

**AD
REQUEST FOR PROPOSALS
5933
PEER NAVIGATOR
REINTEGRATION HOUSING PROGRAM**

The Seattle Housing Authority (SHA) is seeking proposals from qualified organizations who will partner in the Seattle Housing Authority (SHA) Reintegration Housing Program (RHP) to work with justice-involved individuals (JIIs) and their families in facilitating housing and social services access, in the City of Seattle.

Pre-Submission Conference: SHA will hold a Pre-Submission Conference via MS Teams on Wednesday, August 14, 2024 at 11am and potential proposers can e-mail Sadia Ikram, Sr. Contract Administrator at sadia.ikram@seattlehousing.org to request the invitation to join the meeting.

Obtaining the RFP: Visit our website at seattlehousing.org/do-business-with-us 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 e-mail Sadia Ikram, Sr. Contract Administrator at sadia.ikram@seattlehousing.org.

Questions: Any questions or requests for further information must be submitted in writing no later than *2pm on Monday, August 19, 2024*, to the Sr. Contract Administrator noted above by e-mail at sadia.ikram@seattlehousing.org

Submission Deadline: Proposals must be received not later than 2 pm on Thursday, September 05, 2024 at the Sr. Contract Administrator's e-mail address noted above.

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned 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.

Diana Peterson
Procurement and Contracts Manager

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to *Sadia Ikram, Sr. contract Administrator at sadia.ikram@seattlehousing.org* so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 5933

PEER NAVIGATOR REINTEGRATION HOUSING PROGRAM

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 5933)

for

PEER NAVIGATOR REINTEGRATION HOUSING PROGRAM

TABLE OF CONTENTS

A. INTRODUCTION.....	1
B. SUBMITTAL REQUIREMENTS.....	2
C. SCOPE OF WORK	5
D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL	5
E. CONSULTANT EVALUATION CRITERIA	9
F. SELECTION PROCESS	10
G. CONTRACT NEGOTIATIONS.....	11
H. ADMINISTRATIVE INFORMATION	11

ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants (if applicable)
- Budget Worksheets/Summary (to be attached with the proposal)

RFP Issued On:	Proposal Due:
Monday, August 05, 2024	2pm, Thursday, September 05, 2024

Seattle Housing Authority
Request for Proposals No. 5933
PEER NAVIGATOR
REINTEGRATION HOUSING PROGRAM

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking proposals from qualified organizations who will partner with the Seattle Housing Authority (SHA) Reintegration Housing Program (RHP) to work with justice involved individuals (JIIs) and their families in facilitating housing and social services access in the City of Seattle.

Seattle and King County have a variety of housing programs and community-led organizations that focus on serving JIIs, many of them serving specific subpopulations. Yet, people who have spent time in prison are nearly 10 times more likely to face homelessness than people who have not experienced incarceration. Specifically, individuals who have been recently released from prison are more than twice as likely to be homeless as those who have been out of prison for four years or longer. This is largely in part because housing units are limited, and housing support resources are not centrally located or easily accessible.

As SHA strives to be more explicit in its actions to advance racial equity, SHA is seeking a qualified and innovative organization with experience and expertise in peer mentorship, coordinating care, de-escalation, the private rental housing markets in Seattle, the intricacies of reintegration and working with individuals who are currently or have been previously incarcerated to develop and sustain relationships with RHP participants, work with participants and their families on housing search and marketability coaching and provide connection to supportive services in the community.

This is a unique opportunity for organizations already working with JIIs to become involved in innovative programming that will impact both JIIs long-term housing, economic trajectories, and housing service models. The Peer Navigator will serve as a mentor and coach for RHP participants and will serve as a point of contact and stability to those participants through service coordination.

The Peer Navigator contract will be administered by SHA.

2) Seattle Housing Authority Background:

SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

Our Mission

The mission of the Seattle Housing Authority 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 incomes.

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.

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes. SHA provides long-term, low-income rental housing and rental assistance to more than 38,000 people in Seattle. SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at seattlehousing.org.

