

VENDOR REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to **Seth Ryan, Sr. Contract Administrator** at seth.ryan@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY
RFP No: 6238
ON-CALL BEHAVIORAL HEALTH OUTREACH PROGRAM

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone No.: _____

E-Mail: _____



REQUEST FOR PROPOSALS

SOLICITATION NO. 6238

For

ON-CALL BEHAVIORAL HEALTH OUTREACH PROGRAM

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ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

B. INFORMATIONAL EXHIBITS:

- HUD Section 3 Information and Section 3 Forms

RFP Issued On:		Proposal Due:		
Thursday	09/03/2026	12:00pm	Thursday	10/01/2026
(Day)	(Date)	(Time)	(Day)	(Date)

Seattle Housing Authority

Request for Proposals Solicitation No. 6238

ON-CALL BEHAVIORAL HEALTH OUTREACH PROGRAM

A. INTRODUCTION

1) General:

Seattle Housing Authority (SHA) is seeking WA State licensed behavioral health and substance use service provider(s) to develop and implement a model that is responsive to the needs of SHA residents that experience behavioral health issues. The service provider(s) will perform outreach, engagement and appropriate interventions and referrals for SHA residents who have untreated or inadequately treated behavioral health and substance use conditions that contribute to poor health outcomes and make it difficult for these individuals to maintain housing at SHA. The selected service provider(s) will also provide rapid response and crisis support to situations in which resident behaviors suggest that a potential mental health crisis is developing and needs to be addressed.

The Behavioral Health Outreach Program (BHOP) provides culturally-competent outreach, engagement and behavioral health services to respond to the needs of residents of Seattle Housing Authority (SHA) buildings who may be at risk of housing instability due to behavioral health concerns.

SHA houses a diverse population of extremely low-income adults and families (approximately 10,000 adults & 5,000 children), many of whom may struggle with behavioral health conditions such as substance use, severe depression and other mood disorders, and other serious mental illnesses. Around 85% of adult SHA residents are enrolled in Medicaid or are dually eligible for Medicaid and Medicare services, but some eligible residents are not successfully engaged in available services and supports.

Purpose of Program and Target Population

Adult residents with behavioral health conditions who are not adequately engaged in treatment services sometimes have behaviors that are disruptive and/or unsafe to their housing community. Disruptive behaviors can make it difficult for some residents to maintain housing at SHA as they negatively impact the quality of life for neighbors. The purpose of BHOP is to connect SHA residents whose behaviors put them at risk of housing instability with appropriate behavioral health services and supports to help them maintain their participation.

The BHOP is a short-term intervention, crisis intervention program that will need to be coordinated with other on-site service providers who have on-going responsibilities in working with SHA residents. The BHOP provider will not be working in isolation in SHA communities. SHA currently contracts with three agencies to provide a range of social services and resource navigation: Aging & Disability Services (ADS), Full Life Care, and Neighborhood House. The presence of one or more other providers in an SHA housing

portfolio has led to a collaborative approach to serving our residents, and requires good multilateral communications and service coordination.

SHA expects that as part of the model, the provider(s) will include Nursing services to be delivered at a minimum of one day per week to be placed at one of SHA's building – Jefferson Terrace.

Residents are referred to BHOP by SHA property staff, Resident Coordinators and other service providers. Examples of typical behavioral challenges that the successful applicant may encounter among at risk residents referred to BHOP include:

- Substance use issues and substance use disorders;
- Distress related to mood disorders and unsafe behaviors;
- Psychosocial dysfunction including impaired self-care or poor social integration (e.g., excessive noise, repeated requests or complaints, numerous or unauthorized guests, inadequate control of pets/service animals, verbal/physical conflicts or exploitation, damaging property); and
- Poor life skills and self-care (e.g., hoarding, poor apartment hygiene, isolation, smoking violations, self-harm, financial instability).

Target Populations:

Target Population 1 – Pre-Crisis: This target population is residents whose disruptive behaviors put them at high risk of housing instability and/or need help to avoid escalation or to prevent a need for crisis interventions as feasible. In addition to standard services, this population requires rapid-response and , assistance with stabilization.

Target Population 2 – Other Referrals: A secondary but important target population is other SHA residents who display similar symptoms and needs, but fortunately have not escalated to pre-crisis levels.

SHA will work with the provider to establish strategies for prioritizing referrals. It is anticipated that this will evolve and continuous improvement of the program.

When any resident is referred to BHOP the goal is to ensure that their behavioral health care needs are addressed. BHOP staff will assist referred residents to enroll in available services and establish or re-establish care with health care providers as needed and to engage in other services that will increase the likely success in their treatment plan, such as case management. Some residents may have comorbidities and may best obtain their behavioral health services through their primary care provider. However, the target populations for BHOP is often not well connected to their health care providers and may also not be engaged in behavioral health services.

SHA will work with the BHOP contractor to find the most effective approaches for identifying and serving the target population.

The BHOP contractor will also collaborate with SHA in developing a long-term financial sustainability plan that will increase access to health care services for the target population of residents. The program's long-term sustainability can be supported by increasing residents' enrollment in available Medicaid programs, programs for those dually eligible for Medicaid and Medicare, and through locally funded behavioral health services. SHA intends to work closely with the successful applicant over time to plan to expand BHOP services to serve residents at all SHA properties in a sustainable way.

The Service Provider shall serve SHA buildings and communities within Seattle as prioritized by SHA. The primary initial focus for outreach & engagement to residents at risk of behavioral health concerns shall be SHA's Low-Income Public Housing Hi-rises. Other communities, may be added, depending on community need and funding availability.

