract for services specified herein.

F. Rejection of Proposals

DCHS reserves the right, at its sole discretion, to reject any and all proposals received without penalty and not to issue any contract as a result of this RFP.

G. Acceptance Period

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Proposals must provide one hundred twenty (120) calendar days for acceptance by DCHS from the due date for receipt of proposals.

III. Submitting a Proposal

Proposals must be received using the link below through ZoomGrants no later than 3:00 p.m. on the due date noted in Section II, RFP Timeline. The services procured through this RFP shall be provided in accordance with the following instructions, requirements and specifications.

Proposers are responsible for regularly checking ZoomGrants for any updates, clarifications or amendments to this RFP. Submit proposals through ZoomGrants at:

https://www.zoomgrants.com/zgf/Lived_Experience_Policy_Support.

If Proposer is experiencing technical issues with ZoomGrants, please contact the RFP Coordinator for assistance before the due date.

Proposers should allow sufficient time to ensure timely receipt of the proposal or to resolve any technical difficulties with ZoomGrants. DCHS assumes no responsibility for these issues.

All proposals and any accompanying documentation become the property of DCHS and will not be returned.

Per [King County Code 2.93.40](#), late proposals may not be accepted and may be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of DCHS and will not be returned.

A. Proposals

Proposals must be clear, concise, written in English and submitted electronically through ZoomGrants.

Proposals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Proposer's abilities to meet the requirements of this RFP. Emphasis shall be on completeness of content.

Items in this RFP marked "mandatory" must be included as part of the proposal for the response to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

B. Proposal Requirements

Proposers must respond to the following questions, in the same order as stated, to be considered responsive. Proposers must answer the questions asked. A response answering a separate question may be considered unresponsive. All questions must be answered in full for the proposal to be considered responsive.

i. Summary Questions (mandatory – not scored)

The Summary Questions help DCHS understand the characteristics of organizations that are applying for this RFP. These questions will not be used in the RFP scoring.

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1. Proposer's Experience with Federally Funded Contracts

- a. Does the Proposer have prior experience receiving federal funds?
- b. Has the Proposer's organization had an organization-wide audit for federal funding over \$750,000?
- c. If yes to the previous question, did the Proposer receive any findings? Please provide the Single Audit report with the findings in the Documents tab of ZoomGrants.

2. Proposer's Experience with Related Contracts – Include a list of contracts with a short description of services the Proposer has had during the last five years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, and contact persons along with telephone numbers and e-mail addresses.

3. Mandatory Disclosure: The Proposer is required to disclose:

- a. Any compliance issues or corrective action plans with King County or any other funders in the past; and
- b. If the Proposer's organization and/or any proposed subconsultants have had a contract terminated for cause in the last five (5) years. If a contract was terminated for cause during this timeframe, please submit full details of the termination including but not limited to, the reason for termination, the other party's contact information (name, address, email address, and telephone number), and the Proposer's position on the matter. DCHS will evaluate the information and may, at its sole discretion, reject the proposal based on the risk to the DCHS. If not applicable, Proposer is instructed to enter "NA."

ii. **Geography Spreadsheet (mandatory – not scored)**

Proposers must fill out and submit Attachment 3, Geography Spreadsheet as part of their proposal. The information gathered from the spreadsheet will help King County's DCHS understand the characteristics of organizations that are applying for this RFP. These questions will not be used in the RFP scoring.

iii. **Narrative Questions (mandatory – scored)**

1. Goals and Objectives:

- a. Define how the Proposer will meet the specific goals and objectives as described in this RFP.
- b. Discuss how the Proposer's program model reflects the values of supporting the voices of individuals with lived experience and the Theory of Change.

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2. Work Plan and Timeline: Include all requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope defined in this RFP. Please also include a timeline indicating when the elements of the work will be completed. Schedule must ensure that any deliverables requested are met in a timely manner.

