

# REQUEST FOR PROPOSALS

## *NewHolly Youth Leadership Program*

The Seattle Housing Authority (SHA) is seeking a qualified service provider to assist SHA in providing year-round youth leadership and youth service programming for multi-ethnic middle- and high-school youth of all income levels living in the NewHolly community, located in southeast Seattle. Emphasis is to be placed on programming that helps youth foster their leadership skills. The estimated range for fees for the contract to be executed based on this solicitation is between \$79,000 and \$80,000 for a twelve-month period, beginning January 4, 2010. SHA may commit additional funding for youth leadership services for subsequent years, depending on program performance and available funding.

**Obtaining the RFP:** Visit our website at <http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Pam Montgomery, Sr. Contract Administrator, at (206) 615-3378.

**Questions:** Any questions or requests for further information must be submitted in writing no later than 12:00 Noon on Thursday, November 5, 2009, to the Sr. Contract Administrator noted above by fax at (206) 615-3410, by e-mail at [pmontgomery@seattlehousing.org](mailto:pmontgomery@seattlehousing.org), or by mail at the address below.

**Submission Deadline:** Sealed proposals (one original and five (5) copies) must be received not later than 2:00 PM on Monday, November 16, 2009 at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority  
Purchasing Division  
Attention: *Pam Montgomery, Sr. Contract Administrator*  
120 Sixth Avenue North  
P.O. Box 19028  
Seattle, Washington 98109-1028

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

**Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

LIZ ALZEER  
Contracting and Procurement Manager

# SERVICE PROVIDER REGISTRATION FORM

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## SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 4040

### NewHolly Youth Leadership Program

Please complete this registration form and e-mail it to Pam Montgomery, Senior Contract Administrator, at [pmontgomery@seattlehousing.org](mailto:pmontgomery@seattlehousing.org) as soon as you determine you may submit for this work.

Name of Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Thank you.



# REQUEST FOR PROPOSALS

(SOLICITATION NO. 4040)

for

## NewHolly Youth Leadership Program

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#### ATTACHMENTS:

**Attachments A-1 to A-3 – NewHolly Neighborhood Matching Fund Project, March 2009**

**A-1 Executive Summary**

**A-2 Final Report**

**A-3 Appendices**

**Section 3 Business Certification**

**Section 3 Resident Employment Plan**

<b>RFP Issued On:</b>	<b>Proposal Due:</b>
Friday, October 23, 2009	2:00 PM on Monday, November 16, 2009

# Seattle Housing Authority

## Request for Proposals (Solicitation No. 4040)

### NewHolly Youth Leadership Program

#### A. INTRODUCTION

1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified Service Provider to assist SHA in providing year-round youth leadership and youth service programming for multi-ethnic middle- and high-school youth of all income levels living in the NewHolly community, located in southeast Seattle. Emphasis is to be placed on programming that helps youth foster their leadership skills. The estimated range for fees for the contract to be executed based on this solicitation is between \$79,000 and \$80,000 for a twelve-month period, beginning January 4, 2010. SHA may commit additional funding for youth leadership services for subsequent years, depending on program performance and available funding.

2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 24,000 low-income people in Seattle. SHA operates according to the following Mission and Values:

#### ***Our Mission***

*Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.*

#### ***Our Values***

*As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

SHA owns and operates approximately 5,400 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,100 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and almost 900 low- and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 8,400 of the residents are children.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor of Seattle and confirmed by the Seattle City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction.

SHA has approximately 600 employees and a total budget of \$227 million for Calendar Year 2009. In addition to the housing SHA owns, it serves as General and Managing Partner for fourteen Low Income Housing Tax Credit limited partnerships.

- 3) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

## B. SUBMITTAL REQUIREMENTS

### Schedule:

Activity	Location	Day	Date	Time
Deadline for Questions	N/A	Thursday	Nov. 5, 2009	12:00 Noon
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
<b>Mail To:</b> Seattle Housing Authority Attn: Pam Montgomery P.O. Box 19028 Seattle, WA 98109-1028	<b>OR Hand Deliver To:</b> Seattle Housing Authority Attn: Pam Montgomery 120 Sixth Avenue North Seattle, WA 98109	Monday	Nov. 16, 2009	2:00 PM

**Addenda:** In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA's website at:

<http://www.seattlehousing.org/business/consulting/requests/> It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued. If you are unable to download the addenda, you may call the Sr. Contract Administrator, Pam Montgomery, at (206) 615-3378 to have a copy of the addenda mailed or e-mailed to you.

**Submittal:** The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline and will return all such proposals unopened.

All Proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed Proposal is not acceptable.*

Upon receipt of each Proposal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the proposer with an acknowledgment of receipt. All Proposals received will become the property of the Seattle Housing Authority and will not be returned to the proposer.

**Proposals** should be limited to a total of 10 (ten) pages in no smaller than 12-point font on 8½" by 11" sheets. Your cover letter, resumes, Section 3 forms and other required attachments are not included in the page limitation. Your **cover letter** must state why you believe your firm or your firm plus sub-consultants is uniquely qualified to perform the breadth of potential services. A principal or

officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

- 1) **Required number of copies:** Proposers responding to this RFP shall submit **one original and five (5) copies of their proposal** to the address indicated above. **The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the proposal copies.

