



2025 Application Assistance Program Request for Qualifications

Table of Contents

I.	Introduction	3
II.	Background	3
III.	Timeline	3
IV.	Funding	5
V.	Program Requirements	5
VI.	Program Scope.....	5
VII.	Contracting Requirements	7
VIII.	Performance Expectations	8
i.	Application Submittal.....	8
ii.	Determination of a Completed Application.....	10
iii.	Proposal Narrative.....	10



I. Introduction

The 2025 Application Assistance Program Request for Qualifications (RFQ) is seeking applications from qualified consultants interested in providing support to small agencies needing technical assistance during a procurement process. KCRHA defines small agencies as those with less than 20 FTE staff with an annual operating budget of less than four (4) million dollars. The consultant will help ensure agencies meet all requirements, submit competitive applications, and understand the procurement process thoroughly.

KCRHA is seeking proposals from consultants that serve agencies throughout King County. KCRHA expects to contract with multiple consultants and/or agencies. Consultants will be compensated at a rate of \$150–\$185 per hour, depending on experience and expertise. KCRHA anticipates each instance of support to an organization being no more than 8 hours total.

Centered in [KCRHA's Theory of Change](#), all proposals will be reviewed to ensure completeness and alignment with the program scope. The rating team will recommend proposals to be funded, giving preference to proposals that:

Provide technical assistance to agencies in preparing and submitting responsive, compliant applications for procurement opportunities.

- Improve agency understanding of procurement requirements, evaluation criteria, and application expectations.
- Enhance the competitiveness of agencies' applications by ensuring clarity, completeness, and alignment with procurement goals, and
- Advance equity and accessibility for Black, Indigenous, and other people of color (BIPOC) led agencies, individuals who identify as LGBTQ+, and individuals with disabilities.

II. Background

The procurement process for public funding can be complex and challenging for many agencies, particularly smaller organizations or those with limited administrative resources. Ensuring that agencies are able to meet application requirements, develop competitive proposals, and effectively navigate the procurement process is essential for creating equitable access to funding opportunities.

III. Timeline



Action	Date
RFQ Released	Friday, December 13, 2024
Information Session Webinar <i>Participation is suggested but not required</i>	Wednesday, January 8, 2025, at 12:00pm Info Session Link: <u>Join the meeting now</u>
Last Day to Submit Questions to RFP@kcrha.org	Monday, January 13, 2025, 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
RFQ submission Deadline	Wednesday, January 15, 2025, at 11:59 PM PST
Award/Denial Notification	Week of January 20, 2025
Estimated Contract Start Date	January 2025

- * KCRHA reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, 'Updates.'
- ** Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org.
- *** KCRHA recommends applicants begin their applications several weeks before the deadline to ensure technical difficulties do not get in the way of meeting the application deadline.
- **** KCRHA reserves the right to reopen any funding opportunity if there are less than three application submissions and/or the applications rated do not meet the minimum rating threshold of 70/100.

The deadline for submitting a completed RFQ application is **January 15, 2025**, at 11:59 PM PST. An Information Session will be held on **Wednesday, January 8, 2025**, to review the RFQ and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the Procurement Coordinator, will be posted online at:
<https://kcrha.org/resources/funding-opportunities/>.

Questions submitted outside of the Information Session should be submitted to the Procurement Coordinator via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is January 13, 2025, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.



IV. Funding

Period of Performance
The contract will commence on January 1, 2025, and will remain ongoing.

V. Program Requirements

1. Applicants must adhere to the program requirements to be eligible to apply for funding through the **Application Assistance Program RFQ**.
2. Applicants must submit the required minimum eligibility documents:
 - a. Business License
 - b. Certificate of Existence from Washington Secretary of State.
 - c. [KCRHA Certificate of Non-debarment](#)
 - d. [Conflict of Interest Certification and Disclosure Form](#)
 - e. If an individual or sole proprietor, the [ICQQ Questionnaire](#)
3. Minimum Eligibility Requirements: Applicants must meet all eligibility criteria outlined in the RFQ.
4. Respond to service requests within two (2) business days.
5. Be available to provide services throughout the full calendar year.
6. Demonstrate proficiency in providing technical assistance, including guidance on application processes, compliance requirements, and funding strategy development.
7. Submit detailed monthly invoices summarizing the assistance provided.
8. Client Support: Conduct follow-up support sessions to ensure applicants address feedback or revisions required for their funding applications.

VI. Program Scope

The goal of this funding opportunity is to support agencies in developing competitive and equity-centered procurement applications by offering expertise in **proposal development, budgeting, compliance, strategic alignment, and technical support**. The consultants will not complete applications for agencies, rather they will provide technical assistance, guidance, and support to empower the agencies to complete and submit applications themselves. The consultant will also ensure that agencies incorporate inclusive practices and address the needs of marginalized communities, including Black, Indigenous, and other people of color, LGBTQIA2+ individuals, and people with disabilities.



