

REQUEST FOR PROPOSALS

High Point 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 High Point community, located in West 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 \$88,500 and \$89,300 for a fourteen-month period. 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, September 3, 2009 to the Sr. Contract Administrator noted above by fax at (206) 615-3410, by e-mail at 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 Friday, September 18, 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, Senior 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

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Pam Montgomery, Senior Contract Administrator, at pmontgomery@seattlehousing.org, so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 4073

High Point Youth Leadership Program

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 4073)

for

High Point Youth Leadership Program

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ATTACHMENTS:

Attachment A – *High Point Community Assessment*

Attachment B – “The Heart of High Point” (High Point Neighborhood Center)

Section 3 Resident Employment Plan

Section 3 Certification Application Forms

RFP Issued On:	Proposal Due:
Tuesday, August 25, 2009 (Day) (Date)	2:00 PM on Friday, September 18, 2009 (Time) (Day) (Date)

Seattle Housing Authority

Request for Proposals (Solicitation No. 4073)

High Point 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 High Point community, located in West 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 \$88,500 and \$89,300 for a fourteen-month period. 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	pmontgomery@seattlehousing.org or fax: (206) 615-3410 or via U.S. Mail to P.O. Box indicated below.	Thursday	9/3/09	12:00 Noon
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
Mail To: Seattle Housing Authority Attn: Pam Montgomery Sr. Contract Administrator P.O. Box 19028 Seattle, WA 98109-1028	OR Hand Deliver To: Seattle Housing Authority Attn: Pam Montgomery Sr. Contract Administrator 120 Sixth Avenue North Seattle, WA 98109	Friday	9/18/09	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 ten (10) 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 become 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.

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 High Point 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 High Point. The program will address this purpose through the development and growth of a multi-ethnic youth leadership team made up of High Point 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 High Point Youth might be interested in participating.
2. Implement youth-led initiatives and provide youth-based activities which the youth leadership team will design for a minimum of 150 multi-ethnic middle- and high-school youth living in High Point. The basis for this approach is the *High Point Community Assessment*, conducted by Pyramid Communications in June 2009 (Attachment A).

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 High Point community, located in West 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.
- 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 High Point.
- 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) Provide assistance and guidance to the youth in order to design and implement activities of interest to them (e.g., college forums, employment and job training forums, youth discussions, movie nights, etc.). Activities shall serve a minimum of 150 High Point youth on an annual basis;
 - (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 High Point community. This includes 716 school-age youth (6 to 18 years old) living in on-site rental units. There are approximately 319 youth between the ages of 13 and 18 living in the rental units. There are additional youth living in privately owned homes in High Point 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 is composed of immigrants and refugees. The predominant languages spoken include East African languages, with Somali in the majority.

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.

- (f) Activities that are realistic, attainable, and of interest to targeted youth;
- (g) Youth involvement in the planning, development, implementation and evaluation of the program;
- (h) Articulation of a clear plan for family involvement;
- (i) Specific recruitment methods for the diverse cultural, ethnic and economic population of the High Point community, limited English-speaking residents, and middle- and high-school youth;
- (j) Active participation by staff at community events and at meetings of the High Point Resource Coalition;
- (k) Partnerships with other service providers to maximize resources and implement the best possible programming for youth;
- (l) A plan for tracking referrals to other programs when necessary;
- (m) A system to determine successful participation in the program;
- (n) A plan for outreach to youth who might be hard to reach who are living in rental, as well as owner-occupied units in the High Point community.
- (o) A clear description of how your agency or organization will ensure that program services are offered to a diverse youth population and that provides historical evidence of having done so in the past.

Relating to Criterion 3: Program Evaluation: Describe your plan for program evaluation, using specific measurement tools and participant surveys. The evaluation component must include a strategy to cover the extent to which youth have been involved in designing activities and related decision-making processes.

Relating to Criterion 4: Experience and Expertise of Personnel To Be Assigned to the Program:

Please submit an organizational chart and resumes of staff to be assigned to this effort, or job descriptions showing staffing expectations, including:

- (a) Level of educational attainment;
- (b) Experience in the administration of youth development and youth leadership programs;
- (c) Experience working with multi-ethnic culturally, ethnically, and racially diverse populations; and
- (d) Ability to work effectively with low-income youth, and culturally, ethnically and racially diverse populations.

Relating to Criterion 5: Proposed Budget, including funding from non-SHA sources: Submit a proposed line-item budget that reflects accuracy, reasonableness, and completeness of proposed costs, plus the level of funding the Service Provider can contribute to the program through other resources. SHA expects the successful proposer to operate its program in the new High Point Neighborhood Center (see Attachment B to this RFP—“The Heart of High Point”). Shared meeting space for programming plus a small dedicated office will be available for use by the successful proposer to this RFP. There is approximately 100 sq. ft. available for a dedicated small office, plus 1,100 sq. ft. for a shared programming space. The successful proposer should budget \$22 per sq. ft. for the dedicated office space, for a total of \$2,200 per year. For the shared programming space, the successful proposer should be prepared to pay 1/3 of the cost, for a total of \$8,067 annually. Proposers will be required to budget funding to cover the costs of these spaces over a fourteen-month period, for an annual total of \$10,267 for both spaces, and a total of \$11,978 over a fourteen-month period, and should include this amount in the proposal budget. In addition, the Service Provider shall set aside at least \$6,500 per year to provide activities of interest to High Point youth which the youth design and implement.

Note: The successful proposer will need to adhere to the High Point Neighborhood Center’s Green Building Standards, which include use of electronic equipment. All electronic equipment needs to

