Thank you for applying for 2025-2026 funding from the City of Tacoma’s Neighborhood & Community Services Department. Please complete all required questions below.

The application period closes on **7/2/2024 by 11:00AM**.

The RFP can be found at this [link](https://www.cityoftacoma.org/government/city_departments/finance/procurement_and_payables_division/purchasing/contracting_opportunities/services_solicitations) under Specification Number **NC24-0136F**.

For information on department goals and priorities, please refer to section 3 of the RFP.

For information on scoring criteria, please refer to section 9 of the RFP.

For more information on the questions below, please refer to section 10 of the RFP.

If you have any questions regarding this RFP, please email Sara Bird at [sbird@cityoftacoma.org](mailto:sbird@cityoftacoma.org).

Questions regarding this RFP are due by **3:00PM on 6/18/2024.** More information on submitting questions can be found in section 6 of the RFP.

Questions marked with an asterisk (\*) below are **REQUIRED**.

**Name of Agency/Organization** \*

**Name of Program** \*

OPTIONAL QUESTIONS

*The following seven questions are* ***optional*** *and will only be used by City staff for tracking and improving processes. Answers to these questions will not impact scoring or award recommendations.*

**Is your organization led by a person/people representing the underrepresented populations below?** Select all that apply.

BIPOC (Black, Indigenous, People of Color)

Disabled

LGBTQ+

Low-Income

Veteran

Prefer not to answer

Other:

**Does your organization primarily target/serve any of the underrepresented populations below?**

Select all that apply.

BIPOC (Black, Indigenous, People of Color)

Disabled

LGBTQ+

Low-Income

Veteran

Prefer not to answer

Other:

**Has your organization received City funding in the past?**

Yes

No

I don’t know

**Has your organization received City funding for this program in the past?**

Yes

No

I don’t know

**Has your organization received NCS funding in the past?**

Yes

No

I don’t know

**Has your organization received NCS funding for this program in the past?**

Yes

No

I don’t know

**How did you hear about this funding opportunity?**

Direct email from City of Tacoma

Social Media

Newspaper

City webpage

Word-of-mouth

Other:

GENERAL QUESTIONS

*The following four questions are* ***required*** *but will not impact scoring or award recommendations.*

**Under which City of Tacoma Council Priority does your program align? \***

Please select one. Council Priorities listed in the RFP.

Access to Facilities and Services

Belief and Trust

Community Safety

Housing and Homelessness

Human and Environmental Health

Livable Wage Jobs

**Under which NCS Department Priority does your program align? \***

Please select one priority. Department Priorities listed in the RFP.

BRAVE (Building Resilience Against Violence and Exploitation)

Complementary Services

Domestic Violence Prevention and Reduction

Encampment Response

Equitable Food Access

Health and Health Care

Housing Services and Interventions

**This request for proposals is to award funding for both General Fund and the Mental Health & Substance Use Disorder (MHSUD) fund. If deemed appropriate and aligned with** [**RCW 82.14.460**](https://app.leg.wa.gov/rcw/default.aspx?cite=82.14.460)**, would you accept MHSUD funds? \***

Yes

No

**This request for proposals is to award funding for House Bill 1590 funds set aside for housing related services. If deemed appropriate and aligned with** [**RCW 82.14.530**](https://apps.leg.wa.gov/RCW/default.aspx?cite=82.14.530)**, would you accept House Bill 1590 funds? \***

Yes

No

*Please refer to Section 3 of this RFP for NCS Department Priorities and a list of recommended program descriptions and strategies sought under this RFP.*

Methodology and Approach – 30 points

**Target population. \***

If [BRAVE](bookmark://_Violence_Reduction_and) is selected, please include in your answer if your program services are intervention, prevention, or both.

**Number of Tacoma residents served annually. \***

**Provide a detailed background and description of the services being offered and what key system partners, data-informed strategies, best practices, or innovative models are used to meet program goals. \***

**How does your program meet the goal outlined in Section 3 under the Department Priority you are applying under? \***

Cultural Competency and DEI – 20 points

**Explain how your program provides outreach to historically marginalized populations and meets the needs of Tacoma's diverse community. \***

**What does your organization and program staff do to increase their cultural competency and diversity, equity, and inclusion knowledge? \***

Please include staff trainings, organizational practices, etc.