In particular, please detail:

- a. the system the Proposer will design to track payments to members with lived experience to ensure they are compensated promptly and accurately, including invoicing and documentation;
 - b. the process the Proposer will follow to successfully hire and onboard the Senior Policy Analyst for the LEC including the ways in which the Proposer will partner with LEC to accomplish this task; and
 - c. how the Proposer will work to onboard and build a partnership with LEC and other lived experience groups as necessary.
3. Outcomes and Performance Measurement: Describe the impacts the Proposer proposes to achieve as a result of the delivery of these services including how these impacts would be monitored, measured, and reported to DCHS.
 4. Risks: The Proposer must identify potential risks that are considered significant to the success of the project. Include how the Proposer would propose to effectively monitor and manage these risks, including reporting of risks to the contract manager.
 5. Partnerships with the County and LEC: How will the Proposer facilitate relationships between itself, DCHS and LEC to ensure a smooth process and strong communication?

iv. Management Requirements (mandatory – scored)

1. Proposer's Experience in Project Management: Describe the experience the Proposer has in the following areas:
 - a. A project of similar size, type, and scope as described in this RFP in the last three (3) years; and
 - b. Experience as a fiscal sponsor and/or otherwise providing fiscal and administrative support for community groups.
2. Proposer's Experience with Homelessness Systems
 - a. Please detail any relevant experience with homelessness systems in King County; and
 - b. Experience partnering with individuals with lived experience of homelessness in a way that respectfully centers their voices.

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3. Partnering with Lived Experience Members: Describe how the Proposer will work in partnership with committee and board members with lived experience in a way that is empowering and centers the members' voices in the design of solutions. How would the Proposer support and partner with the LEC in its mission in line with these principles?
4. Organizational Structure: Please respond to the questions about staffing and organizational structure below:
 - a. How many staff does the Proposer support and how many are in leadership roles?
 - b. Identify staff, including volunteers and subcontractors, who would be assigned to the potential contract, indicating in a short summary the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. The Proposer must commit that staff identified in its proposal will actually perform the assigned work. Any key staff substitution must have the prior approval of DCHS.
 - c. Please provide an organizational chart of the Proposer's indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. Include who within the organization will have prime responsibility and final authority for the work.

v. Equity and Social Justice (ESJ) Requirements (mandatory – scored)

Please review the description of Theory of Change in Section I.D. and respond to the following questions:

1. Embedding ESJ: Please demonstrate how the Proposer embeds the Theory of Change equity and social justice principles in the Proposer's work.
2. Supporting Individuals with Lived Experience: Please provide specific examples of how the Proposer has supported the work of individuals with lived experience in current or past work and how that work aligns with the Theory of Change.

vi. Fiscal and Compliance Requirements (mandatory – scored)

1. Financial Documents: Please attach a copy of the following financial documents for the Proposer:
 - a. Recent audited financial statements (if available);
 - b. Balance Sheet;
 - c. Income Statement (Statement of Activities); and
 - d. Statement of Cash Flows

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2. Training and Technical Assistance: What training, technical assistance, and other support can the Proposer offer to individuals with lived experience to manage record-keeping and prepare for tax implications of contract work?
 3. Policies and Procedures Documentation: please submit the Proposer's documented policies and procedures for any of the following:
 - a. Grievance reporting;
 - b. Conflicts of interest;
 - c. Payment of invoices;
 - d. Internal controls; and
 - e. Any other programmatic or fiscal policies and procedures.
 4. Recordkeeping: How does the Proposer plan to balance the need for accountability of governmental funding when producing appropriate supporting documentation for invoices with equity for the people who may have barriers to preparing such documents?
 5. Admin Costs: What percent of the Proposer's costs is related to admin versus providing services?
- vii. **Budget Requirements (mandatory – scored)**

The not to exceed amount for this contract is: \$165,000.00 or less according to the estimated budget below. Please fully respond to the questions below based on this estimated budget:

BUDGET TABLE	
Item	Estimated Budget
Hiring Senior Policy Analyst staff support	\$50,000
Compensation to LEC members for participation on KCHRA boards	\$50,000
Compensation to other lived experience members for participation on boards and general operations	\$50,000
10% Admin rate	\$15,000
Total	\$165,000

DCHS has an interest in ensuring organizations have equitable access to public funds. DCHS also has a responsibility to be a good steward of public funds, foresee risk when possible, and work with entities to mitigate that risk. To that end, we would like to understand the Proposer's fiscal landscape. Note that answers to these questions may not, alone, exclude an organization from eligibility for funding. It is our goal to work with organizations to ensure access to funds and manage risk together.

