



Community, Housing, and Human Services Department (CHHS)

**REQUEST FOR PROPOSALS
FOR
NEW EMERGENCY SHELTER**



June 10, 2019

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CHHS CONTACT INFORMATION

Community, Housing, and Human Services Department (CHHS): <https://my.spokanecity.org/chhs/>

Mailing Address: City of Spokane
Community, Housing, and Human Services Department
808 W. Spokane Falls Blvd
Spokane, WA 99201

RFP Coordinator: Tija Danzig, Homelessness and Rehousing Program Manager

Email Inquiries: CHHSRFP@spokanecity.org

Interested applicants are encouraged to contact CHHS with questions or for technical assistance. Please submit all questions or requests for technical assistance to the email address above.

ESTIMATED TIMELINE OF RFP ACTIVITIES

When	What	Who
June 10, 2019	Announcement of Request for Proposals	City CHHS Department
June 10 to 28, 2019	Technical Assistance Offered to Interested Applicants (By Email Request)	Interested organizations
July 7, 2019	Deadline to submit completed application and critical documents	Interested organizations
July 8 to July 26, 2019	Review of Applications	Review Committee
July 31, 2019	Notification to Applicants	Homelessness and Rehousing Programs Manager
August 1 to 31, 2019	Establish agreement with awarded applicant	City CHHS Department
August 1, 2019	Projected Start of New Emergency Shelter Partnership	Awarded Applicant
September 1, 2019	Projected Opening of New Emergency Shelter	Awarded Applicant
<p><i>The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the Community, Housing, and Human Services Department website</i> https://my.spokanecity.org/chhs/</p>		

INTRODUCTION

PURPOSE AND BACKGROUND

The City of Spokane, through its Community, Housing, and Human Services (CHHS) Department (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit Applications from social service agencies serving the City of Spokane and Spokane County to operate a new emergency shelter to serve

homeless adults (both men and women). Based on national best practice and local data on shelter interventions that achieve the greatest outcomes for their clients, this new shelter will offer targeted services to meet the individual needs of those accessing them and, ultimately, operate full time with a series of on-site components that will be phased in, to account for construction at the new facility and adequate planning and coordination with partners. Awarded applicant(s) will have the opportunity to participate in and support the design of the new facility.

ELIGIBLE APPLICANTS

Eligible applicants include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith based organizations

Additionally, applicants must be able to demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet the City contracting requirements such as insurance thresholds, audit and financial requirements, and business licensing requirements (see Agreement Terms section). All successful applicants (Grantees) must have a Dun and Bradstreet Universal Numbering System (DUNS) number before project implementation and an active System for Award Management (SAM.gov) account.

Please note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with contracts or agreements that may result from RFP because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

FUNDING

The total amount available for the new emergency shelter will be determined through the City of Spokane budget process. Any contracts or agreements awarded as a result of this procurement is contingent upon the availability of funding. Applications completed in response to this RFP should include a realistic budget in accordance with the proposed project. Cost may be an evaluation factor.

PERIOD OF PERFORMANCE

Organizations awarded funding through this NOFA will receive a funding commitment to be integrated into the CHHS Department's five year funding cycle, with a period of performance tentatively beginning August 1, 2019 and running through June 30, 2024. This approximately five-year term will provide project stability, allow Grantees to focus on outcomes, and reduce the administrative burden of grant projects. Funding commitments will be fulfilled through grant agreements subject to annual renewals contingent upon grantee performance and the City's receipt of funding.

RISK ASSESSMENT

The purpose of the organizational risk assessment is to determine how prepared the applicant is to administer public funds. Four categories are assessed through this evaluation including management systems, the results of prior audit reports and monitoring events, financial stability, and performance history. Special award conditions may be imposed as a result of the risk assessment and associated risk determination. Failure to provide applicable supporting documentation will affect the risk determination. The risk determination will influence the CHHS Department's monitoring and technical assistance plan and determinations will be provided to the panels and/or committee members reviewing RFP responses. Grantee organizational risk will be assessed annually throughout the period of performance as detailed below.