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** Reserved
- 4) **Race and Social Justice Initiative (RSJI):** SHA is committed to advancing racial and other social justice equity and has a focused affirmative plan to educate staff on the effects of racism and other oppressions on the work of SHA, our employees, residents and stakeholders; and to eliminate institutional racism and other oppressions at SHA.
- 5) **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
Pre-Submittal Meeting	Potential proposers can contact Sadia Ikram at the below email to request the link to join the meeting: sadia.ikram@seattlehousing.org	Wednesday	August 14, 2024	11am
Deadline for Questions	N/A	Monday	August 19, 2024	2pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: Sadia Ikram sadia.ikram@seattlehousing.org		Thursday	September 05, 2024	2pm

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Sadia Ikram at sadia.ikram@seattlehousing.org

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: seattlehousing.org/do-business-with-us It is the responsibility of proposers to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Sr. Contract Administrator, Sadia Ikram at sadia.ikram@seattlehousing.org to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

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

All proposals should be clearly marked when e-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 hand delivered proposal is not acceptable.*

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 maximum of 6 pages single sided, or 3 pages double sided in no smaller than 11-point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, , the Suspension and Debarment Certificate for Consultant, and any applicable forms Your **cover letter** should express your interest in performing the work. 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 their proposal to the e-mail address indicated above. **The following items/forms are**

to be submitted as a separate file and not included in your Proposal. Do not include these items/forms in the proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Budget Worksheets/Summary

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 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 RCW 42.56 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

Reintegration Housing Program (RHP) is a medium-term funded pilot intended to provide term-limited housing and housing supports to 30 households, at any given time, with justice-involved individuals (JIIs) exiting incarceration from a Washington State Department of Corrections (DOC) facility to assist with their reintegration. The goals of this pilot are to support successful reintegration for JIIs and to evaluate if term-limited housing paired with housing supports is a feasible and appropriate way to do so. RHP housing assistance will be administered through Seattle Housing Authority (SHA). Two Peer Navigators will lead implementation of the RHP services during the funding period.

SHA values authentic relationships and centering the needs of those it serves. SHA aims to work with community organizations that share those values. Agencies that currently work with the incarcerated population, have formerly incarcerated staff, and who pay their employees a living wage will also be given more consideration.

The Peer Navigators serve as mentors and coaches for RHP participants. Peer Navigators will act as a point of contact and stability for individuals enrolled in the program and thus should reflect the values of the program.

The Peer Navigators will assist referred JIIs in completing full applications for the RHP as well as SHA's other housing programs, as appropriate. The Peer Navigators will be directly responsible for conducting a preliminary needs assessment of each RHP participant and leading them through SMART goal setting. A S.M.A.R.T. goal is defined by its five key aspects or elements.

1. Specific goals that have a desired outcome that is clearly understood.
2. Measurable goals so the individual has a quantifiable objective.
3. Achievable goals. Goals need to be realistic.
4. Relevant goals. Goals should make sense for the unique individual's situation.
5. Time-bound goals. Goals should have a deadline.

SMART goals help an individual effectively create a plan for success. The Peer Navigators will assist RHP households during the housing search process, helping them to locate, apply and secure housing, including administering additional financial assistance as applicable. The Peer Navigators will also assist RHP participants in making connections to housing support services as needed. The Peer Navigators will be responsible for the implementation of these strategies and for communicating with SHA's RHP team throughout the implementation of these services. Additionally, Peer Navigators will support and participate in the evaluation of the program and continuous improvement efforts.

Much of the work conducted by the Peer Navigators will be field-based and conducted in non-traditional, non-office settings. The services will be limited to RHP participants, with the exception of some outreach or enrollment activities with program referral partners

prior to RHP participants' full enrollment. All services are designed to be time-limited and relatively light touch as opposed to traditional case management.

Deliverables

The Reintegration Housing Program is designed to support the successful reintegration of JILs, and to understand if term-limited housing paired with housing supports is a feasible and appropriate way to do so. Towards the end, the Peer Navigator will be directly responsible for the implementation of these strategies and for communicating with the RHP program manager prior to and throughout the implementation of these services. Specific deliverables delineated in the *Key Service Areas* section below for the Peer Navigator include:

1. Application assistance.
2. Conduct needs assessments and assist with SMART goal setting.
3. Provide housing locator services.
4. Facilitate connections to housing supports and community resources as needed.
5. Participate in regular program coordination meetings.

