



KCRHA

King County Regional Homelessness Authority

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 currently.
 - 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 [here](#)
- 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/fundingprograms>



 New Agency Registration

Please enter your 12 digit UEI below and hit Enter

*UEI

Complete this field.

Salesforce

How to log in

- Log in to [new grants management portal](#)
- 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 GrantAdmin@kcrha.org for assistance.



Log In to Your Account

Sign In

[Forgot your password?](#)

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.

Reset Password

[Cancel](#)

Salesforce

- Application Review
- For more information
 - <https://kcrha.org/resources/grants-management-resources/>
 - In-depth System Guide
 - Training Videos
 - Book Troubleshooting Sessions



Home

My Account

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APPLY FOR NEW FUNDING OPPORTUNITY



For More Information

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

Notice of Funding Availability (NOFA)	▼
Requests for Proposals	▼
RFP Questions & Answers	▲
RFP Q&As and Information Sessions will be posted here as they become available.	



Questions?





KCRHA
King County Regional Homelessness Authority

Thank you.

RFP@kcrha.org

Scan this QR code to sign up for KCRHA emails →



@KingCoRHA



@KCRHA