The focus populations for BHOP services in order of priority are residents of SHA buildings with the following characteristics:

1. The priority population and focus of work is interventions for residents whose behaviors have escalated in such a way to suggest serious mental illness may be present and/or risky substance use or substance use disorders may be present that requires de-escalation and may require crisis intervention. Their behaviors may create safety risks to themselves and others but may not receive intervention or transport via the 911 system, and SHA staff may benefit from support when interacting with CRISIS systems (e.g. KING COUNTY CRISIS & COMMITMENT or CRISIS CONNECTIONS) or 211 systems and the regional Designated Crisis Responders (CDRs).
2. The secondary priority population and focus of work is brief (3–9-month services) supporting residents whose behaviors suggest that moderate mental health concerns and/or substance use are present that require on-going supports and behavioral health interventions in order to stay safely in public housing. This population frequently needs assistance to successfully engage with providers in community health centers or behavioral health systems of care and may need support in re-engaging with providers at a new, higher, level of care, and/or with additional treatment and psychosocial needs identified.

Residents at risk of behavioral health concerns may be identified by:

- A. Service Provider consultation with SHA property management,
- B. Referral to service provider by other SHA contractors, and
- C. Independent outreach and engagement efforts by the Service Provider.

The goal for the BHOP is to address the behavioral health needs of the populations described above in a timely way, improving functioning, increasing housing stability, and doing this equitably. Ancillary effects of the BHOP project will be decreased associated building problems and lost occupancy.

The BHOP strategy requires outreach to these populations in order to engage or re-engage residents in culturally-competent behavioral health services, facilitating meaningful connections to other needed health care or social services.

Timeline

SHA aims to have a BHOP contract signed by January 15, 2027, with services to begin no later than February 1, 2027.

Target Properties and Population Description

SHA housing consists of several housing portfolios with distinct demographic characteristics. SHA intends to work closely with the successful applicant over time to plan to expand BHOP services to serve residents at all SHA properties in a sustainable

way. The primary focus for the Behavioral Health Outreach Program (BHOP) is the Low-Income Public Housing (LIPH) high rise portfolio of 28 buildings, housing about 3,100 residents. The population residing in LIPH high-rises has many English Language Learners and is racially diverse. About 45% of the LIPH population is White, 30% Black, including both African Americans and recent immigrants from African nations, and 20% Asian. More than 40 languages are spoken besides English, with 7% speaking Cantonese and 4% speaking Vietnamese as their mother tongue. The average age in LIPH is 62 years old, and fewer than 60 LIPH residents are under 25. Average annual household income is under \$12k, with 110 households reporting zero income. Medicaid-enrolled LIPH residents used the Emergency Department almost twice as much as the general King County Medicaid-enrolled population. Around 22% of LIPH residents currently receive behavioral health services through King County Integrated Care Network.

SHA owns and operates 29 high-rise buildings in the Low-Income Public Housing (LIPH) Program. The high-rises are primarily studio - 1 bedroom apartment buildings. The residents are challenged with resource navigation, access to health and care services, and integration to permanent housing. A total of 24% or 754 of the new residents that moved into the various properties reported recent history of homelessness prior to moving into SHA.

The demographic information for the 3,152 residents and a 2,904 total households. Out of the 3,152 residents in the target population include 54% or 1,694 residents reporting as living with disability. The average age is 64 years. Race demographics include: 37% or 1,181 White, 30% or 931 Black, 22% or 693 Asian, 5% or 170 Hispanic, 2% or 53 multi-race, 1% or 41 Native American, and the remainder Other or Unknown.

Race	%GT Residents	Residents	Ethnicity
WHITE	37%	1,181	Non-Hispanic
BLACK	30%	931	Non-Hispanic
ASIAN	22%	693	Non-Hispanic
WHITE	5%	170	Latino/Hispanic
MULTI-RACE	2%	53	Non-Hispanic
NATIVE AM.	1%	41	Non-Hispanic
BLACK	1%	21	Latino/Hispanic
NATIVE AM.	0%	15	Latino/Hispanic
PACIFIC IS.	0%	14	Non-Hispanic
ASIAN	0%	8	Latino/Hispanic
NO DATA	0%	7	No Data
NO DATA	0%	4	Latino/Hispanic
NO DATA	0%	4	Non-Hispanic
BLACK	0%	3	No Data
MULTI-RACE	0%	2	Latino/Hispanic

PACIFIC IS.	0%	2	Latino/Hispanic
WHITE	0%	2	No Data
ASIAN	0%	1	No Data
100% 3,152			

Languages include 50% or 1,567 English, 16% or 513 data not available, 8% or 254 Cantonese, 4% or 134 Vietnamese, 3% or 96 Amharic, 3% or 91 Mandarin, 3% or 86 Tigrinya, 3% or 85 Spanish, 2% or 59 Somali, and the remainder other languages.

Language	Residents	% of Residents
ENGLISH	1,567	50%
NO DATA	513	16%
CANTONESE	254	8%
VIETNAMESE	134	4%
AMHARIC	96	3%
MANDARIN	91	3%
TIGRINYA	86	3%
SPANISH	85	3%
SOMALI	59	2%
RUSSIAN	42	1%
TOISHANESE	31	1%
KOREAN	27	1%
OROMO	20	1%
CAMBODIAN/KHMER	19	1%
OTHER LANGUAGE	18	1%
ARABIC	16	1%

An observational study of 3 'high needs' LIPH buildings identified 30% of residents presenting with at least one 'challenging behavior', with the top 2 challenging behaviors being troublesome substance use and non-threatening conflicts with neighbors.

To address the large number of residents across portfolios, the initial iteration of BHOP, developed in partnership with King County BHRD, originally featured a Cluster Transition Model (CTM). In this model, pre-crisis behavioral health services were available portfolio wide, but outreach and engagement for other referrals were targeted to a cluster of buildings at any one time. The design was intended to enable relationship building to increase engagement among residents.

