



Public Health and Social Services

GENERAL SOLICITATION

2023_Public Health_RFP-HEN

REQUEST FOR PROPOSALS (RFP) - HOUSING AND ESSENTIAL NEEDS (HEN)

Lewis County

351 NW. North St

Chehalis, WA 98532

1. INTRODUCTION

1.1. Summary

Lewis County has a need for Housing and Essential Needs (HEN) services within the county and is considering outsourcing these services to a separate organization. This RFP is intended for providers that have the necessary capacity and experience to successfully deliver a Housing and Essential Needs (HEN) project.

The Department of Commerce (DOC) contracts with Lewis County to provide HEN services through the Consolidated Homeless Grant (CHG). The HEN program is intended to help individuals referred by the Department of Social and Health Services (DSHS) with the following (1) time-limited rent assistance, (2) services connected to housing stability, and/or (3) limited essential-needs items, such as personal hygiene and transportation. This funding focuses specifically on individuals who are literally homeless or at imminent risk of homelessness in Lewis County.

1.2. Background

The annual amount for this RFP is to be determined with anticipated funds for one year of approximately \$750,000.00. However, this amount is contingent upon Lewis County's receipt of funds at or above that amount from the Department of Commerce (DOC). At the time of this RFP release, Lewis County is unsure of the exact amount to be received. The above dates are an estimate and may be adjusted by Lewis County in its sole discretion. Applicants should treat the deadline for proposal submission as firm. However, Lewis County retains the right to extend that deadline to a later date. If it does so, Lewis County will post the extension with any other materials pertaining to the RFP and otherwise attempt to inform applicants and potential applicants of the extension, to give all of them the benefit of it.

1.3. Contact Information

Justia Madrigal

Housing Coordinator_ Social Services Supervisor

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Chehalis, WA 98532

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Phone: [\(360\) 740-1284](tel:(360)740-1284)

Department:

Public Health and Social Services

Department Head:

Meja Handlen

Public Health Director

1.4. Timeline

Release Project Date	August 8, 2023
Question Submission Deadline	August 15, 2023, 4:00pm
Question Response Deadline	August 18, 2023, 4:00pm
Submission Deadline	August 23, 2023, 4:00pm
Contractor Selection Date	September 26, 2023

2. PROJECT DETAILS

2.1. Important Instructions for Electronic Submittal

Lewis County, Public Health and Social Services is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic bid.

2.2. Project Details

The RFP is intended for providers that have the necessary capacity and experience to successfully deliver a Housing and Essential Needs (HEN) project. The HEN program is intended to help individuals referred by the Department of Social and Health Services (DSHS) with:

- A. Time-limited rent assistance
- B. Services connected to housing stability
- C. Limited essential-needs items, such as personal hygiene and transportation

The services provided must be to individuals who are literally homeless or at risk of being homeless or those determined eligible through the Department of Social and Health Services. The services must be provided in a manner that aligns with the Department of Commerce's "Consolidated Homeless Grant Guidelines". The guidelines can be reviewed here: [CHG Guidelines July 1, 2023.pdf | Powered by Box](#) Section 5 speaks specifically to HEN services.

Lewis County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Lewis County Public Health & Social Services (PHSS) staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. PHSS will be responsible for monitoring all recipients of housing funds to ensure alignment with fund requirements and contract deliverables. Contracts may be structured to offer an opportunity to evaluate and revise as necessary after the initial six-month period of the agreement.

2.3. Eligibility Criteria

- A. Capacity to operate the project on a cost-reimbursement basis
- B. The project must be scalable based on available funding
- C. Expenditures for administrative overhead (indirects) shall be a maximum of 7% of the grantee's total annual award amount

- D. Ability to receive and incorporate ongoing updates, tools, and best practices from the DOC and Lewis County PHSS
- E. Demonstrate working partnerships with local homeless services and other relevant providers
- F. The ability to utilize and track performance measures as dictated by DOC and Lewis County PHSS
- G. Ability to successfully manage funding over the course of the grant term
- H. Applicant agrees to prioritize resources by the greatest need/vulnerability
- I. Applicant agrees to utilize person centered and progressive engagement strategies