Key Service Areas

The Peer Navigator will be responsible for providing services in the following areas. Respondents are encouraged to address their experience in perspective project plans pertaining to the key areas delineated below, and simultaneously to add additional or modified components within these service domains as deemed necessary or effective.

Peer Navigator services are slated to begin on a pilot basis in October 2024, and must be ready for full-scale implementation no later than December 2024. As such, proposals should demonstrate the respondent's readiness to participate in collaborative planning activities through summer of 2024, and to demonstrate their agency's readiness to begin providing the full range of peer navigator services by the end of Q4 in 2024.

1. **Application Assistance** – Assist individuals who are referred to the RHP with completion of SHA's full housing application.
2. **Conduct Needs Assessment & SMART Goal Setting** – Conduct needs assessments for RHP participants and assisting with SMART goal setting.
3. **Housing Locator Services** – Provide housing locator services, involving families and landlords, in the key intervention areas like housing search, landlord outreach, and administration of financial assistance.
4. **Facilitate Connections to Housing Supports and Community Resources as Needed** – Facilitate connections to housing supports and community resources such as behavioral health, physical health, and documentation attainment as needed.
5. **Participate in regular program coordination meetings** – Collaborate with staff from SHA and provide monthly updates regarding progress toward deliverables which may include project milestones, reports on service utilization and outcomes, staffing updates, and/or other areas. Communicate issues and concerns with the program manager in a timely manner. Additionally, work with

the research staff to ensure service delivery experiences effectively and inform iterative program design and evaluation.

The Peer Navigator is responsible for providing services to RHP participants only. The Peer Navigator will undertake reasonable efforts to refrain from providing Peer Navigator services to individuals who are not RHP participants.

Additional Expectations for the Peer Navigators include:

1. Certified as a Washington State Peer Counselor through the Washington State Health Care Authority.
2. Develop and maintain written materials documenting the specific approach in each of the **Key Service Areas** listed above.
3. Maintain adequate staffing at all times specifically designated for this project. SHA must approve all staffing and hiring decisions.
4. Staff working on this project shall be appropriately trained at all times.
5. Services shall be culturally and linguistically appropriate.
6. Provide education and information on services to individuals referred to the RHP, and as needed and agreed upon with SHA, and participate in orientation meetings.
7. Conduct ongoing outreach and engagement with RHP participants to ensure they are participating in services to meet established SMART goals.
8. Meet SHA's standards in completion of contracting documents and supplied forms.
9. Be available in evenings and over the weekends as necessary to meet landlord and participant needs related to the RHP.
10. Generally, support the project. Represent the RHP and SHA in a positive, professional manner at all times.

Objectives

SHA has identified the following broad objectives for the Peer Navigator. Respondents should address how they anticipate addressing each objective during the grant period and in accordance with the Key Service Areas.

Objective 1. Provide consistent support and guidance to program participants. The Peer Navigator will support program participants in completion of SHA's full housing applications, through the housing search process, SMART goal setting, and connection to external support services, as needed.

Objective 2. Ensure the provision of culturally sensitive services to program participants. The Peer Navigator will work with RHP participants and must be able to demonstrate an ability to provide culturally sensitive services.

Objective 3. Ensure that program and participant process and outcome metrics are recorded in accordance with the research and evaluation plans for the program. As part of their work, the Peer Navigator will play a key role in documenting the services delivered and outcomes achieved through individual and summary level reporting.

Period of Performance

The period of performance of any contract resulting from this RFP is for one year from the date of execution of contract. Amendments extending the period of performance, if

any, shall be at the discretion of SHA and may be extended for a total of three (3) one (1) year terms based on program performance and availability of funding. Respondents should demonstrate their ability to begin participating in planning and development activities within 30 days of the award and to begin providing services at scale by the end of Q4 in 2024.

