



Community, Housing, and Human Services Department (CHHS)

**REQUEST FOR PROPOSALS
FOR
WARMING CENTER**



November 9, 2020

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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, Senior Community, Housing, and Human Services 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
November 10, 2020	Announcement of Request for Proposals	CHHS, CoC, and Regional Governance
November 10, 2020- March 31, 2021	Applications will be accepted on an ongoing basis, dependent on need and available funding	CHHS, CoC, and Regional Governance
<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 https://my.spokanecity.org/chhs/</i></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 warming center 24 hours a day/7 days a week to serve homeless adults (both men and women) throughout the 2020-2021 winter season.

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 warming center 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

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about November 1, 2020 and continue for the duration of the winter 2020-2021 season.

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.

WARMING CENTER OPERATIONS AND STAFFING

DESCRIPTION

A warming center is normally defined as a building or portion thereof which is not designed for lodging and is operated for the purpose of sheltering the homeless from the elements for brief intervals during any twenty-four hour period. Due to the ongoing COVID response this warming center will operate 24/7. The City requests proposals that assume operation during the period of performance. The following are the minimum requirements:

ACCESS

The operator of the Warming Center shall:

1. Ensure that entrances, exits, steps, and walkways are free of obstruction by litter and/or refuse; or by ice, snow and other hazards.
2. Allow clients access gender neutral restroom privileges.
3. Allow clients the ability of the taking of medication during all hours of operation.
4. Ensure services are low-barrier and not contingent upon sobriety, substance use, or participation in religious services.

STAFFING AND TRAINING

The operator shall:

1. Ensure there is full-time trained supervision on location at all times.
2. Maintain a minimum staffing ratio of one (1) staff member for every twenty (20) residents, with a minimum two (2) or more staff on-site at all times. All required staff must be 18 years or older.
3. Have written policies and procedures to address, and ensure that all staff are trained in, the following areas:
 - a. First-aid
 - b. Fire and emergency procedures, including the proper use of fire extinguishers
 - c. Client complaint and grievance procedures
 - d. Non-discrimination policy
 - e. Client confidentiality requirements
 - f. Organization chart, including the appropriate lines of authority and communication within the warming center
 - g. Safety Plan to provide separate space and adequate supervision for clients during emergencies (e.g. norovirus)

- h. Homeless Management Information Systems (HMIS) data collection, data entry, and submission deadlines
4. Ensure staff is oriented to the special needs of individuals who are homeless, experience mental health issues, substance abuse issues, or intimate partner/domestic violence issues.
5. Ensure staff has received mental health awareness and cultural, diversity/sensitivity training.
6. Staff according to the organization's standard hiring/volunteer policies.

SPACE AND SECURITY

The operator shall:

1. Ensure a minimum of 6 feet distancing between beds, in accordance with guidelines established by the Spokane Regional Health District.
2. Have a written policy of participant/patron responsibilities.

ADDITIONAL FIRE & SAFETY REQUIREMENTS

In addition to the requirements contained in the Fire Prevention Code and other City codes, the operator 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.
3. Not allow cooking in any room which is used for warming.
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 warming center.
6. Post fire exit diagrams.
7. Ensure standard procedures exist and regular fire drills are practiced.

ADDITIONAL PUBLIC HEALTH REQUIREMENTS

In light of COVID-19 and the ongoing impacts of other public health issues impacting people experiencing homelessness within Spokane County (e.g. norovirus, Hepatitis A, etc.), the operator(s) of an emergency shelter shall:

1. Comply with Spokane Regional Health District (SRHD) and/or Center for Disease Control and Prevention (CDC) guidance.
2. Post all applicable health and safety materials, including proper hand-washing protocols.
3. Work with SRHD and public health officials to respond to health emergencies as related to shelter patrons.

REPORTING

1. The operator will be required to enter client level data in the HMIS for each client accessing the warming center.
2. HMIS Timeliness Standard: data for any given month shall be entered no later than the 5th day of the following month.

HOURS OF OPERATION

Normally, warming center hours of operation are 7:00 pm to 7:00 am. However, due to the ongoing COVID response this warming center will operate 24-hours. Interested applicants should contact the RFP Coordinator(s) for information.

COMPENSATION

A selected warming center 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 **Warming Center Application** and the **Warming Center Application Budget** 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.

SUBMISSION OF APPLICATIONS

Please note the following: Applications will be accepted on an on-going 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 Prevent and 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 the warming center 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 and the Spokane Regional Health District
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 via video conferencing or 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.