The sections below summarize the program area(s) and associated requirements contained in this RFQ. Expanded program details can be found in each program area below. Successful applicants will be responsible for implementing and managing the program areas.

KCRHA is inviting proposals from consultants to provide technical support to agencies applying for funding. Proposals should emphasize robust partnerships and effective collaboration with a network of diverse stakeholders to ensure applicants can address the multifaceted needs of their communities. Successful proposals will focus on empowering agencies to enhance their well-being, strengthen service connections, and create equitable access to funding opportunities. Consultants with demonstrated expertise in serving the unique needs of LGBTQIA2S+ individuals and/or Black, Indigenous, and People of Color are highly encouraged to apply.

Successful applicants will propose projects that provide effective, equity-focused technical assistance, enabling agencies to submit competitive RFQ applications aligned with the areas outlined in the introduction section. The program areas are summarized below.

1. Program Scope

a. Program Area Definitions

i. Proposal Development

1. Equip applicants with tools and guidance to create strong, effective applications.
2. Support applicants from the beginning stages of the application process, offering guidance on whether and how their ideas align with the scope of the funding opportunity.
3. Provide strategic advice to help applicants design their program model and vision.
4. Ensure proposals prioritize equity and address the needs of underserved communities.

ii. Budgeting

1. Provide guidance on common budget inputs and how to calculate them, including administrative items, staffing needs, and indirect costs, if applicable.
2. Review the budget against the proposal to ensure input is accounted for.

iii. Compliance

1. Clarify questions regarding registration documentation.
2. Provide guidance on how to obtain any of the required registration documentation.
3. Provide strategic advice on if the proposed program model is compliant with the specified procurement requirements.

iv. Strategic Alignment

1. Assist in interpreting the intent and focus of the procurement.
2. Help agencies highlight their strengths and align with funder priorities.



3. Evaluate whether the applicant's proposed ideas align with the funding priorities and requirements outlined in the funding application.

v. Technical Support

1. Provide technical support with the Salesforce platform and help agencies to navigate through common technical challenges.
 2. Assist agencies in navigating to and utilizing the Salesforce provider training resources on the KCRHA website.
 3. Applicants are required to meet the minimum eligibility requirements found on [KCRHA's website](#).
2. Eligible costs
 - a. Personnel Costs
 - i. Hourly fees for the consultant's time spent providing TA services.
 - ii. Time spent on scheduling, coordination, and preparing materials.
 - iii. Clerical support for TA-related tasks.
 - iv. Conducting needs assessments, or evaluations.
 - v. Interpretation or translation of materials into multiple languages.
 - b. Travel Expenses:
 - i. Mileage reimbursement.
 3. Ineligible Costs
 - a. Any expenses that are not directly related to the provision of technical services.

VII. Contracting Requirements

1. Any contract resulting from this RFQ will be between KCRHA and the consultant or applicant organization.
2. Contracts may be amended to ensure that services and outcomes align with community needs, or changes in availability of funding.
3. Contractors must comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded because of the RFQ and are not negotiable.
4. Contractors must maintain books, records, documents, and other evidence directly related to the work's performance in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for seven (7) years after completion of work.
5. Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.



- Contractors must be able to protect and maintain all confidential information gained from this contract against unauthorized use, access, disclosure, modification, or loss.

VIII. Performance Expectations

- The selection process for these funds is open to legally constituted entities that meet [KCRHA's minimum eligibility requirements](#).
- Consultants will respond within two business days to requests for availability.
- Providers will contact consultants directly to request support.
- Consultants will ensure that providers requesting support match the eligibility requirements of the Application Assistance Program which are small orgs of less than 20 employees and with an overall annual operating budget of less than 4 million dollars.
- To be reimbursed, consultants must provide a detailed invoice outlining the type of service provided and how many hours for each.

i. Application Submittal

Applications will be rated on the information requested in this RFQ and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be rated.

Questions related to the RFQ should be directed to the KCRHA Procurement Team at RFP@kcrha.org. Agencies and their representatives must not reach out to any other KCRHA staff about this procurement to ensure a fair process.

X. Instructions

Agencies are asked to complete an application with their technical assistance qualifications. Once complete, you may submit your full proposal and attachments through [Smartsheet](#).

Follow all listed instructions in the Smartsheet application. It is advised that applicants gather the required documents and begin writing their responses on a separate document before the Smartsheet form opens. Please email us at RFP@KCRHA.org if you experience any technical difficulties with Smartsheet.

Upload all required documents within the Smartsheet application.

- Completion of [Smartsheet Application](#)
- Application response to Questions and Rating Criteria listed in Section iii. Use the editable [2025 Application Assistance Program RFQ](#) provided.



