2025 Seattle-King County Severe Weather RFP

Information Session

May 20, 2025

Agenda

- Procurement Process Overview

- Funding

- Timeline

- Scope of Work

- Contract Requirements

- Rating and Scoring

- Salesforce

- Q&A

Procurement Process Overview

Notice of Funding Availability (NOFA) Posted

Procurement Process Posted

Examples:
- Request for Proposals (RFP)
- Request for Qualifications (RFQual)
- Request for Quotations (RFQ)

Info Session

Last Day for Questions

KCRHA

Process Overview Cont.

📄	Contracts	Contract Negotiations and Signing

🎧	Programs	Primary Contact Technical Assistance Contract Monitoring

👥	Community Impact	HMIS and HMIS Training Performance Management and Evaluation

☑️	Compliance	Auditing

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Funding

- ✓ KCRHA expects to award multiple agencies

- City of Seattle: $254,142

- King County: $263,000

- Total Funding: $517,142

- *East King County: $45,000 - Will only be obligated if/when funds are appropriated and approved

- All awarded funds must be fully spent by December 31, 2025

Timeline

Item	Date
Release Date	May 12, 2025
Information Session	May 20, 2025
Last Day for Questions to RFP@kcrha.org	May 27, 2025, 5:00 PM PST
Application Deadline	June 3, 2025, 11:59 PM PST
Denial Notification	Week of June 9, 2025
Appeals Due	Week of June 16, 2025
Award Notification	Week of June 23, 2025
Goal Contract Start Date	July 2025

Scope of Work

The selected provider(s) will support individuals experiencing homelessness in Seattle and King County through services offered under one or more of the following program areas:

- Shelter Services
- Basic needs Provision
- Referral and Support Services

Note: Applicants can apply to one or more program areas and are encouraged to apply to the program area the best aligns with their organizational capacity and area of expertise.

This procurement is only open to applicants that were approved through the Severe Weather RFQ.

Scope of Work

Agencies __must__ provide Operational Management and at least one of the listed program areas.

Operational Management
- Agencies must establish and maintain clear procedures for severe weather response, including:
  - Develop protocols for opening and closing shelters and/or support services, and/or supply provisions based on severe weather conditions.
  - Work with local government agencies, emergency management, and community partners to ensure effective resource allocation.
  - Conduct regular assessments of shelter/support services, and/or supply distribution operations based on feedback and evolving community needs.

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Program Area 1 - Shelter Services

- Activate emergency shelter within 24–72 hours
- Shelter options: congregate, non-congregate, or hotel/motel-based
- Provide safe, low-barrier accommodations with climate control, hygiene access, and meals
- Support operations: staffing, intake, coordination, storage, transport, sanitation, food
- Trained staff in First Aid, de-escalation, trauma-informed, and culturally responsive care
- Coordinate with agencies for referrals
- Collect/report data for compliance and continuous improvement
- Hotel/Motel option: distribute vouchers as needed for temporary lodging
- Client-to-staff ratio of 20:1

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Program Area 2: Basic Needs Provision

- Distribute essential supplies to unsheltered individuals during severe weather

- Provide weather-appropriate items: blankets, clothing, cooling supplies, smoke protection

- Distribute hygiene kits: water, soap, sanitizer, personal care items

- Offer meals and beverages to meet immediate nutritional needs

- Ensure access to hygiene facilities: showers, restrooms, basic amenities

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Program Area 3 – Referrals and Support Services

- Connect guests to supportive services: housing, healthcare, behavioral health, substance use treatment

- Maintain partnerships with service providers for coordinated care

- Provide trained staff/volunteers for referrals, info, and emotional support

- Coordinate transportation to shelters and essential services

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Data Management & Reporting

Must maintain accurate records of client engagement and program outcomes

- Entering and updating client data in HMIS to ensure comprehensive tracking of service utilization and progress
- Regular reporting required on key metrics
  - Service delivery
  - Client progress
  - Overall program effectiveness

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Allowable/Unallowable Costs

Allowable Costs

- **Staffing costs for shelter operations:**
    - Personnel salaries, including fringe benefits, hazard and holiday pay
    - Indirect costs for program administration
    - Hotel/Motel vouchers for staff unable to travel home during severe weather events

- **Facility costs:**
    - Family and/or single adult congregate or non-congregate shelter space

- **Client assistance associated with severe weather event include:**
    - Hotel/Motel vouchers for clients

- **Supportive Services:**
    - Food and beverages for clients
    - Case management
    - Employment assistance
    - Housing search and counseling services
    - Outpatient health services (mobile medical)
    - Client transportation costs to shelters or hotels/motels
    - Severe weather supplies

Unallowable Costs

- Expenses not directly tied to severe weather response or aligned with funding guidelines

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Contracting Requirements

Applicants must agree and adhere to the requirements:

- Minimum Eligibility Requirements
    - Applicants met these requirements through the Severe Weather RFQ

- KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Project Service Agreement (PSA)

- All funded agencies will participate in data collection through the King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming

- Good Neighbor Agreement

- A safety plan for fires and other relevant emergencies

Contracting Terms

- Contracts will be between KCRHA and the awarded agency

- Contracts may be amended based on community needs or funding changes

- Compliance with KCRHA Master Service Agreement (MSA) is required

- Maintain records per GAAP; KCRHA may audit for up to 7 years after project completion

- Submit all required reports and billing for reimbursement;

- Must protect all confidential information from unauthorized use or disclosure

- See RFP for full details

Minimum Eligibility Documents

Agencies are <u>not</u> required to submit:

- Minimum Eligibility documents
- Financial documentation

These requirements were already completed through the Severe Weather RFQ.

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Rating and Scoring

- Proposed Program – 55 Points

- Staffing – 15 Points

- Racial Equity & Social Justice – 15 Points

- Data Management & Fiscal Systems – 10 Points

- Budget – 5 Points

- Note: Preference will be given to applicants that:
  - Expand the number of severe weather beds or bed nights

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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

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

Username

Password

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.

Username

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

For More Information

- https://kcrha.org/resources/funding-opportunities/

- NOFAs

- Live Funding Opportunities

- Question & Answers

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.

2025 Severe Weather RFQual – Questions & Answers

2025 Severe Weather RFQual – Info Session Slides

Questions?
Please email rfp@kchra.org