



**2025-2026 NCS REQUEST FOR PROPOSALS  
(NC24-0136F)**

**Pre-Proposal Meeting**

City of Tacoma | Neighborhood Community Services





# Agenda



- Important Dates
- Guidelines
- Council Priorities
- Department Funding Priorities
- Department Goals
- Rating Criteria
- Common Pitfalls
- Application Tips
- Accessing Application & Application Overview
- What to Expect if Awarded Funding
- Questions & Answers

# Important Dates



- Application Published – June 4
- Pre-Proposal Meetings – June 5 & 20
- Pre-Submittal Questions Due – June 18 (3:00 pm)
- Response to Questions – June 24
- Submittal Due Date – July 2 (11:00 am)
- Interviews/Presentations – July 2024
- Award Recommendation – August 2024
- City Council Approval – November 2024





# Guidelines



- There is no guarantee of continued City funding for programs that have received awards in the past.
- Minimum contract amount is generally \$30,000 for 2 years (\$15,000 per year)
- Solicitations will be coordinated by the Purchasing Division staff and posted on the Purchasing website.
- Applications will either be submitted using Smartsheet or the fillable Word document (Appendix B).
- Appeals to a Request for Proposal (RFP) are limited to consideration of alleged defects relating to solicitation and/or evaluation processes.



# Council Priorities



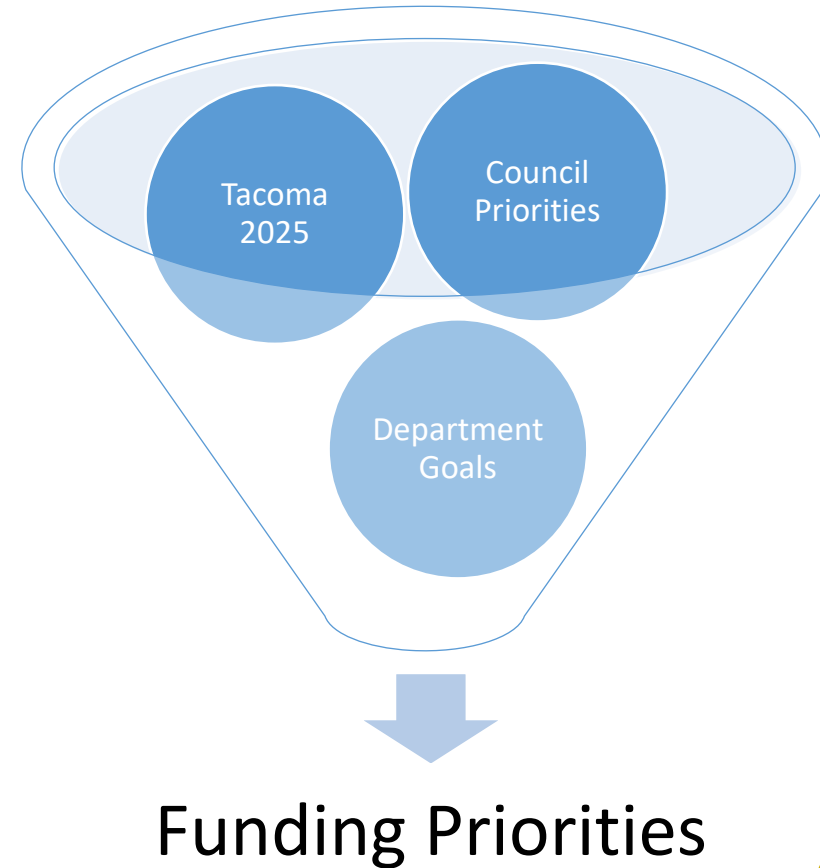
## City Council Strategic Direction - City of Tacoma

- Community Safety
- Housing and Homelessness
- Livable Wage Jobs
- Access to Facilities and Services
- Human and Environmental Health
- Belief and Trust



