

Addendum 1

Request for Proposals (RFP)
SHA Solicitation No. 4073
High Point Youth Leadership Program
Addendum Issued on Friday, September 4, 2009

The following information is provided in response to questions submitted by the deadline for questions of 12:00 Noon on Thursday, September 3, 2009, as stated in the above-referenced Request for Proposals (RFP).

Question No. 1: What spaces can be available for programs?

SHA Response:

As stated in the RFP, SHA expects the successful proposer to operate its program in the new High Point Neighborhood Center. 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. The cost for the shared programming space will be shared among other users. 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.

Question No. 1a): Will there be access to the new Neighborhood House/neighborhood center facility?

SHA Response:

Yes, the program will be located at the new High Point Neighborhood Center, as stated in the RFP and in SHA Response No. 1 above.

Question No. 1b): Will there be access to the community center?

SHA Response:

Access to the High Point Community Center can be negotiated, once the successful proposer is under Contract. However, SHA expects the successful proposer to operate its program at the new High Point Neighborhood Center, as stated in the RFP and in SHA Response No. 1 above.

Question No. 1c): Is there access to computers or a computer lab?

SHA Response:

The new High Point Neighborhood Center will be a Wi-Fi building; therefore, with a laptop, the successful proposer will have access to the Wi-Fi network free of charge for staff and clients, while in the building. In addition, there will be access to the building network for printing and copying as part of the lease. The successful proposer will be responsible for paying the actual cost for the use of materials. At this time, there is no computer lab established at the High Point Neighborhood Center.

Question No. 1d): Can the [successful proposer's] program use any of the garden space at High Point?

SHA Response:

The successful proposer can work with SHA to negotiate with P-Patch on the use of the garden space at High Point for its program.

Question No. 2: Is the contract reimbursable, or can we receive payment on a regular schedule?

SHA Response: The expenses are reimbursable; however, billing will be monthly and will be set up on a regular schedule. As stated in Section H. Administrative Information, Item 4. Payment Requirements of the RFP, "SHA will only make payments on the Contract issued under this RFP after the work being billed has been completed...." It is the responsibility of the successful proposer to do the actual billing and be reimbursed for the monthly expenses. Services and expenses cannot be paid up front.

Question No. 3: What is the expected timeline to launch the program after the proposals are submitted?

SHA Response:

It is anticipated that the contract to be issued under this RFP will be in place by November 1, 2009 and that the successful proposer will have a lease in place at the new High Point Neighborhood Center shortly after that time. It is expected that the successful proposer will start offering programming shortly after the contract to be issued under this RFP is in place.

As stated in the RFP, any addenda issued for this RFP will be published on SHA's website at <http://www.seattlehousing.org/business/consulting/requests/>

Proposers are responsible for checking the website for addenda prior to submission of proposals. If you are unable to download addenda, you may call Pam Montgomery, Senior Contract Administrator, at (206) 615-3378.

**All other terms and conditions of the RFP remain as stated.
The deadline for proposals remains 2:00 PM on Friday, September 18, 2009.**

End of Addendum 1