

# **REQUEST FOR PROPOSALS**

## **Peer Navigator Reintegration Housing Program**

### **SOLICITATION 5933**

### **ADDENDUM NO. 1**

**Issue Date: August 20, 2024**

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Bidders/Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation. This addendum has 2-pages and lists questions received and SHA's responses.

The following is a list of the questions received and SHA's responses to those questions:

1. Would staff need to be available on a full time or part time basis?

Response: Peer Navigators will be expected to be available on a full-time basis. That said, actual hours worked will depend on current caseload and their needs and availability.

2. Does staff need to be available from 9-5:00 Mon - Friday or is this an appointment-based service?

Response: Peer Navigators will be expected to be available to meet with program participants on their caseload as needed. It is anticipated that Peer Navigators will need to meet with individuals outside of regular business hours on occasion. Individual orientations will take place virtually, while the program participant is still incarcerated, and may take place outside of regular business hours. Assisting program participants during the housing search process may require work outside of regular business hours. Check-ins with program participants may also take place outside of regular business hours, depending on availability of the participant.

3. How many bids will be accepted?

Response: SHA intends to award the contract to one organization and there will be two Peer Navigators under the contract.

4. Am I reading that programming should be ready to start by October 2024 or no later than December 2024?

Response: That is correct. We anticipate receiving the first set of referrals in October 2024 and a majority of the 30 program spots to be filled by December 2024.

5. How will folks be selected for the bid? Are there panels of community members or staff that review proposals?

Response: A panel made up of Seattle Housing Authority staff and one community member will review written proposals. The criterion by which proposals will be scored can be found in Section D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL of the RFP solicitation. Once written proposals have been reviewed and top candidates selected, a virtual interview may be conducted to select a final candidate.

6. Is it mandatory to have an HCA peer certificate to bid for this proposal?

Response: It is not mandatory to have an HCA Peer Certificate to bid for this proposal. However, it is required that both Peer Navigators have their HCA Peer Certificate by the execution date of the contract, and before Peer Navigator services begin.

End of the addendum