The BHOP provider was unable to pilot the Cluster Transition Model due to COVID-19. If bidders would like more information about the Cluster Transition Model, please request that through the question period of this solicitation.

SHA's intention is to work closely with the successful applicant over time to plan to expand BHOP services to serve residents at all SHA properties in a sustainable way.

BHOP Funds and Timeline

Up to \$1,394,243 (pro-rated for 12 months) will be available to the successful applicant or applicants. Applicants are welcome to submit a budget and proposal whose scope covers a portion of the target properties and populations described below, particularly if their organizational experience and key cultural competencies are well matched to only some of ethnically and racially diverse populations housed at 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.

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:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.

- 4) **[Reserved.]**

- 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	This meeting will be held virtually via Teams using the following link: Join Teams Meeting Meeting ID: 282 586 120 049 849 Passcode: rt6nS3K9 Dial in by phone option (audio only): 1-206-257-3799 Conference ID number 292 639 250#	Thursday	09/10/2026	10:00am
Deadline for Questions		Tuesday	09/17/2026	12:00pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: purchasing@seattlehousing.org		Thursday Day	10/01/2026 Date	12:00pm Time

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Seth Ryan at seth.ryan@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 [Do business with us | Seattle Housing Authority](#). 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 Contract Administrator, Seth Ryan at seth.ryan@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 12 pages. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, the Suspension and Debarment Certificate, and any applicable Section 3 form(s). 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.

- Price / Rates
- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate
- Any applicable Section 3 Form(s)

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 <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>). 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

The selected Consultant shall be asked to perform the following tasks:

The Seattle Housing Authority is seeking a behavioral health provider or integrated provider partnership that can capably build collaborative and sustainable service strategies. Proposers should suggest a program model that addresses the BHOP program strategies of the following elements:

1. Engagement Strategy 1 - Rapid Response to Needs of Residents in the Priority

Population: Within two business days, including in-person stabilization in pre-crisis situations for individuals whose behaviors may be escalating to unstable or unsafe situations. Coordinate with crisis intervention and emergency services as appropriate. Communicate with existing support networks or create linkages if needed.

- i. The Service Provider team will provide rapid response to SHA residents in the priority population that may create safety risks to themselves. Activities will include:
 - a. Responding to requests from building staff regarding residents that may be in this population, using tools including telephonic case-staffing and in-person outreach.
 - b. Interacting with Crisis Connections, other crisis response providers, and/or the resident's chosen treating providers to link and engage or re-engage the resident in care; and
 - c. Consulting with and providing informal training to SHA building staff and other contracted providers regarding crisis response and management.
- ii. Conduct a minimum of 3 contact attempts, including at least 2 in-person attempts where feasible, before discontinuing engagement efforts. Provide the first attempt at outreach within 2 business days of receiving referral.
- iii. Communicate either via email or phone at the earliest reasonable opportunity, with the referrer to inform of the following:
 - a. Outreach - Indicate if outreach attempt has been made
 - b. Contact – Indicate if contact has been established with referred resident and indicate expectation of continued engagement
 - c. Discontinued outreach for engagement – Indicate if engagement efforts have been discontinued either because resident cannot be reached or declines engagement. For residents that are at risk of mental health crisis, it is expected

that the Service Provider shall give an indication if engagement efforts have been discontinued either because resident has been stabilized, has been linked to ongoing services, cannot be reached or declines engagement

2. Engagement Strategy 2 - Outreach & Engagement to Residents in the Secondary Population:

- The Service Provider's clinicians will provide outreach, engagement, stabilization and linkage to care for residents at buildings prioritized by SHA in collaboration and consultation with the Service Provider.
- The SHA buildings and neighborhoods will be selected by mutual agreement of the Service Provider and SHA, taking into consideration travel times for the Service Provider and other factors.
- The Service Provider will coordinate with SHA staff and partners that may facilitate introduction to target buildings if needed.
- The Service Provider will work with SHA to identify ways to make improvements in quality of referrals, referral pathways and processes.

3. Engagement Strategy 3 - Provide Nursing Services: Provide Nursing services at Jefferson Terrace, at a minimum of 1 day per week. The Nurse shall be stationed at Jefferson Terrace and provide services for a minimum of one day per week. The Nurse responsibilities shall be as follows:

The Nurse will:

- Provide 8 hours onsite nursing services to Jefferson Terrace residents (locations may be amended, depending on need);
- The Nurse will work onsite in person at Jefferson Terrace;
- Nursing services to be provided during the SHA office hours between 8:00 am to 4:30 pm at a minimum 1 day per week;
- The Nurse will provide the following activities:
 - Nursing Assessments;
 - Mental Health Assessments;
 - Medication education and psychoeducation on medication;
 - Blood Pressure checks;
 - Coordination of care with medical providers;
 - Referrals to medical providers;
 - Referrals to mental health services;
 - First Aid wound care; and,
 - Diet education and diabetic reading or teaching.

Additional hours of availability:

- Recognizing that residents with behavioral health issues may need assistance outside usual business hours, the Service Provider should be available to provide up to 10 hours per week of service after 5 PM, Monday through Friday, and on weekends as needed. SHA and the Service Provider will collaborate on a mutually agreeable process to determine when or if After hours work is required.
- Addition to Behavioral Health work, the Service Provider has been identified as a contracted provider who may participate in non-contracted tasks and projects such as Vaccine Clinics, as mutually agreed upon between SHA and the Service Provider, which requires additional project staffing.