Reporting/Data Collecting Capabilities – 10 points

**How do you collect and report out data within your organization? \***

Agencies will be responsible for collecting and tracking client demographic data, keeping case files, and meeting performance outcome goals.

**How does your program ensure data accuracy and completeness, and what quality control measures are in place to address any discrepancies or errors? \***

Qualifications/ Experience of Key Personnel – 10 points

**How long has your program been operating? \***

If this is a new program, describe your agency’s ability to provide these services.

**Detail the experience of key personnel committed to this program and your recruitment and retention approach. \***

If providing mental health and/or substance use disorder services, include all current licenses and/or certifications held by personnel.

Proposed Budget – 10 points

*Please note that funding awarded is paid out via a cost reimbursement model.*

*Reimbursement can take up to 45 days from the time of purchase to receive payment and only after an accurate and complete invoice has been approved.*

**Annual Agency/Organization Operational Budget \***

**Annual Program Operating Budget \***

**Two Year Requested Amount \***

Amount requested in this RFP.

*Please provide a budget of the requested amount for this program to include personnel and non-personnel items.*

**Projected Budget Amount**: **2025 Personnel** **\***

**Projected Budget Amount**: **2025 Non-Personnel** **\***

**Projected Budget Amount**: **2026 Personnel** **\***

**Projected Budget Amount**: **2026 Non-Personnel \***

*In the event full funding is not available, please identify the budget amount if reduced at 75%, 50%, and 25% of your requested amount on this RFP. Please also include the number of people served at each percentage.*

**Projected Budget Amount**: **100% Funding** **\***

**Tacoma Clients Served**: **100% Funding** **\***

**Projected Budget Amount**: **75% Funding \***

**Tacoma Clients Served**: **75% Funding** **\***

**Projected Budget Amount**: **50% Funding \***

**Tacoma Clients Served**: **50% Funding** **\***

**Projected Budget Amount**: **25% Funding** **\***

**Tacoma Clients Served**: **25% Funding** **\***

**In the event full funding is not available, is there a minimum amount that you would be willing to accept? \***

Past Program Performance – 10 points

**Was your program funded in the 2023-2024 biennium by Neighborhood and Community Services?\*** If yes, your recent past performance will be reviewed and scored by NCS staff.

Yes

No

**If your program was not funded in the 2023-2024 biennium by Neighborhood and Community Services, please attach two letters of recommendation to verify your program’s ability to perform this type of work.**

Letters must be from organizations that have worked with your program in the last two years.

Equity in Contracting – 5 points

**Is your firm, or the firm you are partnering with, certified with Washington State for any of the below categories? \***

Confirmation of any of the below certifications will result in all points for this category.

Combination Business Enterprise (CBE)

Disadvantaged Business Enterprise (DBE)

Minority Business Enterprise (MBE)

Minority/Women Business Enterprise (MWBE)

Small Business Enterprise (SBE)

Socially and Economically Disadvantaged Business Enterprise (SEDBE)

Women Business Enterprise (WBE)

Sustainability – 5 points

The Tacoma City Council passed [Resolution No. 40509](https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/enviro/Sustain/CAP%20Final/Climate%20Emergency%20Resolution.pdf) in December 2019, declaring a climate emergency in Tacoma and calling for a transformative climate action plan to reduce community greenhouse gas (GHG) emissions and adapt to climate impacts we can no longer avoid.

[EnviroStars](https://envirostars.org/) is Washington’s green business resource for accessing environmental assistance and gain recognition for being green. Please consider becoming a recognized green business and support the [City’s Climate Action Plan](https://cityoftacoma.org/cms/one.aspx?pageId=193914). The Climate Action Plan 2023 [Progress Report](https://cityoftacoma.org/UserFiles/Servers/Server_6/File/ES/OEPS/CAP_Progress-Report_04.29.24_FINAL.pdf) is available for your review.

**\*** By selecting “yes” below, you acknowledge you have reviewed this information and will receive all points for this category.                Yes