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The above Budget Table is based on estimates from past compensation of members with lived experience and the average Full Time Equivalent rate for a Senior Policy Analyst for a five-month period. Given the changes in rates of participation and convenings related to COVID-19, what approach would the Proposer take to budget the funds to ensure:

1. The funds granted in this contract are sufficient to last through the entire contract period;
2. Staff and all members with lived experience are compensated fully for their participation; and
3. DCHS is apprised of any changes to the estimated budget and that the Proposer can partner with DCHS to mitigate risk and to manage any changes to the budget.

C. Oral Interviews

After evaluating the written proposals, DCHS may elect to schedule oral presentations. Should oral presentations be required, DCHS will contact up to the top 3 scoring organization(s) from the written evaluation to schedule a date, time, and location. DCHS will also provide such Proposers with questions, requirements, and any additional instructions that are to be addressed in making their oral presentation. These may or may not be the same as those made of other Proposers. DCHS will determine the number of Proposers to make oral presentations at its sole discretion. Commitments made by the Proposer at the oral interview, if any, will be considered binding.

The scores from the written evaluation and the oral presentation combined together will determine the successful Proposer.

IV. Evaluation Criteria and Award

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals will be accomplished by an evaluation team(s), to be designated by DCHS, which will determine the ranking of the proposals. Evaluations will be based upon information provided in the proposal and oral interview, if applicable. DCHS reserves the right to disqualify bidders based on conflict of interest or past performance.

All proposals received by the stated deadline will be reviewed by the RFP Coordinator to ensure that the proposals contain all of the required information requested in the RFP. Only responsive proposals that meet the requirements will be evaluated by the evaluation team. Any Proposer who does not meet the stated qualifications or any proposal that does not contain all of the required information may be rejected as non-responsive.

The RFP Coordinator may, at his or her sole discretion, contact the Proposer for clarification of any portion of the proposal. Proposers should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

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Responsive proposals will be reviewed and scored by an evaluation team using a weighted scoring system described below.

DCHS, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

A. Scoring

- i. The submitted response will be evaluated by a review team selected by DCHS based on the criteria below.

Description	Weight	Total Weighted Points
Narrative Questions		
Goals and Objectives	1.5	15
Work Plan/Timeline	2.0	20
Outcomes and Performance Measurement	1.5	15
Risks	1.0	10
Partnership with the County and LEC	1.5	15
Narrative Questions Total Possible Score		75
Management		
Proposer's Experience with Project Management	2.0	20
Proposer's Experience with Homelessness Systems	2.0	20
Partnering with Lived Experience Members	3.0	30
Organizational Structure	1.5	15
Management Total Possible Score		85
Equity and Social Justice		
Embedding ESJ	3.0	30
Supporting Individuals with Lived Experience	3.0	30
Equity & Social Justice Total Possible Score		60
Fiscal & Compliance		
Financial Documents	1.0	10
Training and Technical Assistance	1.5	15
Policies and Procedures Documentation	0.5	5
Recordkeeping	1.5	15
Admin Costs	0.5	5
Fiscal & Compliance Total Possible Score		50
Budget		
Budgeting Funds through Contract Period	2.0	20
Compensation of Individuals with Lived Experience	1.5	15
Manage Changes to Budget	1.5	15
Budget Total Possible Score		50
Total Possible Score		320

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- ii. Review team members will assign scores on a scale of zero (0) to ten (10) where the end and midpoints are defined as follows:

Score	Description	Discussion
0	No Value	The Proposal does not address any component of the requirements or no information was provided.
1	Poor	The Proposal only minimally addresses the requirement and is missing components or components were missing.
3	Below Average	The Proposal only minimally addresses the requirement and the Proposers ability to comply with the requirements or simply has restated the requirements.
5	Average	The Proposal shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered "as meeting minimum requirements"
7	Above Average	The Proposal is thorough and complete and demonstrates firm understanding of concepts and requirements.
10	Excellent	The Proposal has provided an innovative, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.

A score of zero (0) on any scored requirement may cause the entire application to be eliminated from further consideration.

- iii. For each of the items listed in the scoring table above, individual evaluation team scores will be multiplied by the weight given above. The evaluation team member scores will then be added together and averaged to determine the Proposers written score for such item. These scores will then be added to determine the Proposer's total written score.

- iv. Phasing. The evaluation may be conducted in two phases as described below.

1. Phase 1: Written and Cost Scoring

All responsive Proposers will be reviewed and scored by DCHS-appointed Evaluators using a point/weighted scoring system as described above. Up to three of the top scoring Proposers from Phase 1 may advance to the Phase 2. The scores from Phase 1 will carry forward into Phase 2.