4. Enrolling residents:

- A. *Conduct in-person outreach to individual residents and include*
 - a. Methods to engage residents who may need services, but have not engaged and those who may not initially indicate an interest in services;
 - b. Strategies to reach diverse populations; and
 - c. Additional forms of outreach.
- B. *Determine best fit services.* Implement an engagement and assessment strategy that results in residents with unmet behavioral health needs connecting to appropriate behavioral health services. It's anticipated that it will include:
 - a. Assessing functional status and behaviors of concern of referred residents;
 - b. Developing an appropriate response and referral plan;
 - c. Building connections to culturally appropriate services as need: and
 - d. Updating SHA staff at appropriate milestones.
- C. *Establish and support connections to best-fit services.* Assist residents to establish or re-establish the therapeutic relationships with behavioral health providers:]
 - a. Assist residents to establish or re-establish care as warranted. Some residents may have comorbidities and may best obtain their behavioral health services through their primary care provider; and
 - b. Connect residents with behavioral health providers through King County Behavioral Health and Recovery Division (BHRD). Refer residents to BHRD programs and services as appropriate including the Mobile Crisis Team, services in the High Utilizer Group network, Crisis Connections. Leverage other Medicaid or MIDD funded programs where possible.

5. Support SHA and partners: In being better equipped to support residents with behavioral health needs:

- A. Consult with and provide education to SHA property management staff and social service partners regarding behavioral health concerns and systems of health care, including de-escalation and crisis response.
- B. Actively participate in quarterly service provider meetings and in other co-learning opportunities to coordinate services and discuss issues pertinent to client engagement, services and program development; and
- C. Participate in regular SHA portfolio meetings with SHA and partner staff to collaborate in client-focused problem-solving and share knowledge with best-practice case studies.

6. Collaborate with SHA: In strategizing ways to expand the program and achieve long-term sustainability through publicly funded health care. Identify ways to systematically improve and expand BHOP services overtime, participating in a SHA planning group that aims to develop and grow a sustainable program that can capably serve more residents and properties over time, beyond the initial target population in the LIPH portfolio.

The Service Provider shall participate in the following activities:

- A. Monthly service provider meetings and other forums such as the SHA Care Network to support SHA's coordination of services and Behavioral Health Strategies. The Service Provider's program management shall maintain regular contact with the SHA lead.
- B. The Service Provider's program management will also work with peers in King County Behavioral Health, Crisis Connections, Mobile Crisis Team, the High

Utilizer Group network (King County, Harborview), and other relevant first responder, crisis, community health, and behavioral health consortiums and networks as needed.

- C. The Service Provider, upon execution of the contract will be expected to execute a Data Share Agreement with SHA in order to facilitate residents' enrollment in the program.

7. Training:

Service Provider will provide coaching and formal training on behavioral health issues to SHA staff during mutually agreed upon times.

Lack of participation in the service provider meetings could be grounds for termination of the contract.

Performance Measures and Reports:

SHA will work with the selected proposer to develop a format for a monthly report to SHA that will track program milestones and inform program planning. The selected proposer will work in partnership with HA to finalize the metrics to measure success of BHOP. The evaluation will include qualitative and quantitative measures of success to include the following at minimum:

1. Number of individual referrals received and source of referral;
2. Number of individual residents engaged and served through direct contacts with BHOP staff (proportion successfully engaged or re-engaged in publicly funded health services.);
3. Description of any challenges encountered and disposition of those who were not successfully engaged;
4. Summary of behaviors and behavioral health concerns encountered during the month;
5. Description of successes and challenges encountered in navigating available supports and programs, particularly those that inform planning for program expansion and troubleshooting;
6. Number and description of consultations, training and support provided to SHA staff and case managers; and,
7. SHA will also work with the vendor on continuous improvement and ongoing contract performance, which may include the following:

PERFORMANCE SCORE CARD
CSD Division: Behavioral Health

Contract # _____
Contract Partner Name _____

Score Card	
Does not provide sufficient information to evaluate	1
Does not meet expectations	2
Partially meets expectations	3
Meets expectations	4
Exceeds expectations	5

	Evaluation Criteria	Expectations for the first 6-months of a contract	Expectations for remainder of contract period	Weight	Score	Weighted Score
SHA & CONTRACTOR PARTNERSHIP	On-site Presence & Visibility	Contractors regularly on-site and seen by staff. Contractor establishes consistent on-site schedule. Office hours posted and followed by contractor.	High visibility and reliability; PM and SHA staff recognize contractor. Minimal cancellations or gaps in field presence. Office hours maintained at agreed frequency.	15%	0	0
	Responsiveness & Communication with PM/SHA staff	Basic communication plan is established (shared contacts, check-in schedule). Clear referral pathways communicated to SHA and PM. Contractor responds to referrals within 24-hours of receiving the referral.	Consistent adherence to referral timeframes. Active role in problem-solving referrals with PM. High-quality, proactive communication with SHA before issues escalate.	15%	0	0
	Collaboration & Crisis Participation	Attendance and participation in monthly provider/PM meetings at cadence agreed upon at beginning of partnership. Establish procedures for de-escalation and crisis coordination.	Annual de-escalation training completed and integrated into practice. Contractor actively co-plans complex cases with SHA teams. Takes initiative in crisis prevention and de-escalation.	10%	0	0
RESIDENT SERVICES	Resident Engagement & Contact Quality	Contractor initiates outreach and begins tracking number and type of contacts. Residents know who the contractor is and how to contact them. Engagement attempts documented (successful and attempted contacts). Begin training contractors on crisis engagement and expectations.	Sustained, meaningful engagement with residents. Clear, consistent documentation of progress, challenges, and follow-up plans. Demonstrates effective strategies for meeting residents where they are.	20%	0	0
	Service Linkage & Resident Stability Outcomes	Contractor begins linking residents to crisis and behavioral health services. Identify baseline of incidents encountered (neighbor complaints, 10-day notices, ER use). Early interventions attempted for residents at risk of lease violations.	Demonstrated decreases in crisis events, neighbor complaints, 10-day notices. Evidence of improved stability and lease compliance for engaged residents. Evidence of connecting residents with services and attempts to maintain service engagement. Consistent tracking of service utilization patterns.	20%	0	0
	Resident Satisfaction with Contractor Services	Identify baseline for resident satisfaction levels with contractor services. Identify potential gaps in trust, communication, or visibility early.	Contractor maintains or sees an improvement in resident satisfaction. Residents have positive perception of contractor availability, helpfulness, and professionalism.	20%	0	0