ANNUAL REVIEW

Due to the length of the award period, grantees and awarded projects will undergo, at minimum, an annual review process conducted by CHHS and project based review committees. The grantee is subject to a continuous risk assessment which will evaluate the same categories as described in the Risk Assessment section above. In addition to the continuous risk assessment, programmatic reviews will be conducted to evaluate the following:

- Project performance
- Project financial position
- Project successes and constraints, including possible enhancements
- Project sustainability

The results of the continuous risk assessment and the programmatic review will be provided to the CHHS advisory boards and may result in amendments to the grant agreement. Amendments may include, but are not limited to: adding or removing special conditions, performance measure adjustments, addition or reduction in project funding, or agreement termination.

EMERGENCY SHELTER OPERATIONS AND STAFFING

DESCRIPTION

Individual adult homelessness continues to rise within our community. With a gap in 24/7 services for this population, including couples without children, the City is seeking proposals to improve access to this life-saving intervention. Emergency shelters play a critical role in a crisis response system. Low barrier, permanent housing-focused shelters not only ensure individuals and families have a safe place to stay, but that their experience of homelessness is as brief as possible. Emergency shelters should ensure that they have no barriers to entry and have inclusive policies for all persons. In addition, emergency shelters should be housing-focused with case management targeted at reducing client's barriers to housing and connecting the household to housing options through Coordinated Assessment and other non-homeless housing programs.

RESOURCES

[NAEH Emergency Shelter Learning Series](#)

PERFORMANCE MEASURES

- The average nightly utilization of emergency shelter inventory (Continuous Stay Shelters Only).

- The average length of time from project enrollment to clients' date of engagement (Night-by-Night Shelters Only).
- The average length of time persons are homeless in Emergency Shelter.
- The percentage of exits to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.

ELIGIBLE EXPENSES

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

INELIGIBLE EXPENSES

- Fundraising
- Political activities
- Replacement of operating reserves
- Alcohol or tobacco

ADDITIONAL FIRE & SAFETY REQUIREMENTS

In addition to the requirements contained in the Fire Prevention Code and other City codes, the operator(s) of an emergency shelter shall:

1. Post emergency telephone numbers near each telephone including, but not limited to, '911' and poison control.
2. Provide 2A:10BC fire extinguishers at a maximum spacing of 75 feet in space designated as an emergency shelter.
3. Not allow cooking in any room which is used for sleeping.
4. Not allow smoking at any time within the building. Signage must be posted.
5. Provide First Aid kits to accommodate the number of people in the emergency shelter.
6. Post fire exit diagrams.
7. Ensure standard procedures exist and regular fire drills are practiced.

REPORTING

1. Operator(s) of the emergency shelter will be required to enter client level data in the HMIS for each client accessing the Emergency shelter.
2. HMIS Timeliness Standard: The City expects that the Operator(s) will strive for real time data entry. The baseline timeliness standard for all City-supported homeless service project is that data for any given month shall be entered in HMIS no later than the 5th day of the following month.

COMPENSATION

A selected emergency shelter program award will be made to one or more agencies, or a collaboration of agencies, serving households consisting of adults without minor children.

SUBMISSION OF APPLICATIONS

PREPARATION OF APPLICATIONS

All Applications shall be submitted electronically, prepared using the ***New Emergency Shelter Application*** and the ***New Emergency Shelter Application Budget Worksheet*** provided by the Community, Housing, and Human Services department and available on the Department [website](#).

If you need help accessing the application, please contact the RFP Coordinator.

TECHNICAL ASSISTANCE

One-on-one technical assistance between the City and organizations considering responding to this RFP is available upon request. Please contact the CHHS Department at chhsrfp@spokanecity.org for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. The last date to receive one-on-one technical assistance from CHHS is June 28, 2019.

SUBMISSION OF APPLICATIONS

Please note the following: The deadline to submit applications is 11:59 pm on July 5, 2019.
Late Applications will not be accepted.
Paper copies of the application will not be accepted for this funding notice.

Submit Applications to: chhsrfp@spokanecity.org
Please cc the RFP Coordinator to confirm receipt.