2. Phase 2: Oral Presentations

If DCHS determines that oral presentations will be necessary, DCHS will provide top scoring Proposers from Phase 1 with questions, requirements, and any additional instructions that are to be addressed in making their oral presentation. These may or may not be the same as those made of other Proposers.

B. Responsiveness of Proposals

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The RFP Coordinator will review all applications to determine compliance with administrative requirements and instructions specified in this RFP. A Proposer's failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

DCHS also reserves the right at its sole discretion to waive administrative irregularities.

C. Best and Final Offer (BAFO)

DCHS reserves the right to use a BAFO before awarding any contract to further assist in determining the successful Proposers. Terms of the BAFO will be communicated by the RFP Coordinator.

D. Award

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the evaluation panel. DCHS will execute contracts based upon the final selections.

DCHS intends to award one or more contracts to potential Proposers. The RFP Coordinator will notify all Proposers in writing of the acceptance or rejection of their RFP. Written notification will be sent via email to the email address(s) submitted on the cover sheet.

E. Appeals

Any Proposer wishing to appeal the decision must do so in writing within two (2) business days of the email notification of the decision. An appeal must clearly state a rationale based on one or both of the following criteria:

- i. Violation of policies or guidelines established in this RFP.
- ii. Failure to adhere to published criteria and/or procedures in carrying out the RFP process.

Appeals must be sent by mail or email to the RFP Coordinator listed above and must include the following:

- i. The name, address, and phone number of the appellant, or the authorized representative of the Appellant;
- ii. The RFP name;
- iii. A detailed description of the specific grounds for the Appeal and any supporting documentation. It is the responsibility of the appellant to supplement its Appeal with any subsequently discovered documents prior to the King County's decision; and
- iv. The specific ruling or relief requested

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DCHS will review the written appeal and may request additional oral or written information from the appellant organization. A written decision will be sent within ten (10) business days of the receipt of the appeal. This decision is final.

V. General Requirements

A. Contract Requirements

Failure of the Proposer to accept these obligations outlined below may result in cancellation of their selection.

- i. The awarded Proposer will contract directly with King County DCHS. Contractors must meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more as outlined in the department's standard services contract boilerplate with terms and conditions in Attachment 1, Draft Sample Contract.
- ii. A contract may be negotiated with the Proposer(s) whose proposal would be most advantageous to King County in the opinion of the DCHS, all factors considered.
- iii. The contents of the selected proposal shall become contractual obligations if a contract ensues.
- iv. A contract between the selected Proposer(s) and King County shall include the contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

B. Performance and Measurement

King County DCHS will work with the successful Proposers to develop an evaluation plan for funded programs. The evaluation plan will include a methodology and type of data collection, reporting cycle, and other activities that may support evaluation and learning. This evaluation plan will be developed in collaboration with King County and may require reporting on the status of key milestones that a program must achieve before it can finalize performance measures and performance targets, if any. Examples of milestones that may be used for early payment or reporting include but are not limited to:

- i. identifying a model for growth and sustainability;
- ii. hiring and onboarding of staff; and
- iii. training on particular topics that support cultural competence in serving the individuals with lived experience of homelessness.

As programs grow and evolve within the award period, King County DCHS staff will be available to make any necessary adjustments to the strategy evaluation plan and related contract sections.

C. Public Records Act

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- i. Washington State Public Records Act (RCW 42.56) requires public organizations 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.
- ii. All submitted proposals and evaluation materials become public information and may be reviewed 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 the County and the selected Proposer. Note that if an interested party requests copies of submitted documents or evaluation materials, a standard 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 King County Department of Community and Human Services.
- iii. No other distribution of proposals will be made by the Proposer prior to any public disclosure regarding the 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 proposal. All proposals received in response to this RFP will be retained.
- iv. 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.

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. If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, 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. Please notify the County of the Proposer's needs through the Contact Admin tab in ZoomGrants and reference the table information below

D. American with Disabilities Act

DCHS complies with the Americans with Disabilities Act (ADA).

Applicants may contact the RFP Coordinator to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.

VI. RFP Exhibits and Attachments

Attachment 1 – Sample Contract

Attachment 2 – Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority Between King County and the City of Seattle Pursuant to RCW 39.34.030

Attachment 3 – Geography Spreadsheet