# Department Funding Priorities

- **Aging & Disability** (*not competing for funding*)
- **Equitable Food Access**
- **Health and Health Care**
- **Homelessness**
  - **Complementary Services**
  - **Encampment Response**
  - **Housing Services & Interventions**
  - **Sheltering** (*not competing for funding*)
- **Violence Reduction & Prevention**
  - **Community Violence Reduction** (*not competing for funds*)
  - **Domestic Violence Reduction & Prevention**
  - **Building Resilience Against Violence & Exploitation (BRAVE)**  
(Formerly, Youth & Young Adult Violence Reduction & Youth Development)





# Department Goals



Priorities	Goals
Equitable Food Access	Increase access to nutritious meals and food options to all Tacoma residents.
Health & Health Care	Improve health outcomes and equitable access to healthcare for all Tacoma residents.
<b>Homelessness</b>	
Complementary Services	Provide households access to a continuum of tailored supports to prevent and end homelessness.
Encampment Response	Increase access to resources through outreach and address public health and safety concerns.
Housing Services & Interventions	Increase access to permanent, stable housing in order to end the cycle of homelessness.
<b>Violence Reduction &amp; Prevention</b>	
BRAVE (Building Resilience Against Violence & Exploitation)	Reduce the likelihood at-risk youth will become involved in criminal activity and violent crime. Utilize prevention, intervention, suppression, and collaboration efforts to foster safe neighborhoods and encourage community leadership.
Domestic Violence	Increase best practices and data -informed strategies, that are culturally relevant, to reduce and prevent family and intimate personal violence.



# Rating Criteria



Criteria	Max Points
Methodology and Approach	30
Cultural Competency/DEI	20
Reporting/Data Collecting Capabilities	10
Qualifications/Experience of Key Personnel (Capacity)	10
Proposed Budget	10
Past Program Performance/Letters of Recommendation	10
Equity in Contracting	5
Sustainability	5
<b>Total</b>	<b>100</b>





# Common Pitfalls



- Not submitting the application by the deadline
- Not answering (or fully addressing) the application questions
- Not submitting all required attachments
- Not addressing how your program is culturally competent or addressing equitable business practices
- Not aligning to Council priorities or department goals



# Application Tips



- Ask questions early.
- Allow plenty of time before the deadline to submit the application.
- If using Smartsheet (preferred method), consider drafting your responses in a Word document to catch any spelling or grammar errors.
- Proofread your answers (2<sup>nd</sup> set of eyes).

# Access & Overview



<http://www.tacomapurchasing.org/>

- Services Solicitations
- Specification Number: NC24-0136F

Specification Number	Type	Due Date	Time Due - Pacific	Title and Solicitation Documents	Date Issued
NC24-0136F	RFP	07/02/2024	11 AM	2025-2026 NCS Notice of Funding Availability Specification Register for the Bid Holders List	06/04/2024



# What to Expect if Awarded Funding



- Contracts are paid as cost reimbursement.
  - Finances must be tracked, and receipts of expenses submitted monthly.
- In order to have invoices paid, reporting must be complete. Reporting consists of the following:
  - Program outputs (*monthly*)
  - Performance Measurements (*quarterly*)
  - Demographics (*quarterly*)
- Programs will be required to complete Intermediate and Full monitorings.

These monitorings consist of the following:

- On site visit from NCS staff
- Review of data and data collection methods
- Audit of finances



## Q & A



All questions related to this RFP must go to **Sara Bird** via email ([SBird@cityoftacoma.org](mailto:SBird@cityoftacoma.org)).

Include in the subject line the RFP number, RFP Name, and your agency name.

(NC24-0136F – 2025-2026 NCS Notice of Funding Availability– *VENDOR NAME*)



CPIN ([www.thecpin.com](http://www.thecpin.com)) is a resource for applicants if need it, though availability is limited.



Questions about the RFP must be submitted to Sara **no later than June 18th, 2024, by 3:00pm**, and all responses will be posted on the Purchasing site **by June 24, 2024**.



*NCS staff is **not** able to directly answer any questions during the process.*