Applicant Qualifications:

The successful proposer will be an experienced behavioral health provider or integrated provider partnership with the following Qualifications:

1. Extensive knowledge and experience with Medicaid and dual programs, including King “County’s behavioral health system and services for low-income individuals;
2. Experience working with ethnically and racially diverse populations, and demonstrating key cultural competencies and connection to (or ability to connect to) culturally relevant behavioral health services; “Experience working with populations with limited English skills and working with interpreters or other interpretative tools; and
3. Commitment to ensuring Race and Social Justice (RSJI) equity with the ability to ensure access to all program participants and conduct outreach across all presenting demographics in a culturally competent manner.
4. WA State Licensed to provide Behavioral Health and Substances use treatments in Washington State.

Proposal Format:

The brief proposal shall be submitted in writing and shall consist of a letter outlining the qualifications of the applicant with reference to the criteria below. Proposals should address each of the elements of the Scope of Work, utilizing evidence-based and evidence-informed program strategies. Proposers are encouraged to incorporate examples throughout their proposal that demonstrate their capabilities and expertise in the areas below.

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:

1) Cover Letter

2) Address each of the evaluation criteria below:

Relating to Criterion 1 - Women and Minority Business (WMBE) Inclusion Plan:

Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s).

Relating to Criterion 2 - Rapid Response to Escalating Situations and Response to Case Study: (One Page or Less)

The successful applicant will need a workflow and process to respond to appropriate referrals from SHA staff within two business days if a resident's behaviors may be escalating or creating a disruptive situation. How would your BHOP team respond to the following Case Study situation?

Your response should demonstrate the following criteria:

- A. The strategies outlined in the brief work plan demonstrate an understanding of how to develop a work plan for individual residents that utilizes crisis services appropriately, provide rapid response stabilization (within two business days) for SHA residents experiencing non-crisis, behavioral health issues. Response provides culturally relevant response and inclusive.
- B. The strategies outlined in the brief work plan demonstrate an understanding of how to effectively assess behavioral health issues and navigate King County's Medicaid behavioral health system, connecting clients to services, connect residents to existing health services.
- C. Overall responses indicate organization can work effectively in field settings and will use appropriately skilled staff as needed to successfully engage residents with a wide range of behavioral health issues in a variety of situations.
- D. Response provides culturally relevant response to serve the organization will ensure that program services can be offered to diverse populations in the various housing communities and provides historical evidence of having done so in the past. The applicant demonstrates ability to refer to culturally relevant services.

Case Study: A resident on the 15th floor of an SHA building - who had previously had mildly 'odd' behaviors and is now reported to be screaming in his apartment. SHA staff do a welfare check and find the resident has pulled out the wiring for his fire alarm and is sitting on his "balcony," a very small area which is intended for plants, not people. Seattle Police Department and the Designated Crisis Responders are called and assess resident; they report he does not meet criteria for an involuntary hold. What would your program staff do to help avert a crisis and stabilize this resident? What will be the pro-tocols established to help stabilize the resident? What resources can be offered to the resident and impacted neighbors? What follow up will be established

with this particular resident? What will be the ongoing engagement with the resident and SHA staff? Describe in detail.

Relating to Criterion 3 - Respond to Referrals: *(One Page or Less)*

How would you triage and manage referrals from SHA staff and partner case managers? Are there other methods of referral that you would propose to use? Describe protocols to be put in place to safeguard resident privacy and comply with HIPAA rules and regulations.

Your response should demonstrate the following criteria:

- A. The applicant participates in care coordination with other staff as determined by SHA - to facilitate smooth transmission and tracking of referrals. Transmission of referrals (particularly in the case of acute issue response). . The applicant shows processes to safeguard resident privacy and comply with HIPAA rules and regulations
- B. The applicant demonstrates timely response to referrals,

Relating to Criterion 4 - Enrolling Residents. Conduct In-Person Outreach to Individual Residents: *(One Page or Less)*

How do you plan to be able to engage and respond effectively to individuals who need behavioral health services? How would you engage residents that refuse services, but need to be engaged? What are strategies to engage the diverse BIPOC communities that live in SHA housing?

Your response should demonstrate the following criteria:

- A. Proposal demonstrates a thorough understanding of local available health resources including behavioral health service funding systems supported by Medicaid, Medicare and local tax levies like the MIDD and VHSL.
- B. The applicant demonstrates an understanding of Medicaid managed care programs, how to successfully enroll clients in these programs, and how to obtain authorizations for services in Medicaid “whole person care” that include physical and behavioral health services.
- C. Proposal demonstrates methods to engage residents who may need services, but have not engaged and those who may not initially indicate an interest in service
- D. Proposal describes how organization will ensure that program services can be offered to diverse populations and demonstrates ability to refer to culturally relevant services.