The estimated budget for this project is \$1,080,465.

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: **Race and Social Justice Initiative (RSJI)**
 - Provide a detailed Plan describing your firm's good faith efforts to identify and address racism and other oppressions both within and without your organization.
 - If applicable, please indicate training, tools and other resources that are available for your employees to work proactively for race and social justice equity.
 - If applicable, state steps or processes in place that enable your organization to provide services in a culturally responsive and relevant way.
 - Relating to Criterion 2: **Organizational Capacity to Serve the Target Population**

Please describe the following as they relate to your organization:

 - Peer navigation external resources: Relationships with resources and service providers that work with and/or will benefit justice-involved individuals during reintegration including but not limited to those related to mental and behavioral health.
 - Peer navigation internal resources: Available staff and additional internal resources to provide Peer Navigator services (as outlined in the Scope of Work). Please also include resumes for relevant staff.
 - Data and reporting: Systems, skills and staffing your organization has to collect, store and report on program activities and outcomes. Partner will develop, in collaboration with SHA, a mutually beneficial information gathering process to support learning. See #7 in the *Key Service Areas* section of the Scope of Work for more details.
 - Oversight and financial management: Organizational oversight (e.g., board of commissioners) and financial management systems including tracking expenses that may be audited.
 - Resources and capacity to travel throughout Seattle to deliver services to RHP participants.
 - Relating to Criterion 3: **Organizational Experience with Peer Navigation and Employing Formerly Justice-Involved Individuals as Staff**
 - Describe your organization's current or prior experience:
 - working with staff who were formerly incarcerated
 - providing peer navigation services
 - providing housing search assistance

- Indicate any relevant training or experience that your employees will leverage to support and assist RHP participants throughout their reintegration (in addition to that described in your response to Criterion 2).
 - Describe how your organization's wages, benefits, and supports for its employees and acknowledges the presence of triggers and secondary trauma that individuals may be exposed to.
- **Relating to Criterion 4: Program Plan and Service Delivery**
- Provide a detailed program plan for delivering Reintegration Housing Program peer navigation services as outlined in the *Key Service Areas* section of the Scope of Work.
 - In addition to addresses the key service areas, please include the following information:
 - Techniques and tools your organization will use.
 - What your organization will do, and what it will need to refer out to other organizations for.
 - Estimated timeline for staffing up to fulfill the needs of RFP participants.
 - How your services will meet the unique needs of RHP participants, specifically how you would address the needs of participants who have limited work experience, high rental barriers, or behavioral health concerns.
 - How you will engage with folks currently incarcerated without traveling outside of Seattle.
 - Provide a program budget, outlining anticipated expenses for materials and staffing. Be sure to consider your response to Criterion 4.
 - Provide resumes for the key personnel named in your response.
 - Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

Technical assistance and capacity building is provided by King County through the following program: [Technical Assistance and Capacity Building Program - King County, Washington](#). Please utilize this resource if your organization would like assistance submitting a proposal for this contract.

E. CONSULTANT EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or

documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date. Applicants don't necessarily need to have adequate staffing to be selected as long as they meet the below criterion.

The following criteria with a point system of relative importance with an aggregate total of 90 points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Race and Social Justice Initiative (RSJI) (See Section D above for a complete description of this Criterion.)	10
2	Organizational Capacity to Serve the Target Population (See Section D above for a complete description of this Criterion.)	35
3	Organizational Experience with Peer Navigation and Employeeng Formerly Justice Involved Individuals as Staff (See Section D above for a complete description of this Criterion.)	25
4	Program Plan and Service Delivery (See Section D above for a complete description of this Criterion.)	20
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		90

F. SELECTION PROCESS

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more proposers; or
2. Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks at any time during the evaluation process.

In the event that information obtained from the reference checks reveals concerns about any proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer

whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

G. CONTRACT NEGOTIATIONS

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contracts for services for one year. At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation. The Contract shall not exceed five-years.