- Section 3, Business Certification Form
- Section 3, Resident Employment Plan

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP becomes public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://www1.leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RFW 42.56.540 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as "proprietary" information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as "proprietary" only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as "proprietary information," SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a Proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all Proposals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed, as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

### C. SCOPE OF WORK

The purpose of the NewHolly Youth Leadership Program, which the Service Provider shall be expected to fulfill, is twofold:

1. Provide leadership opportunities for at least 25 to 35 multi-ethnic middle- and high-school youth living in NewHolly. The program will address this purpose through the development and growth of a multi-ethnic youth leadership team made up of NewHolly youth between the ages of 13 and 18 years. These youth will receive training in youth leadership skills and community development. The youth team will design activities in which they think other NewHolly Youth might be interested in participating.
2. Implement youth-led initiatives and provide youth-based activities which the youth leadership team will design for as many as 150 multi-ethnic middle and high school youth living in NewHolly. The basis for this approach is the following study that was conducted in March 2009 by consultant Marty Curry, hired by the Friends of NewHolly Campus Coordinating Council: *NewHolly Neighborhood Matching Fund Project, March 2009* (Attachments A-1 to A-3). The study was funded by the City of Seattle's Department of Neighborhoods Matching Fund.

The selected Service Provider shall be asked to perform, but not necessarily be limited to, the following tasks:

1) The selected Service Provider shall assist SHA in providing year-round youth leadership and service programming for multi-ethnic middle- and high-school youth of all income levels living in the NewHolly community, located in southeast Seattle. Emphasis is to be placed on programming that helps youth foster their leadership skills. SHA may commit additional funding for youth leadership services for subsequent years, depending on program performance and available funding. The Service Provider may partner with Solid Ground staff to obtain an AmeriCorps volunteer under the JustServe Americorps program. **Contact information is as follows:** Tera Oglesby: (206)957-4779, extension 110.

2) The program shall include outreach to parents to encourage their involvement in, and support of, overall success for the youth. The program shall serve youth from culturally, ethnically, and economically diverse families, with the priority given to residents of NewHolly.

3) Program Objectives: SHA is seeking proposals that show evidence of the Service Provider's ability to meet the following objectives:

- (a) Organize a multi-ethnic youth leadership team of at least 25 to 35 unduplicated middle- and high-school youth;
- (b) Provide a broad range of contexts which allow youth to learn and develop leadership skills;
- (c) Under the leadership of the youth team, design and provide activities for youth that are relevant and of importance to at least 150 NewHolly youth;
- (d) Provide specific programming for weekend and summer activities;
- (e) Organize the parents of the youth into a multi-ethnic parent group;
- (f) Promote healthy youth/adult partnerships;
- (g) Ensure that young people are provided with the training and support needed to take on new levels of responsibility and decision-making;
- (h) Recognize and respect the knowledge, experience, and skills that young people have now while still challenging them to enhance these skills and develop new interests and skills.

- (i) Guide the youth in the development of a plan for community action. This may involve identification of needs for community services to be provided to youth, development of new programs, or increase youth involvement in community decision-making;
- (j) Increase the involvement of parents and guardians to increase academic success for the youth;

4) **Project Target Population:** SHA's target population for this RFP is middle- through high-school youth living in SHA's NewHolly community. There are approximately 982 school-age youth living in on-site rental units. There are approximately 320 youth between the ages of 13 and 18 living in the rental units. There are additional youth living in privately owned homes in NewHolly who may be eligible for this program, but SHA does not have data regarding the number of these youth. A large part of the population are immigrants and refugees. The predominant languages spoken include East African languages, with Somali in the majority. However, the youth speak fluent English, though written English skills may be deficient.

#### **D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL**

**Response / Proposal Content:** To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

- Cover Letter
- Address each of the evaluation criteria below:

**Relating to Criterion 1: Service Provider Experience:** Describe your agency's experience and expertise with respect to the following areas:

- (a) Experience in the development and implementation of successful year-round youth-leadership programs with measurable outcomes and indicators;
- (b) Include a list of all agencies or organizations for which your agency or organization has provided comparable services in the past three (3) years for culturally, economically and ethnically diverse youth;
- (c) Experience working with low-income youth from culturally, ethnically, and racially diverse populations. For this element, higher scores will be awarded to those proposals that demonstrate experience working with a wide breadth of culturally, ethnically, and racially diverse populations;
- (d) Experience recruiting and retaining qualified, culturally diverse staff who reflect the needs of the population being served;
- (e) Experience involving staff, residents, and youth in the planning, development, implementation, and evaluation of program activities; and
- (f) Administrative capacity to assure program monitoring, logistical control and fiscal responsibility.

**Relating to Criterion 2: Proposed Program Design:** Submit a program design that demonstrates:

- (a) Consistency with the purpose and objectives stated in the Scope of Work above;
- (b) A detailed curriculum, including curriculum for weekend and summer activities;
- (c) Clearly identified program objectives, level of service, and measurable outcomes;
- (d) Sound planning, adequate resources, and sufficient administrative capability to ensure quality and coordination in the delivery of services;
- (e) A plan for how youth might decide on which youth community activity to implement. The successful proposer will be expected to apply for the City of Seattle's Department of Neighborhoods Matching Fund or similar funding sources in order to obtain additional funding to supplement SHA's investment.