Relating to Criterion 5 - Determine Best-Fit Services: *(One Page or Less)*

Who would you hire and how would you train and support frontline BHOP staff to conduct effective outreach, assess a resident’s functional status and behaviors of concern and develop a plan for the individual resident? What steps would you take to assess a resident’s functional status and behaviors of concern and develop a plan for the individual resident? What experience does your organization have that demonstrates your effectiveness in working with diverse communities?

Your response should demonstrate the following criteria:

- A. Strategy outlined for the staffing plan is consistent with the staff qualifications and staff training needed to execute the objectives in the Scope of Work.
- B. Proposal outlines staff and organizational capacity to conduct in-person outreach to assess individual residents’ status and identify behaviors of concern, develop an appropriate response and referral plan. Proposal outlines multiple engagement efforts to build trust and relationships in SHA communities.

- C. Overall responses indicate organization can work effectively in field settings and will use appropriately skilled staff as needed to successfully engage residents with a wide range of behavioral health issues in a variety of situations.
- D. Proposal for outreach clearly describes how organization will ensure that program services can be offered to diverse populations in the various housing communities and provides historical evidence of having done so in the past. The applicant demonstrates ability to refer to culturally relevant services.

Relating to Criterion 6 - Establish and Support Connections to Best-Fit Services:
(One Page or Less)

Please tell us your experience working with billing health care systems and building models that serve people living on low incomes, examples include Medicaid, Medicare, FQHCs, leverage models. What Medicaid programs and King County BHRD programs and services would you be able to leverage on behalf of SHA residents? What workflows or procedures would you put in place to guide your staff to help a resident enroll in available coverage and establish or re-establish care with providers?

Your response should demonstrate the following criteria:

- A. The strategies outlined demonstrate an understanding of how to effectively assess behavioral health issues and navigate King County's Medicaid behavioral health system, connecting clients to services, connect residents to existing health services.
- B. Response provides culturally relevant response to serve the organization which will ensure that program services can be offered to diverse populations in the various housing communities and provides historical evidence of having done so in the past. The applicant demonstrates ability to refer to culturally relevant services.

Relating to Criterion 7 - Support SHA and Partners in Being Better Equipped to Support Residents with Behavioral Health Needs: (One Page or Less)

As the lead behavioral health resource for SHA staff, how do you propose to make your team and other organizational expertise available for case staffing and behavioral health education to SHA on-site staff and social service partners?

Your response should demonstrate the following criteria:

- A. Applicant demonstrates understanding of importance of frequent and complete communication with SHA staff during and/or shortly after responding to a behavioral health concern among residents.
- B. Applicant demonstrates appropriate level of staff will be available to actively participate in SHA meetings and monthly service provider meetings with SHA property management staff and other service providers where case staffing will occur. The applicant indicates a willingness to troubleshoot on issues pertinent to client engagement, as well as services and program development.
- C. Partner with SHA to provide educational opportunities – mutually agreed upon - to SHA property management and partner agencies regarding mental health, substance use disorders, and care best practices.

Relating to Criterion 8 - Collaborate with SHA in Strategizing Ways to Expand the Program and Achieve Long-Term Sustainability Through Publicly Funded Health Care: (One Page or Less)

The successful applicant is expected to collaborate with SHA to (1) collaborate to establish a data collection and tracking, including performance measures for the program and (2) identify ways to expand the program beyond the initial target LIPH population through additional revenue streams and strategies. How do you propose to work with SHA to develop performance measures and conduct planning to scale the program? Who from your agency would be involved?

Your response should demonstrate the following criteria:

- A. The applicant demonstrates that the appropriate level of staff, like quality leadership positions and data managers, will be available to partner with SHA to develop a data collection and reporting plan and to establish performance standards related to BHOP services and to identify appropriate indicators and measures to evaluate the success of challenge of implementation and program outcomes.
- B. The applicant demonstrates an ability to examine factors that will determine the feasibility of obtaining billable revenue to support program costs over time and potential expansion.

Related to Criterion 9 - Budget and Summary of Program Model: *(Two Pages or Less)*

Provide a detailed summary of your proposed budget for staff and any costs that you anticipate will be associated with BHOP, such as staff training and travel between SHA properties. Are there in-kind funds or other funds that your organization might be able to leverage to support BHOP services?

Summarize the key points of your proposed staffing and program model. Describe your proposed staffing for BHOP services, including educational requirements and any licensure requirements for BHOP staff and their supervisor.

Your response should demonstrate the following criteria:

- A. Reasonable anticipated expenses, identify any one-time costs and operating costs,
- B. Reasonable salaries and/or hourly rates of compensation for BHOP services providers and supervisors, reflective of realistic community payment standards for similar roles and responsibilities in similar programs.

Your response should present a summary of your proposed program model that demonstrates the following:

- A. Evidence of sound planning for the program, adequate resources, and sufficient staffing and administrative capability to ensure quality and coordination in the delivery of BHOP services.
- B. Demonstrates that the program model incorporates evidence-based and evidence-informed behavioral health strategies and practices in field settings, including the ability to flexibly apply specific strategies to work with diverse populations.
- C. Evidence that the applicant can knowledgeably and capably coordinate and leverage existing Medicaid programs in behavioral health and “whole person” care in support of SHA residents, working with a broad spectrum of agencies and managed care organizations.
- D. Program Model clearly describes how organization will ensure that program services can be offered to diverse populations in the various housing communities

and provides historical evidence of having done so in the past. The applicant demonstrates ability to refer to culturally relevant services.

- 3) **Provide resumes for the key personnel** named in your response.
- 4) **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.)
- 5) **Provide a copy of the license as evidence that the agency is WA State Licensed** to provide Behavioral Health and Substance use treatment in Washington State.

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.

