

# 2021 Expanding Neighborhood-Specific Outreach Expedited RFQ Information Session

Friday, February 19, 2021

2:00 p.m. to 4:00 p.m.

Cisco WebEx Virtual Meeting



# Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records.** These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#). **Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

- Examples of personal identifiable information include:
- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.



# ATTENDANCE & ROLL CALL

Please state your name, the agency you are with, your role and your preferred pronouns.



# Session Agenda

- Introduction
- Timeline
- Clarifying this Expedited RFQ Process
- Background & Requirements
- Submission Requirements
- Review & Rating Process
- Tips
- Q&A

(Time will be allotted for questions during as well as after the presentation, and feel free to post comments/questions in the chat box)

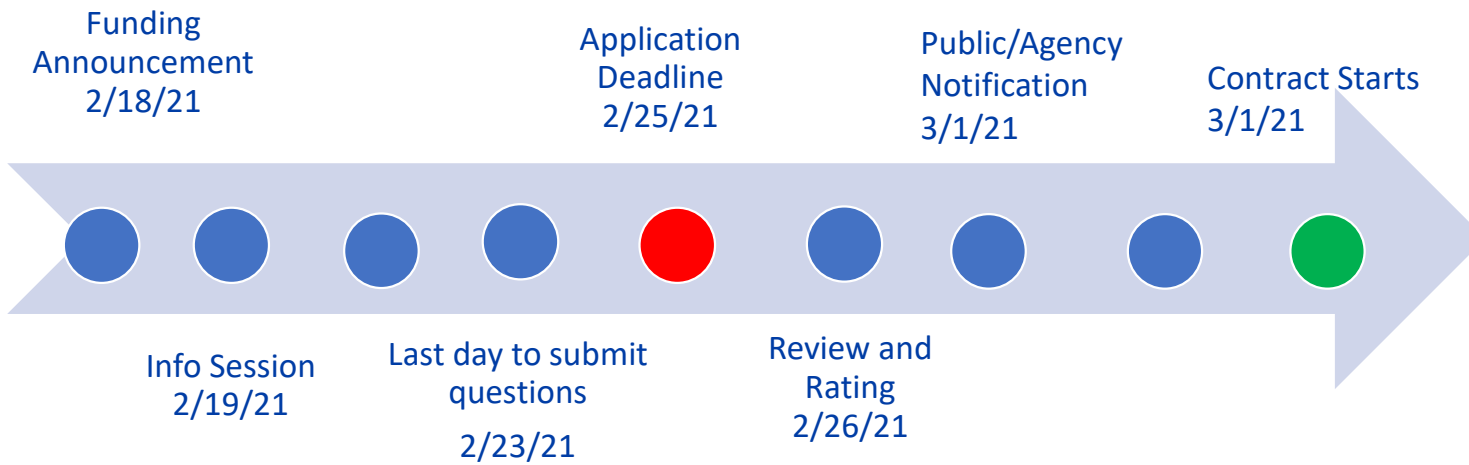


# Introduction

- This 2021 **Expended Neighborhood-Specific Outreach RFQ** is a closed and competitive funding process
- Only City of Seattle HSD outreach & engagement providers with current contracts may apply
- **\$768,000.00** is available through the **HSD General Fund HOM-004-C-001**
- Funding awards will be made for the period of **March 1, 2021 to December 31, 2021**



# RFQ Expedited Timeline



# What is different in this expedited RFQ process?

- No appeal process for late or incomplete applications
- No need to submit budgets in the application
- Shortened turn-around time from RFQ announcement and application due date (7 days)
- Basic qualifications of applicants is established through the closed process
- Limited questions focused on the objectives stated in the Council Budget Add.



# **Background and Requirements (Guidelines and Application pg. 4)**

- **Background**
- **Service/Program Model**
- **Eligibility Criteria**
- **Populations**
- **Service Components**
- **Performance Measures**





# Service/Program Model Guidelines and Application (pg. 5)

Service/program model for this RFQ mirrors 2021 outreach contract language **(See Attachment 3)**

Outreach & Engagement services are coordinated, person centered, and persistent, bringing services directly to the people experiencing homelessness who might not seek out services and connecting them to permanent housing and necessary supports.