H. ADMINISTRATIVE INFORMATION

- 1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.
- 2) **Section 3 Requirements:** Reserved
- 3) **Basic Eligibility:** By submitting for this Solicitation:
 - A. Proposer represents that it is licensed to do business in the State of Washington, and it has a state Unified Business Identifier (UBI) number.
 - B. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR

SUB-CONSULTANTS form attached to this RFP of Proposer's sub-contractors' (if applicable) eligibility.

Payment Requirements: SHA will pay the total grant amount specific in the Contract in bi-annual sums, with the first distribution to be made within 30 days of a fully executed contract. Funds are subject to compliance with the Contract and required reports. SHA may, in its reasonable discretion, modify payment dates or amounts and will notify the Agency of any such changes in writing. Grant amounts not used will be subject to redistribution.

- 4) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.
- 5) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 6) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
- 7) **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 8) **Contract Requirements:** Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following link:
[https://seattlehousing.org/sites/default/files/Consultant Professional Services Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf)
SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.
- 9) **Insurance:** The following are the insurance requirements that will be included in the contract executed based on this RFP:

Within seven (7) days from the date of the Notice of Selection, and prior to commencement of the Work, Consultant shall obtain all the insurance required by the Contract Documents and provide evidence satisfactory to Owner that such insurance has been procured. Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.

Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of Owner, will be cause for such action as may be available to Owner under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

A. General Insurance Requirements:

1. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to Owner, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors (the term subcontractors as used in this Contract shall include sub-consultants). Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.
2. The Consultant's insurance shall be primary as respects Owner, and any other insurance maintained by Owner shall be excess and not contributing insurance with the Consultant's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by Owner. Except for Professional Liability Insurance coverage, if applicable, each insurer must either be 1) authorized to do business in the State of Washington and maintain A.M. Best's ratings of "A VII" or higher, or 2) procured as surplus lines under the provisions of RCW Chapter 48.15 ("Unauthorized Insurers"), except as may be otherwise approved by the Owner. Insurers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have a rating of "B+VII or higher.

B. Insurance Coverage and Terms: The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work under this Contract. Consultant shall maintain the following insurance coverage for the duration of the contract and for one (1) year after final completion.

1. Additional Insured Endorsement Ongoing Operations naming the Seattle Housing Authority as an additional insured on a primary and non-contributory basis on the Commercial General Liability policy, ISO form CG2010 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.
2. Additional Insured Endorsement Completed Operations ISO Form CG2037 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.

3. Commercial General Liability Insurance. Commercial General Liability (CGL) insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and
\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by Owner's Risk Manager.

4. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident/disease

5. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit (CSL) coverage

6. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

- C. Owner As Additional Insured: All liability policies except Professional Liability and Workers Compensation shall be endorsed to include Owner as additional insured on a primary and non-contributory basis for Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured.

- D. Waiver of Subrogation: Consultant's policy shall provide waiver of subrogation by endorsement or otherwise.

- E. Deductibles or Self-Insured Retention: Any deductibles or self-insured retentions \$25,000 or higher must be declared to, and approved by the Owner. The deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the Owner. Payment of deductibles shall be the responsibility of the Consultant.
- F. No Limitation of Liability - The limits of liability specified herein are minimum limits only. Such minimum limits of liability requirements shall not be construed to limit the liability of the Consultant or of any of their respective insurers. The Consultant shall include the Owner as an additional insured for primary and non-contributory limits of liability for the full valid and collectible limits of liability maintained by the Consultant whether such limits are primary, excess, contingent or otherwise. This provision shall apply regardless of whether limits maintained by the Consultant are greater than the minimum limits required by this Contract, and regardless of whether the certification of insurance by the Consultant specifies lower minimum limits than those specified for or maintained by the Consultant.
- G. Proof of Insurance and Insurance Expiration:
1. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
 2. The Owner must be included as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability and Automobile Liability policies of the Consultant. As respects the CGL insurance such additional insured status shall be evidenced by an ISO endorsement form CG2010 or equivalent.
 3. As respects CGL insurance such Additional Insured status shall contain a "separation of insureds" provision.
 4. The Consultant shall include all subconsultants at any tier as insureds under its policies (except for Professional Liability insurance) and ensure that the Consultant's coverage of subconsultants under the Consultant's policies is not excluded by any policy provision or endorsement. Alternatively, the Consultant shall:
 - a.) Obtain from each subconsultant not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
 - b.) Maintain such evidence on file for a period of one (1) year after the completion of this Contract and, upon request, submit such evidence to SHA for examination.
 5. The Consultant's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to Owner, except for cancellation for nonpayment

of premium, which notice shall not be less than ten (10) days prior to such date, unless a longer period of written notice is required under the provisions of Revised Code of Washington (RCW 48.18.290). The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.