3. Submit all Minimum Eligibility documents that are appropriate for your agency type.

MINIMUM ELIGIBILITY REQUIREMENT	SUPPORTING DOCUMENTATION
Applicant must be incorporated as a Washington State, private non-profit corporation . Note: Applicant must be granted 501(c)(3) tax-exempt status.	Certificate of Incorporation KCRHA confirms the status via the IRS website
OR a Federally or Washington State-recognized Indian tribe.	Federal or State Registry listing
OR a public corporation or other legal entity established per R.C.W. 35.21.660 or 35.32.730 (public corporation, commission, or authority).	Authorizing documents such as an interlocal agreement, legislative act, or ruling, etc.
AND	
Applicants must be in good standing 12 months before and on the date of application for pre-certification.	Certificate of Existence
Applicant must have a Federal Tax Id number / employer identification number (EIN)	EIN Registration Confirmation from the IRS
Applicant must have Washington State Business License (UBI#) and Seattle Business License (as applicable), and pay taxes as required by the laws of those jurisdictions.	Copy of Business License(s)
Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from competing for funding opportunities by any Federal, State, or local department or agency.	KCRHA Certification of Non-debarment
Applicants must have an active System for Award Management (SAM) registration on Sam.gov and an active Unique Entity ID number (UEI).	Proof of active SAM registration and UEI number

Required format for each submitted application:

- a. Typed, no more than 1,700 words per section.
- b. Convert each document into a PDF file before uploading it to Smartsheet.

Completed applications are due by **Monday, January 15, 2025, at 11:59 PM PST**. KCRHA advises completing the application documents several days prior to the deadline in case you encounter an issue with your internet connectivity, etc. We recommend you respond to each question in a Microsoft Word document, then upload to [Smartsheet](#). KCRHA is not responsible



for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

ii. Determination of a Completed Application

KCRHA is currently transitioning to a new grants management system. Until the new system is implemented, applications must be submitted using the online fillable application, which is [linked here](#), or you can find it on our website under Funding Opportunities. Please notify RFP@kcrha.org if you require accommodation.

iii. Proposal Narrative

A. EXPERIENCE AND PROPOSED APPROACH (30 points)

1. Please provide an overview of your organization/consultancy, including your mission, vision, and areas of expertise. (10pts)
2. What is your experience providing technical assistance in (technical writing, application assistance, budgeting, applicant registration, grants management systems (i.e. Salesforce)? (10pts)
3. Can you provide examples of past clients or projects relevant to this RFQ? Describe your experience with projects similar to this one. Include examples, results, and lessons learned. (10pts)

Rating Criteria - A strong application meets all the criteria below.

- Applicant provides a detailed overview, clearly articulating mission, vision, and a wide range of relevant expertise. Strong alignment with the goals of the RFQ.
- Demonstrates extensive and diverse experience in all listed areas. Includes specific examples and indicates proficiency with tools like Salesforce or other grants management systems.
- Provides relevant examples with a focus on results and lessons learned that are aligned with the RFQ's scope.

B. STAFFING (10 points)

1. Explain your staffing plan for this project, including titles, position qualifications, and roles and responsibilities of staff members and proposed client to staff ratio. (5pts)
2. Who will be assigned to this project? Include names, roles, and relevant expertise of key team members. (5pts)

Rating Criteria - A strong application meets all the criteria below.



- Comprehensive staffing plan with clearly defined roles, responsibilities, and qualifications for all staff members.
- Thoughtful rationale for client-to-staff ratio that aligns with the scope and scale of the project.
- Demonstrates a robust understanding of resource allocation and efficient team management.
- Detailed identification of key team members, including names, roles, and relevant expertise.
- Demonstrates exceptional alignment between team expertise and the project's requirements.
- Includes specific examples of similar work completed by the team members.

C. RACIAL EQUITY & SOCIAL JUSTICE (30 points)

1. Share examples of how you have introduced innovative approaches in past projects, particularly those that addressed racial equity, social justice, or support for historically marginalized communities. (10pts)
2. How do you integrate equity and inclusion principles into your technical assistance process? (10pts)
3. Provide specific examples of how your approach has supported equitable access to resources, addressed systemic barriers, or improved outcomes for historically marginalized communities. (10pts)

Rating Criteria - A strong application meets all the criteria below.

- Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism and/or poverty.
- Applicants clearly explains their plan to create access to their emergency shelter for all guests, including Black, Indigenous and Transgender individuals.
Applicant identifies how they will address the unique needs of diverse populations, including individuals with disabilities, seniors, and non-English speakers.

D. COLLABORATION & COMMUNICATION (10 points)

1. How do you ensure effective communication and collaboration with clients and stakeholders? (5pts)
2. What methods and/or tools do you use to gather and incorporate feedback? (5pts)

Rating Criteria - A strong application meets all the criteria below.

- Describes a well-defined, inclusive, and proactive communication strategy that fosters trust and transparency.
- Demonstrates the use of multiple tools and methods (e.g., regular meetings, digital platforms) tailored to stakeholder needs.
- Provides specific examples of successful collaboration that enhanced project outcomes.

