

2025 Quarter One Severe Weather Request for Qualifications

Information Session

February 13, 2025; February 19, 2025;

February 24, 2025

Agenda

- Timeline
- RFQ Process Overview
- Scope
- Submission Review
- Salesforce
- Q&A



Timeline

Item	Date
Release Date	February 10, 2025
Information Session	February 13, 2025, 12:00 PM PST February 19, 2025, 12:00 PM PST February 24, 2025, 12:00 PM PST
Last Day for Questions to RFP@kcrha.org	March 3, 2025, 5:00 PM PST
Application Deadline	March 10, 2025, 11:59 PM PST
Approval/Denial Notification	Week of March 31, 2025
Appeals Due	Week of April 7, 2025
MSA Development Begins	April 7, 2025



Process Overview

- Review the Severe Weather RFQ for full details!
- Last day for questions March 3, 2025, 5:00pm
 - RFQ specific questions cannot be responded to after March 3
 - Salesforce issues/bugs can be responded to after
 - RFP@KCRHA.org
- New process and new grant management system
 - Please let us know if you:
 - Encounter any issues/bugs
 - Find any part of the new process helpful!



Severe Weather RFQ Process Overview

- This RFQ is seeking qualifications from agencies interested in providing severe weather services for youth, single adults, and/or families currently experiencing homelessness.
- KCRHA is seeking to pre-approve agencies for severe weather response:
 - Shelter, Basic Needs Provision, and/or Referral and Support Services
 - Adverse Weather Conditions:
 - Snow, poor air quality, extreme heat and cold, extreme wind or rain, and other severe weather events.



Severe Weather RFQ Process Overview

- Qualified agencies will sign a Master Service Agreement (MSA) with KCRHA, if not curently.
 - Agencies with a current MSA will be required to apply through this process but will not need to sign another MSA until their current MSA expires.
- As funding becomes available, or need arises, KCRHA will run a shortened Request for Proposals (RFP) for agencies identified through this process.



Process Overview Cont.

RFQ

- Agencies Apply
- If not approved, able to reapply in 6 months
- If approved, move on to Master Service Agreement (MSA)

MSA

- If no previous MSA, will sign one with KCRHA
- If existing MSA exists, will go through a short amendment process

RFP

- If approved through Severe Weather RFQ and MSA signed, agencies will be able to apply for severe weather funding
- Shorter RFP process as minimum eligibility has been verified, it will be a 6-week process



Scope

- No funding is awarded as part of the 2025 Severe Weather RFQ process,
 - Nor is there any guarantee of a Project Service Agreement (PSA) to any entity that is successfully approved through this process.
- Beginning in 2025, agencies seeking funds for severe weather must participate in the RFQ process.
 - KCRHA will re-open this RFQ twice per year to ensure agencies have ongoing opportunities to submit qualifications.



Submission Review

- All technically compliant RFQ submissions are then reviewed by a panel of internal evaluators.
- Pass/Fail
 - If an applicant does not pass, they may apply in the next RFQ
- To be approved under this RFQ, the organization must:
 - · Pass a Financial Review,
 - Meet Minimum Eligibility Requirements,
 - Meet all of the rating criteria:
 - Operate within King County
 - Operational Management
 - Severe Weather Services
 - Shelter, Basic Needs Provision, and/or Referral and Support Services



Financial Documentation

- Current fiscal year's financial statements
 - Balance Sheet,
 - Income Statement, and
 - Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer
- Most recent audit reports
- Most recent fiscal year-ending Form 990
- Proof of Federal System for Award Management (SAM) registration in good standing



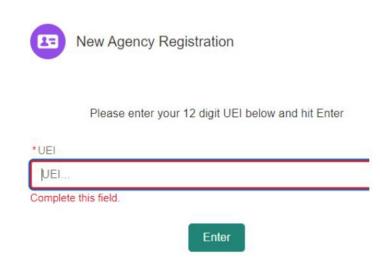
Minimum Eligibility Documents

- Minimum Eligibility Checklist and further guidance can be found <u>here</u>
- At least one of:
 - Certificate of Incorporation
 - Federal/State Registry Listing, or
 - Authorizing Documents
- Certificate of Existence
- Employer Identification Number (EIN) Registration Confirmation from IRS
- Copy of Business License(s)
- KCRHA Certification of Non-Debarment and Suspension
- Proof of active System Award Management (SAM) registration and Unique Identity Number (UEI)



Salesforce

- Salesforce is our grants and contracts management system which will simplify contracting, invoicing, reporting and the RFP process for service providers.
- All providers/applicants must register and create an account
- https://kcrhagrants.my.site.com/f undingprograms





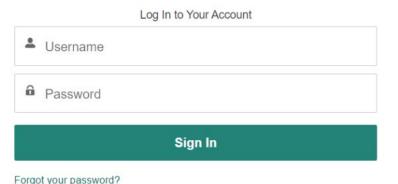
Salesforce

How to log in

- Log in to <u>new grants management portal</u>
- For your first time logging in, reset password

How to reset password

- After navigating to the login screen, select the 'forgot password' option.
- Check the email account associated with your username. If you still can't log in, contact <u>GrantAdmin@kcrha.org</u> for assistance.



PASSWORD RESET

To reset your password, we'll need your username.
We'll send password reset instructions to the email address associated with your account.

Username

Reset Password

Cancel



Salesforce



Home

My Account

My Applications

My Contracts

Av Invoices

Forms Library

Application Review

For more information

- https://kcrha.org/resources/grantsmanagement-resources/
 - In-depth System Guide
 - Training Videos
 - Book Troubleshooting Sessions

APPLY FOR NEW FUNDING OPPORTUNITY



For More Information

- https://kcrha.org/resources/funding-opportunities/
- NOFAs
- Live Funding Opportunities
- Question & Answers
 - Recorded Information Sessions





Questions?





Thank you.

RFP@kcrha.org

Scan this QR code to sign up for KCRHA emails →







(@KingCoRHA



@KCRHA