The City is not responsible for applications delivered late. It is the responsibility of the Applicant to be sure the applications are sent sufficiently ahead of time to be received **no later than 11:59 pm local time** on the due date.

All applications and any accompanying documentation become the property of the City and will not be returned.

APPLICATION REVIEW AND SELECTION PROCESS

The review and selection process is designed to ensure that grant applications submitted for funding under this RFP are evaluated based on a fair, equitable, transparent, free of bias, and timely process. This process assures that awards made address the needs of the community through alignment with the priorities and goals provided in the Strategic Plan to End Homelessness and the Consolidated Plan.

The applicant review committee, which may contain representation from the CHHS Department, other City Departments, the Continuum of Care (CoC) Board, and other non-conflicted experts deemed appropriate, will review applications. The committee will provide a recommendation for funding to the CoC Funding and RFP Committee and/or CoC Board and to the City of Spokane City Council.

The criteria by which a new emergency shelter project will be selected is:

1. Experience and proven track record in working with and providing services to people experiencing homelessness

2. Experience working alongside Spokane Police and Fire Departments
3. Program plan as submitted in the application
4. Partnership and collaboration with the homeless crisis response system and the City of Spokane CHHS Department
5. Ability to meet all conditions and requirements if designated as an emergency shelter operator.

NOTIFICATION TO APPLICANTS

After award recommendations have been approved, applicants will be sent an Intent to Award notification.

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference will be scheduled with unsuccessful Applicants. Discussion will be limited to a critique of the requesting Organization's Application. Comparisons between Applications or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

APPEAL PROCEDURE

Applicants wishing to appeal the award decision must make their appeal to the CHHS Director in writing to:

Community, Housing, and Human Services Department
808 W. Spokane Falls Blvd, 6th Floor
Spokane, WA 99201
chhsrfp@spokanecity.org

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City.

All received Applications shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Application exempt from disclosure will not be honored.

The City will consider an Applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the Application, it will not be made available until the affected Applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP Coordinator(s).

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Community, Housing, and Human Services Department website. Applicants are encouraged to monitor the website for any changes and/or notifications.

The City reserves the right to cancel or to reissue the RFP in whole, or in part, prior to final award of a contract.

RESPONSIVENESS

All Applications will be reviewed by the RFP Coordinator(s) or designee to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the Application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360.753.9693 to obtain information on certified firms.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

MOST FAVORABLE TERMS

The City reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact an Applicant for clarification of its Application.

The Applicant should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Application.

COSTS TO MAKE APPLICATION

The City will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

NO OBLIGATION TO CONTRACT

This RFP does not obligate the City to contract for services specified herein.

REJECTION OF APPLICATIONS

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this RFP.

AGREEMENT TERMS

CITY OF SPOKANE BUSINESS LICENSE

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at 509.625.6070.

INSURANCE AND BONDING

During the term of the Contract, the Contractor shall maintain in force at its own expense, the following types and amounts of insurance:

1. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds, but only with respect to the Contractor's services to be provided under this Contract; and
2. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish an acceptable insurance certificate to the City at the time the Contractor returns the signed Contract.

ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to contracts resulting from this RFP shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

ASSIGNMENT

Agency shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

NON-WAIVER

No delay or waiver, by either party, to exercise any contractual right shall be considered as a waiver of such right or any other right.

SEVERABILITY

In the event any provision of a resulting contract should become invalid, the rest of the contract shall remain in full force and effect.

DISPUTES

Any contract resulting from this RFP shall be performed under the laws of Washington State. Any litigation to enforce said contract or any of its provisions shall be brought in Spokane County, Washington.

NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

LIABILITY

The Applicant will be considered an independent contractor and the Agency, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Agency shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property arising from the performance or omission of the Agency, its agents or employees, arising directly or indirectly, as a consequence of this contract.

INTERNAL AUDITING CONTROL

The Agency shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent Audited Financial Statement shall be kept on file in the Community, Housing, and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The Community, Housing, and Human Services Director or his/her designee may inspect and audit all records and other materials and the Agency shall make such available upon request.

EQUAL HOUSING OPPORTUNITY INFORMATION

The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION

We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.