

RFP Addendum # 2
Request for Proposals for
ON CALL YOUTH TUTORING
(Solicitation # 6158)

Date of Addendum # 2: November 7, 2025

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 2 page(s).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1: If I'm not working with other firms, how do I approach answering Criterion 1?

Answer: Points will not be awarded if an inclusion plan cannot be described as mentioned in the criterion.

Question 2: What is on call funding and how is it different from the past?

Answer: In the past, SHA would do a solicitation and contract with one provider. An on call solicitation has the potential for several providers. Not all providers may receive funding for a particular year. On call solicitations allow for flexibility.

Question 3: Is the Housing Authority open to receiving applications from virtual tutoring providers?

Answer: Yes, the Seattle Housing Authority is open to receiving applications from virtual tutoring providers. However, the majority of the investment will be dedicated to in-person tutoring services.

Question 4: Would it be preferable for a proposer to submit a smaller-scale scope or to propose for the full scope with the intent to expand staffing as needed to meet program demand if awarded?

Answer: Yes, submitting both small- and large-scale proposals will be helpful. In terms of scale, proposers are encouraged to submit materials that represent what can be accomplished through this investment. If scaling is necessary, please also include a plan to scale the services.

Question 5: Could you clarify what "on-call" means in practice—for example, how much advance notice is typically given for service requests?

Answer: The term "on call" refers to bids awarded for general types of anticipated work. This allows SHA to select providers who are approved to contract with SHA for tutoring services for up to five years. Once vendors are selected and approved through this RFP process, contract (work order) negotiations for services would commence. Please note, approved vendors are not guaranteed to receive a contract for services every year. In terms of timeline, contracts (work orders) are typically negotiated on an annual to biannual (6 months) basis. Please note the term on call does not refer to work requests

that are spur of the moment or that would require the immediate launch of program activities without planning time.

Question 6: Will SHA be contracting with multiple tutoring providers, or selecting a single provider?

Answer: SHA reserves the right to contract with one or more providers for this investment. The process has been set up in such a way to approve and contract with multiple providers for this investment.

Question 7: Approximately how many youth does SHA anticipate serving through this program and is there an expected number of students per provider or per community?

Answer: At minimum, on an annual basis, this investment seeks to cumulatively serve 300 youth total, 65 youth per community (for Yesler, New Holly, Rainier Vista, & High Point) and 40 youth in North Seattle.

Question 8: What other pre-existing tutoring programs at these sites would we be coordinating with (if any)?

Answer: Historically, the Seattle Housing Authority has contracted with Catholic Community Services (Youth Tutoring Program); Team Read, Horn of Africa Services, and East African Services, among others.

Question 9: What is SHA's typical timeline from contract award to program launch?

Answer: We anticipate that the contracts will be negotiated by the end of January/February 2026 and programming will start March 1, 2026.

Question 10: For the purposes of this RFP, how does SHA define "year-round"?

Answer: The term "year-round" refers to the desire of this investment providing services to youth during both the summer and school year, although specific vendors may choose to offer services with a different timeline. Please specify the time-frame for the services to be offered.

Question 11: Does SHA have a timeline to review responses, notify applicants, and anticipate start date?

Answer: We anticipate that the contracts will be negotiated by the end of January/February 2026 and programming will start March 1, 2026.

END OF RFP ADDENDUM #2