



City of Tacoma

## Questions and Answers

### 2025-2026 NCS Notice of Funding Availability RFP Specification No. NC24-0136F

All interested parties had the opportunity to submit questions in writing by email to Sara Bird, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**1. Question: For programs that were identified as not needing to compete for funding, can organizations that have a Memorandum of Understanding (MOU) with that program apply for funds to continue supporting that program?**

Answer: Programs that have been identified as not needing to compete for funding are not eligible to compete for more funding. If your program was not identified as not being required to compete, you are eligible to apply for funding. If your organization has other programs that were not identified as being ineligible to compete for funding, you may apply for funding for those programs. (Ex: Your organization operates Program A, Program B, and Program C. Program A was identified as not being required to compete for funding, so you may not apply for funding for Program A. However, you may still apply for funding for Programs B and C.) Other programs that support your program may apply for funding under this RFP if they were not already notified that they are ineligible to apply for funding.

**2. Question: What is competitive funding? I'm applying for a grant from Environmental Services in July.**

Answer: The City makes certain funding available through "competitive" funding processes where applicants are required to submit an application that is then evaluated by a Selection Advisory Committee (SAC). This RFP (NC24-0136F) is a competitive funding process. For information on other funding opportunities throughout the City, please visit <http://www.tacomapurchasing.com>.

**3. Question: Historically, our city-funded projects have been funded through the 1% Mental Health & Substance Use Disorder (MHSUD) sales tax. Do you know if there will be an RFP for that funding?**

Answer: This RFP (NC24-0136F) includes funding from the Mental Health & Substance Use Disorder (MHSUD) fund. We do not anticipate doing a separate RFP for additional MHSUD funds for 2025-26.

**4. Question: Is an organization allowed to submit two separate applications for this opportunity under different Council priorities, or are applications limited to one per organization?**

Answer: Organizations may submit more than one application, but they are only allowed to submit one application per program.



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- 5. Question: If a vendor was funded in the 2023-2024 biennium by NCS, we do not need to submit letters of recommendation with our application?**

Answer: If your program was funded by NCS in the 2023-2024 biennium, you do not need to submit letters of recommendation. Your program's recent past performance will be reviewed and scored by NCS staff.

- 6. Question: If we held contracts with COT in the defined timeframe, the letters of recommendation are not required. Is this true if we held any contract or is it specific to the programming we are applying for currently?**

Answer: This is specific to the program for which you are currently applying. If you are applying for a program that did not receive NCS funding 2023-2024, you will be required to submit two letters of recommendation.

- 7. Question: Under the section about Equity in Contracting, we're required to check a box if we fall into one of the categories; as a nonprofit 501c3, we aren't eligible for any of these categories. The question is required, and there's no option for "not applicable" or "Other: \_\_\_\_\_". How should we proceed?**

Answer: A checkbox for "None of the Above/Not Applicable" was added on June 20, 2024, and notification was sent in Addendum No. 01.

- 8. Question: Is there a fillable format for this RFP? I am not able to input into this PDF as it is now.**

Answer: Applicants may submit responses using [Smartsheet](#) or the Word document in Appendix B, which is included as an attachment under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#).

- 9. Question: Will there a rebroadcast of today recording so that I can listen too?**

Answer: The recording of the trainings are listed under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#).

- 10. Question: Where should sexual assault prevention and victim/survivor services fit within the NCS Department Priorities? Would the City accept sexual assault services under Domestic Violence Prevention and Reduction?**

Answer: It would depend on program specifics. Applicants should review the RFP and Systems and Strategy Issue Statement in Appendix D and select which category within Violence Prevention and Reduction best fits their program.

- 11. Question: In the past (for 2023-2024), we were funded for two programs that were included in one combined contract. For this BRAVE funding application, would we need to submit two separate applications, or would we combine like last time?**

Answer: A separate application should be submitted for each program. If an agency is awarded funding for multiple programs, NCS may enter into one combined contract with different exhibits for each program.



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**12. Question: I am seeing that the previous Grants Manager for the organization submitted an application in 2022 for this funding opportunity and our proposal was declined. I'm curious if you or any of your colleagues still have access to any notes or feedback from that funding round that you can share with me to better inform this round's application.**

Answer: Previous solicitation and contract documents are available through [public records requests](#).

**13. Question: I am looking particularly for the link to the application for 2025-2026 City of Tacoma Neighborhood & Community Services Department Competitive Funding Opportunity. I am not finding it anywhere. Can you help me with that?**

Answer: All documents related to this RFP are located under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#). The "[Solicitation](#)" document includes all relevant links and instructions for submitting your application.

**14. Question: The RFP states that the contract term is for up to a two-year period with the possibility to renew. Will the two-year contracting period run on the calendar year or the fiscal year? What date do you anticipate funding to begin?**

Answer: Specific periods of performance are subject to contract negotiations. However, we anticipate all contracts to start on January 1, 2025, with services being performed between January 1, 2025, and December 31, 2026.

**15. Question: The template provided in the RFP asks for the budget to be separated into personnel, non-personnel costs, and total costs. Would you also like us to provide a line-item budget, or to include a narrative that describes how funds within each category will be used?**

Answer: Please submit total amounts for the fields in the Proposed Budget. We are not asking for a breakdown of line items or narratives regarding the budget.

**16. Question: We understand that one of the minimum requirements is "being in business a minimum of two years." We would be grateful if you could clarify whether a new affiliate is eligible to apply for this grant or if we may be able to get an exemption of this requirement by any chance?**

Answer: According to Section 2 of the RFP, applicants and/or fiscal agents must have been in business a minimum of two years. If you are not eligible to apply for this RFP, we encourage you to sign up to receive notice of future City funding opportunities at <http://www.tacomapurchasing.com>. If you have any questions regarding Neighborhood & Community Services or would like to know more about Neighborhood & Community Services funding outside of this RFP, please contact [ncscontracting@cityoftacoma.org](mailto:ncscontracting@cityoftacoma.org).

**17. Question: I didn't receive the RFP link; can you send it please?**

Answer: All documents related to this RFP are located under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#).