2.4. Applicant and Application Requirements

- A. Any party, public or private, may apply to provide services under this program, provided it can meet the requirements set forth.
- B. Projects should be evidence-based and best practice; however, emerging/promising practices may be considered.
- C. Applications/Attachments must include the following organizational information:
 - 1. Name of the organization principal(s)
 - 2. Contact name, phone number, and email address
 - 3. List of board members and organizational chart
 - 4. Physical and mailing addresses
 - 5. Washington State Business License number
 - 6. Proof of minimum required insurance
 - 7. Current operating budget
 - 8. Last audit/most recent financial review

2.5. Decision Making Process

- A. Proposals for this funding will be reviewed by a selection committee comprised of members of the community, PHSS staff, and the PHSS Advisory Board Housing Committee Chair. No selection committee member may represent an agency that is applying for funding or have a conflict of interest in funding allocation.
- B. Written proposals will be evaluated for completeness and eligibility as outlined in RCW 43.185C.050. Proposals which meet these requirements may be asked to provide an oral presentation to the allocation committee. Final funding recommendations may consider

both written and oral elements. All recommendations will be shared with the PHSS Advisory Board and the Board of County Commissioners (BOCC). All final funding decisions will be made by the BOCC. The selection committee will score proposals according to the criteria and percentage value identified in the Evaluation Criteria. The selection committee, in its discretion, may further define these criteria and implement and allocate value within these percentages.

- C. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

3. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Statement of Need Description of program clients, proposed services' impact, and alignment within county housing services	Points Based	20 <i>(20% of Total)</i>
2.	Detailed Description of the Proposed Program Approach Detailed description of proposed program approach, both generally and with respect to identified community concerns	Points Based	40 <i>(40% of Total)</i>
3.	Staff and Organizational Experience This is including but not limited to organizational structure, evidence of capacity, past projects, etc.	Points Based	15 <i>(15% of Total)</i>
4.	Evaluation This includes measurability and processes to improve program	Points Based	25 <i>(25% of Total)</i>

4. VENDOR SUBMISSIONS

4.1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements including the sections:

- A. Project Details
- B. Eligibility Criteria
- C. Applicant and Application Requirements
- D. Decision Making Process

☐ Yes

☐ No

*Response required

4.2. Applicant General Information

Applicants must include the following information and attachments to be considered.

4.2.1. *Name of the organization principal(s)**

*Response required

4.2.2. *Contact name, phone number, and email address**

*Response required

4.2.3. *List of board members and organizational chart**

*Response required

4.2.4. *Physical and mailing addresses**

*Response required

4.2.5. *Washington State Business License number**

*Response required

4.2.6. *Proof of minimum required insurance**

*Response required

4.2.7. *Current operating budget**

*Response required

4.2.8. *Last audit/most recent financial review**

*Response required

4.3. Proposal Narrative Information and Budget

Please provide the following narrative information in Times New Roman 12 font. Application shall not exceed 10 pages.

Any pages (or narrative included in attachments) in excess of the page limit will not be reviewed by the committee members and will not be considered in the process.

Provide information so the reviewers are able to understand the capacity and experience, or clearly articulated steps to implement, the target program types with maximum alignment to evidence-based practices and program goals as stated in the RFP. Specifically, how will your program provide time-limited rental assistance, housing stability services, and assistance with limited essential-needs items to promote client rehousing, or sustain client housing, in a manner that furthers opportunities for permanent housing at the client's individual level of self-sufficiency?

*4.3.1. Narrative Description of Proposed Project**

Provide a narrative description of the proposed project/program, including:

- Eligible activities
- Services to be provided
- Population to be served
- Inter-agency collaboration
- Project goals

*Response required

*4.3.2. Proposal Estimated Budget**

Please download the below document, complete, and upload.

- [2023 - 2025 New Proposal Es...](#)

*Response required

4.4. Additional Required Documents

A completed Non-Collusion Affidavit and Local Risk Assessment are both submittal requirements to be considered for this project.

*4.4.1. Non-Collusion Statement**

Please download the below documents, complete, and upload.

- [Non-Collusion Statement For...](#)

*Response required

*4.4.2. Local Risk Assessment**

Please download the below documents, complete, and upload.

- [Local Risk Assessment.docx](#)

*Response required