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

Evaluation Criteria - Qualifications		Weighting (Max. Points)
1	Women and Minority Business Enterprise (WMBE) Inclusion Plan (See Section D above for a complete description of this Criterion.)	14
2	Workflow and Process for SHA's Rapid Response to Escalating Situations Case Study (See Section D above for a complete description of this Criterion.)	15
3	Responding to Referrals (See Section D above for a complete description of this Criterion.)	20
4	Enrolling Residents (See Section D above for a complete description of this Criterion.)	15
5	Determining Best-Fit Services (See Section D above for a complete description of this Criterion.)	10

6	Establishing and Supporting Connections to Best-Fit Services (See Section D above for a complete description of this Criterion.)	15
7	Supporting SHA and Partners to be Better Equipped to Support Residents (See Section D above for a complete description of this Criterion.)	10
8	Program Expansion and Long-Term Sustainability (See Section D above for a complete description of this Criterion.)	20
9	Budget and Summary of Program Model (See Section D above for a complete description of this Criterion.)	20
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		139

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 and the selected consultant will negotiate a general Scope of work to be included in the Contract. The Contract will not include any funds. Any work assigned under the Contract will be assigned by Work Order(s) to the Contract. Each Work Order will stand alone and have a Scope of Work, schedule and Cost proposal. Invoices will be required to identify the Work Order it is for.

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.

As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

- 2) Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3 Laws") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle.

Section 3 Contract Language: The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP:

- a. The work to be performed under this contract is subject to the requirements of the Section 3 Laws. The purpose of the Section 3 Laws is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by the Section 3 Laws, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with the Section 3 Laws. Without limiting the generality of the foregoing, Consultant shall comply, and shall require its subcontractors and subconsultants to comply, with the requirements of 24 CFR 75.9. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Section 3 Laws.
- c. The Consultant agrees to include this Section 3 clause in every subcontract, and to otherwise take all necessary steps to ensure compliance with the Section 3

Laws by its subcontractors and subconsultants. The Consultant agrees to take appropriate action, as provided in an applicable provision of the subcontractor in this Section 3 clause, upon a finding that the subcontractor or subconsultant is in violation of the Section 3 Laws. The Consultant will not subcontract with any subcontractor or subconsultant where the Consultant has notice or knowledge that the subcontractor or subconsultant has been found in violation of the Section 3 Laws.

- d. The Consultant will provide certifications in form and substance required by Owner at such times as Owner may request, certifying (i) its compliance with the Section 3 Laws, and (ii) as to such facts and circumstances pertaining to the Section 3 Laws as Owner may require or request, including, without limitation, certification with respect to total number of labor hours worked under this Agreement, labor hours worked by Section 3 Workers (as defined in the Section 3 Laws), and labor hours worked by Targeted Section 3 Workers (as defined in the Section 3 Laws).
- e. Noncompliance with the Section 3 Laws may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- f. Each party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Section or otherwise to ensure performance in compliance with the Section 3 Laws.

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 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 form attached to this RFP of Proposer's sub-contractors' and/or sub-consultants' (if applicable) eligibility.
- c. [Reserved.]

4) Payment Requirements: Proposers should be aware that SHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.

- 5) **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.
- 6) **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.
- 7) **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.
- 8) **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.
- 9) **[Reserved.]**
- 10) **Insurance And Other 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 SHA's website, under FORMS AND POLICIES of the Do Business With Us page, "Consultant Professional Services Contract".

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.

Attachment A

FORMS

The following forms included hereto - to be completed, can be submitted with your proposal or as a separate document.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: _____
101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

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

For SHA Use Only:

JDE Vendor
No. _____

Purchasing
contracts
☐

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

UEI:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

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

President/General Manager:

Principal products and/or services offered:

Type of Organization (check one):

Individual
☐

Sole
Proprietor
☐

Partnership
☐

Corporation
☐

Governmental Agency
☐

Other _____
☐

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
HERE →**

Signature of U.S. Person

Date

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)
☐ **Veteran-owned Business**
☐ **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 (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

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 www.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.

Use the websites of the [General Services Administration](http://www.gsa.gov) and the [U.S. Department of Housing and Urban Development](http://www.hud.gov) to verify eligibility of the firm and its principals. 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 twong@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. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **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 meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](http://www.hud.gov).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE

By signing below, the Participant 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.

Participant's Firm Name: _____

Address: _____

City, State, Zip: _____

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

Participant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Participant'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 participant 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: <https://sam.gov/content/exclusions> and [Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

**SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE
FOR
SUB-CONTRACTOR/SUB-CONSULTANT**

The Prime Participant (the "Prime") may use this form if the Prime can verify that its Sub-Contractor and/or Sub-Consultant (the "Lower Tier Participant") 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 form to each Lower Tier Participant to be completed and returned.

Prime Participant's Name: _____ certifies that neither any of the Lower Tier Participant 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 Lower Tier Participant hired after submission of this certification.
- A renewal certification for every Lower Tier Participant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(Note: In lieu of this certification, the Prime may elect to submit a separate certification signed by each Lower Tier Participant to SHA as evidence of Lower Tier Participant's eligibility. It is the Prime's responsibility to initiate, obtain, and provide all such individual Lower Tier Participant certifications to SHA.)

Prime Participant's Signature	Printed Name	Title	Date

Lower Tier Participant Listing: (Enter NONE if no Lower Tier Participant)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of Lower Tier Participant.

Please contact Seth Ryan by e-mail at seth.ryan@seattlehousing.org if you have any questions regarding compliance with this requirement.

Attachment B

INFORMATIONAL EXHIBITS

Please review the attached “HUD Section 3 Information and Section 3 Forms”. If you identify as a Section 3 firm, please complete the “Section 3 Business Concern Certification for Contracting” and include it in the separate package submitted along with your Proposal.