6. Owner reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.

H. Criminal Background Investigation: The Consultant shall conduct a criminal background investigation of all employees, volunteers, subcontractors and subconsultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event that the organization becomes aware that a Peer Navigator is charged with a new felony, the organization agrees to notify SHA within 24 hours. The organization will be expected to find a replacement to fill the Peer Navigator position as soon as can be reasonably expected.

Attachment A

FORMS

The forms attached hereto are to be completed and submitted as a separate document when you submit your proposal.



VENDOR FACT SHEET

Return this Form via email : **Sadia Ikram** at sadia.ikram@seattlehousing.org

General Business Information:

For SHA Use Only:

Name of Business, Organization, or Name of Person (if payment is to an individual):

JDE Vendor No.

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

President/General Manager:

Principal products and/or services offered:

Type of Organization (check one):

Individual

☐

Sole Proprietor

☐

Partnership

☐

Corporation

☐

Governmental Agency

☐

Other _____

☐

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGN

Signature of U.S. Person

Date

HERE→

Ownership Status (check all that apply):

☐

MBE (Minority-Owned Business Enterprise)

☐

WBE (Women-Owned Business Enterprise)

☐

MWBE (Minority / Women-Owned Business Enterprise)

☐

CBE (Combination Business Enterprise)

☐

Small Business

☐

HUD Section 3 Business

☐

Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises)

☐

Self-Identified (SHA may request a signed statement re: self-certification)

Racial/Ethnic Status (check one):

☐

Caucasian (1)

☐

African American (2)

☐

Native American (3)

☐

Hispanic American (4)

☐

Asian/Pacific American (5)

☐

Hasidic Jews (6)

Method of Contract Payments: As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

SIGN BELOW:

Signature of Authorized Representative of Vendor:

Date:

By signing immediately above, the Vendor hereby represents the following:

- The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders, if the Vendor will be supplying goods and/or services through an SHA Purchase Order. View SHA [General Terms and Conditions for Purchase Orders](#) or call (206) 615-3379 to receive a copy.

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at irs.gov.

Certification of Eligibility: In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

The websites to verify eligibility of the firm and its principals are: SAM.gov | Home and

hud.gov/topics/limited_denials_of_participation. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America epayables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or Tran.Wong@seattlehousing.org.

Small Businesses: *The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.*

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by, the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members.
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that is owned 51% or more by a Section 3 qualified person, or where 30% or more of the permanent, full-time employees of the business are Section 3 qualified persons, or where the business can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontracts to other Section 3 certified businesses. A Section 3 qualified person must live in the metropolitan statistical areas identified on SHA's Section 3 form and whose income level meets or falls below the stated income limits.

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

Consultant's Firm Name: _____

Address: _____

City, State, Zip: _____

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
 - a) Is in a position to handle Federal funds;
 - b) Is in a position to influence or control the use of those funds; or,
 - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: [SAM.gov](https://www.sam.gov) | [Home](https://www.hud.gov) and

[hud.gov/topics/limited_denials_of_participation](https://www.hud.gov/topics/limited_denials_of_participation).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.

Prime Consultant's Name: _____ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(**Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub- consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

Sub- Consultant Firm Listing: (If sub- consultants are not involved in the project, please enter NONE.)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub-consultants.

Please contact Sadia Ikram, Purchasing at sadia.ikram@seattlehousing.org if you have any questions regarding compliance with this requirement.

Budget Worksheet Summary Excel sheet

Attach this with your proposal.