



Community, Housing, and Human Services Department (CHHS)

REQUEST FOR PROPOSALS
FOR
COVID-19 OUTBREAK EMERGENCY HOUSING



April 6, 2020

TABLE OF CONTENTS

TABLE OF CONTENTS	2
CHHS CONTACT INFORMATION	4
ESTIMATED TIMELINE OF RFP ACTIVITIES	4
INTRODUCTION	5
PURPOSE AND BACKGROUND	5
ELIGIBLE APPLICANTS.....	5
FUNDING	5
PERIOD OF PERFORMANCE.....	5
RISK ASSESSMENT	6
COVID-19 OUTBREAK EMERGENCY HOUSING	6
DESCRIPTION.....	6
ELIGIBLE EXPENSES	6
INELIGIBLE EXPENSES.....	6
SUBMISSION OF APPLICATIONS.....	7
PREPARATION OF APPLICATIONS	7
TECHNICAL ASSISTANCE.....	7
SUBMISSION OF APPLICATIONS.....	7
APPLICATION REVIEW AND SELECTION PROCESS.....	7
NOTIFICATION TO APPLICANTS.....	8
DEBRIEFING OF UNSUCCESSFUL APPLICANTS	8
APPEAL PROCEDURE	8
GENERAL INFORMATION	8
PROPRIETARY INFORMATION / PUBLIC DISCLOSURE.....	8
REVISIONS TO THE RFP	9
RESPONSIVENESS.....	9
MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION	9
AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION	9
MOST FAVORABLE TERMS	9
COSTS TO MAKE APPLICATION	9
NO OBLIGATION TO CONTRACT.....	10

REJECTION OF APPLICATIONS	10
AGREEMENT TERMS	10
CITY OF SPOKANE BUSINESS LICENSE	10
INSURANCE AND BONDING	10
ANTI-KICKBACK	10
ASSIGNMENT.....	10
NON-WAIVER	11
SEVERABILITY	11
DISPUTES.....	11
NONDISCRIMINATION.....	11
LIABILITY.....	11
INTERNAL AUDITING CONTROL	11
EQUAL HOUSING OPPORTUNITY INFORMATION	11
WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION	11

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: Matt Davis, Homelessness Program Professional

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
March 15, 2020	Retroactive start date of grant funds	
April 6, 2020	Announcement of Request for Proposals	City CHHS Department
Rolling	Submission of applications and other critical materials	Interested organizations
April 6-10, 2020	First Review of Applications	Review Committee
April 8, 2020 2PM	First WebEx Technical Assistance Workshop	City CHHS Department
April 9, 2020 9:30AM	Second WebEx Technical Assistance Workshop	City CHHS Department
April 13, 2020	First award announcements	City CHHS Department

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 <https://my.spokanecity.org/chhs/>

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 address the COVID-19 outbreak related public health needs of people experiencing homelessness or otherwise in need of quarantine or isolation housing due to the COVID-19 outbreak. These funds are intended to:

- Create isolation and quarantine housing
- Create additional shelter capacity to replace shelter capacity lost when social distancing was increased
- Increase sanitation in existing homeless housing
- Other costs associated with addressing the public health needs of people experiencing homelessness or displaced from their former housing due to the COVID-19 outbreak

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 the 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 through this funding process is contingent upon the allocation of additional state and federal assistance. Initial awards will be made for the period March 15, 2020 through April 30, 2020. Supplemental amounts may be made on a monthly basis based on ongoing need until the crisis abates. Any new contracts or agreements or amendments to existing contracts awarded as a result of this procurement are contingent upon the availability of funding. Cost may be an evaluation factor.

PERIOD OF PERFORMANCE

Organizations awarded funding through this RFP will receive a funding commitment with a period of performance retroactively beginning March 15, 2020 and running through September 30, 2020. Initial award

amounts will be made for the period March 15, 2020 through April 30, 2020. Supplemental amounts may be made on a monthly basis based on ongoing need until the COVID-19 outbreak response ends.

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.

COVID-19 OUTBREAK EMERGENCY HOUSING

DESCRIPTION

The primary purpose of this grant is addressing the health needs of people unsheltered or living in homeless housing, or who are in need of isolation or quarantine housing due to the COVID-19 outbreak.

ELIGIBLE EXPENSES

Emergency Housing & Shelter

Leasing, operations, services, maintenance, administration and all other costs associated with new or repurposed housing that is necessary to respond to the COVID-19 outbreak. New or repurposed housing includes, but is not limited to, leased motels and hotels, master leased rental housing, and leased buildings not originally intended for use as housing. Grantees shall work with the City of Spokane to obtain written approval from the Spokane Regional Health District (SRHD) prior to occupancy of housing supported by grant funds, and the approval shall include an assertion by the SRHD that the housing is necessary to protect public health due to the COVID-19 outbreak.

Sanitation

Costs associated with increased sanitation in existing homeless housing and subsidized housing, or for people living unsheltered, including supplies, staff costs, outreach, administration and all other costs associated with improving sanitation. Grantees shall work with the City of Spokane to obtain written approval from the Spokane Regional Health District prior to expenditure of grant funds for sanitation, and the approval shall include an assertion by the local public health jurisdiction that the increased sanitation is necessary to protect public health due to the COVID-19 outbreak. **PLEASE NOTE: Requests that only include costs for sanitation expenses will be capped at \$8,000 in monthly expenses.**

INELIGIBLE EXPENSES

Rent assistance is not an allowable expense.

SUBMISSION OF APPLICATIONS

PREPARATION OF APPLICATIONS

All Applications shall be submitted electronically, prepared using the **COVID-19 Emergency Housing Application** and the **COVID-19 Emergency Housing 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 via the WebEx conferencing platform upon request. CHHS staff will offer two technical assistance workshops for interested applicants.

- First Workshop – April 8, 2020 @2PM
- Second Workshop – April 9, 2020 @9:30AM
- WebEx Meeting Room: [LINK](#)
- Call-In Number: +1 (408) 418-9388
- Access Code: 968-176-050

Please contact the RFP Coordinator at mrDavis@spokanecity.org for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. There is no deadline for technical assistance as the submission date is rolling.

SUBMISSION OF APPLICATIONS

Please note the following: There is no deadline to submit applications for this funding. Applications will be accepted on a rolling basis. 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.

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 and Spokane County Departments, the Continuum of Care (CoC) Board, and the Spokane Regional Health District, will review applications. The committee will provide a recommendation for funding to the City of Spokane City Council.

The criteria by which emergency housings projects 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. Experience in crisis and/or disaster response
4. Partnership and collaboration with the homeless crisis response system, the Spokane Regional Health District, and the City of Spokane CHHS Department
5. Ability to meet all conditions and requirements if designated as an emergency housing project 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 via the WebEx platform 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.