# Background

## Guidelines and Application (pg. 5)

- This \$768,000 investment will provide seven new Full Time Equivalent (FTEs) for homelessness outreach and engagement services using a neighborhood-specific approach.
- 3.0 FTEs covering West Seattle, Delridge, South Park, and Rainier Valley vicinities
- 2.0 FTEs covering Lake City vicinity
- 2.0 FTEs covering Northwest Seattle vicinity



# Populations

## Guidelines and Application (page 5)

Individuals experiencing unsheltered homelessness; including individuals residing in RVs or vehicles, Black, Indigenous, People of Color (BIPOC) experiencing unsheltered homelessness, people experiencing barriers to services due to behavioral health and substance use disorders.



# Service Components

## Guidelines and Application (page 5)

Outreach workers providing services through this contract should reflect the communities to be served, including Black, Indigenous, and People of Color (BIPOC) individuals who have lived experience of homelessness. Outreach workers providing services through this contract should also have or be provided, trainings related to serving individuals with mental and behavioral health and substance use disorders.



# Client Eligibility Guidelines and Application (pg. 5)

- People who are literally homeless –unsheltered, staying in cars or RVs in the neighborhoods stated in the RFQ
- Neighborhoods include:
  - West Seattle, Delridge, South Park, Rainier Valley
  - Lake City
  - Neighborhoods in NW Seattle (i.e., Ballard, Crown Hill)



# Performance Commitments Guidelines and Application (pg. 6)

Performance commitments under this funding opportunity will align with performance commitments in the program's forthcoming 2021 HSD outreach contract. Until 2021 contracts are executed the performance commitments will mirror programs' existing 2020 contracts.

*In addition to performing self-directed outreach, City-funded outreach providers must participate in HOPE Team guided encampment strategies. (Attachment 4)*



# Submission Instructions (pg. 7)

- Applications due on **Thursday, February 25, 2021 by 4:00 p.m.**
- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed, mailed, or e-mailed submissions will be accepted**
- Applications must be complete and on-time – late or incomplete applications will not be accepted
- This expedited RFQs does not have application appeals



# HSD Online Submission System (pg. 7)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter





# Complete Applications (pg. 10)

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- **Application Cover Sheet with a physical signature**
- **Narrative Response (2-page limit)**
- **If proposing a collaboration or partnership with another agency, included a letter of intent**



# Rating Criteria (pg. 8)

## Scoring

<u>Program Design</u>	
Strength of agency in focus neighborhoods	45%
Ability to employ OE staff with lived-experience and expertise with SUDs and behavioral health	45%
Process timeline for staff hiring/training	10%
<b>TOTAL</b>	<b>100%</b>



# Review and Rating Summary

- Applications submitted by **Thursday, 2/25/21 by 4:00 p.m.**
- Rating committee reviews complete applications on **2/26/21**
- Final recommendations to HSD Director on **2/26/21**
- Agency and public announcement on **3/1/21**



# Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, yet concise
- Answer all questions and in the context of your proposed program(s)
- Propose plans for addressing services for the specific populations and neighborhoods stated in this RFQ



# Tips (continued)

- Have someone else read your application before submitting
- Meet the 2-page limit
- Use the application submission checklist
- Start early – application due by **Thursday, 2/25/21 by 4:00 p.m.**
- Review the Online Submission Assistance Page for helpful information:  
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline Tuesday, 2/23/21 by 4:00 p.m.: Michelle Smith at [michelle.smith@seattle.gov](mailto:michelle.smith@seattle.gov).***



# Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Michelle Smith at [michelle.smith@seattle.gov](mailto:michelle.smith@seattle.gov) with questions prior to Tuesday, 2/23/21 at 4:00 p.m.
- Any issues and/or questions about the online submission system, contact Monique Salyer, Funding Policy Advisor, at (206) 256-5185 or [monique.salyer@seattle.gov](mailto:monique.salyer@seattle.gov)