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HUD Section 3 Information and Section 3 Forms

To: Vendors/Contractors/Consultants of the Seattle Housing Authority

Re: Updates to HUD's Section 3 Regulations

As you are probably aware, Section 3 is a federally mandated program of the U.S. Department of Housing and Urban Development (HUD).

Under Section 3 of the HUD Act of 1968, federal funds invested in housing and community development shall provide contracts, employment, training, and other economic opportunities to low- and very low-income persons in the local jurisdiction, referred to as "Section 3 Workers," and to businesses that employ such persons, referred to as a "Section 3 Business Concern."

HUD's regulations implementing the requirements of Section 3 were updated in 2020 to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities (including SHA) that are covered by Section 3. SHA complies with Section 3 within its own operations and ensures the compliance of its vendors, contractors and consultants.

The updated rule establishes these benchmarks:

1. Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the Public Housing Authority's or other recipient's fiscal year are Section 3 Workers;
2. Of which Five (5) percent or more are Targeted Section 3 Workers.

The updated rule includes the following definitions:

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD. HUD's income limits can be obtained from: [Income Limits | HUD USER](#);
 - b. The worker is employed by a Section 3 Business Concern; or
 - c. The worker is a YouthBuild participant.
2. For Section 3 projects, a Targeted Section 3 Worker means a Section 3 worker who:

- a. Is employed by a Section 3 Business Concern; or
 - b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - i. A resident of public housing or Section 8-assisted housing;
 - ii. A resident of other public housing projects or Section 8-assisted housing managed by the Public Housing Authority that is providing the assistance; or
 - iii. A YouthBuild participant.
3. Section 3 Business Concern means a business concern meeting at least one of the following criteria, documented within the last six-month period:
- a. It is at least 51 percent owned and controlled by low- or very low-income persons;
 - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or
 - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The following forms are to be used for reporting Section 3 compliance:

- Section 3 Business Concern Certification for Contracting form (*This form is for any business to use to self-certify, if applicable, as a Section 3 Business Concern.*)
- Section 3 Worker and Targeted Section 3 Worker Self-Certification form (*This form is for individuals to use to self-certify as a Section 3 or Targeted Section 3 Worker.*)
- Section 3 Quarterly Reporting Form for SHA Contracts (*This form is to be completed quarterly by the prime consultant / contractor and sent to purchasing@seattlehousing.org by not later than 30 days after end of the quarter. The form lists the total hours worked by all for that quarterly period for the contract and shows how many of those hours were by Section 3 or Targeted Section 3 Workers.*)

We have attached the forms mentioned above for your review. If any of these forms apply to your firm or any of your team members, please complete the applicable form(s) and submit with your one original Proposal document.

Please contact purchasing@seattlehousing.org if you have any questions.

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____

Address of Business _____

Name of Business Owner _____

Phone Number & Email Address of Business Owner _____

Preferred Contact Information

☐ Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select from the following options)

☐ Corporation ☐ Partnership ☐ Sole Proprietorship

☐ Limited Liability Company ☐ Other (*please specify*) _____

Select from **ONE** of the following three options below that applies:

☐ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to Section 3 Income Limits Eligibility Guidelines).

☐ At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

☐ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Business Concern Affirmation: I affirm that the above statements (on page 1 of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the Housing Authority of the City of Seattle may have their contracts terminated for default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____Signature: _____Date: _____

*Certification expires within six months of the date of signature. More info on Section 3 Business Concerns can be found at [24 CFR 75.5](#)

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?

☐YES ☐NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

The Housing Authority of the City of Seattle Section 3 Income Limits Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual regardless of actual household size.

King and Snohomish Counties

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	1
Seattle-Bellevue, WA HUD Metro FMR Area	\$164,400	Very Low (50%) Income Limits (\$)	\$57,550
		Extremely Low Income Limits (\$)*	\$34,550
		Low (80%) Income Limits (\$)	\$81,700

Pierce County

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	1
Tacoma, WA HUD Metro FMR Area	\$127,300	Very Low (50%) Income Limits (\$)	44,600
		Extremely Low Income Limits (\$)*	26,750
		Low (80%) Income Limits (\$)	71,300

Tables above are for reference only. Check HUD website [2026 Income Limits Dataset | Summary](#) for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or

- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern; or
- Currently fits at least one of the following categories as documented within the past five years:
 - A resident of Seattle Housing Authority public housing or Section 8-assisted housing;
 - A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; or
 - A YouthBuild participant.

Section 3 Worker and Targeted Section 3 Worker

Self-Certification Form

The purpose of HUD’s Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name: _____

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)	☐ YES ☐ NO
2. Are you a YouthBuild participant?	☐ YES ☐ NO
3. Check the box for the county where you reside. ☐ King County ☐ Pierce County ☐ Snohomish County ☐ Other _____	
4. In the field below, select the amount of individual income you believe you earn on an annual basis.	

- ☐ Less than \$10,000
- ☐ \$10,001 - \$20,000
- ☐ \$20,001 - \$30,000
- ☐ \$30,000 - \$40,000
- ☐ \$40,001 - \$50,000
- ☐ \$50,001 - \$60,000
- ☐ More than \$60,000

Select from **ONE** of the following two options below:

I qualify as a:

- ☐ Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)
- ☐ Targeted Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)

Employee Affirmation

I affirm that the above statements (on the previous page) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: _____

Print Name: _____

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY	
Is the employee a Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Is the employee a Targeted Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Was this an applicant who was hired as a result of the Section 3 project?	☐ YES ☐ NO
If YES, what was the name of the company? _____	
What was the date of hire? _____	
EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.	