

RFP Addendum # 2

Request for Proposals for

Re-Solicitation for On-Call Career Development Training and Coaching Services

(Solicitation # 5213)

Date of Addendum # 2: September 11, 2019

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of eight (8) pages.

This Addendum includes the following:

- Extends the deadline for submitting proposals (see Item 1 below);
- Allows for Proposals to be submitted electronically to Purchasing@seattlehousing.org instead of by hard copy (see Item 2 below);
- Includes a summary of some of the questions asked at the initial Pre-submittal meeting in June 2019 together with SHA's responses (see Item 3 below);
- Includes questions asked at the September 2019 Pre-submittal meeting and written questions received prior to the deadline for questions, together with SHA's responses (see Item 4 below); and
- Includes the June and September Pre-submittal meetings' attendance lists for your use (see attached).

Item 1. The deadline for submitting Proposals for this solicitation is hereby extended from September 16, 2019 to 2:00 p.m. on Monday, September 30, 2019.

Item 2. The Request for Proposals called for one original and six (6) copies of proposals for each category you are applying for to be submitted in hard copy form. SHA has decided that electronic copies are acceptable and preferable. If you are submitting electronically, Please include your required forms separately from your Proposals. Only one set of the forms will be required that will be used for all categories you apply for unless the "SHA Inclusion Plan Form" (Exhibit A to the RFP) is different for different categories. If different, please submit that form for each category. Electronic Proposals are to be submitted to Purchasing@seattlehousing.org.

Item 3. Questions and SHA's Responses from Addendum # 1 for the first publication of 5213:

Question 1. If we plan on submitting for more than one category of these services, do we have to submit separate Proposals for each category?

Response. *Yes, each category will be evaluated separately.*

Question 2. You say that the forms required only have to be in the one original Proposal and not in the copies. Does that mean that we don't have to include them in every category?

Response. *It would be best if you included them in each category's one original; however, it won't be counted against you if you only submit them on one category.*

Question 3. Is this RFP in response to your current contracts expiring?

Response. Yes.

Question 4. Who is/are your current contractors?

Response. *Crux, Be Possible and Baker Consulting.*

Question 5. Is there a dollar limit for these Contracts?

Response. *No. Since this is an RFP rather than an Informal Solicitation, there is no dollar limit.*

Question 6. I understand that you could select different firms for the different categories, but will there be more than one firm selected for each category? Will this be a Roster?

Response. *It is a possibility.*

Question 7. Will SHA accept electronic training rather than in-person training?

Response. No.

Item 4. Questions and SHA's Responses for the second publication of 5213:

Question 8. Why is this RFP called "RFP Re-Solicitation No. 5213"? Were additional RFP details added?

Response. *SHA previously advertised and posted RFP 5213 for these services but only received a few submittals. The intent was to select several firms for each of the five categories of training and/or coaching to have under Contract so that when the need arises for services, SHA would be able to go to one of the firms for the appropriate category of service and do a simple Work Order for the work. We only got one proposal for a couple of the categories and we did not get any proposals for one of the categories; therefore SHA decided to go out again in hopes of getting more responses. There were no additional details added to this RFP.*

Question 9. Are proposals from outside the State of Washington being accepted?

Response. *Yes, any qualified firms may submit proposals; however, SHA will require in-person training and/or coaching.*

Question 10. Is the proposer required to be licensed to do business in the State of Washington and have a "State Unified Business Identifier (UBI) number" FEFORE bidding on this RFP? Or, after the selected vendor is chosen, said vendor must obtain the license?

Response. *The license and UBI number are not required to submit a Proposal. If selected, the firm will have to have those before any payments can be made for work assigned.*

Question 11. This RFP states "On-Call Leadership and Career Development Training and Coaching Services", how does SHA define "On-Call"?

Response. *Firms will be selected and a contract negotiated and sign with each selected firm. As work is identified for SHA or for any department or division of SHA, SHA will determine which category fits the criteria for that training/coaching and makes good-faith efforts to rotate through the firms under that category.*

Question 12. How much notice would SHA give to the successful proposer to provide the services required?

Response. *We plan the topics in our employee training calendar at least one quarter in advance. For coaching services, we may ask if your firm can work with us on a quicker timeline.*

Question 13. For the official company representative of the proposer, are you requiring "wet signatures" on the official proposal documents, or will digital signatures suffice?

Response. *Digital signatures work on the proposal documents.*

Question 14. When might we expect answers to all questions submitted to be post for our review?

Response. *All questions received by the deadline for questions, together with SHA's responses to those questions are included in this Addendum.*

Question 15. In the Pre-Proposal Meeting on Tuesday, September 3rd, you mentioned that the deadline has been extended to 9/30, and that it is updated in the addendum. Unfortunately, when I look on line, I still can only see the original RFP with has the 9/16 deadline. Would you be able to update that page, or send out an email to all interested parties to confirm?

Response. *The deadline for submitting proposals is being extended by this Addendum. Please see the extension information at the top of this Addendum.*

Question 16. How many potential participants do you anticipate taking advantage of the training and coaching each year?

Response. *SHA has 600 employees, but the number of employees who will participate in trainings provided by the consultants through this RFP varies. Our coaching needs will vary over the period of this contract, as well.*

Question 17. Is there an organizational chart you can share with us?

Response. *Not at this time. You may go on SHA's website and see information on all departments in the Agency. <https://www.seattlehousing.org>*

Question 18. Has a budget been established for each of the 5 sections / per year?

Response. *No, this will be on-call work, as needed. However, for bullet #1 in the scope of work, we anticipate bringing in an external trainer for at least one topic per quarter.*

Question 19. How will you measure the success for these engagements?

Response. *We would like to conduct post-workshop evaluations to measure what participants took away from the class as well as to get feedback on the facilitation.*

Question 20. Do you anticipate the Consultants working at your site with participants on a weekly/monthly basis?

Response. *No, we don't anticipate this work being that frequent.*

Question 21. Is there a limit to the number of coaching sessions each leader or employer can participate in?

Response. *We recognize that some situations may require more hours of coaching to resolve, so we do not have a limit for this.*

Question 22. Will the solicitors be responsible for providing all materials and supplies for training such as large easel paper, markers, etc?

Response. *This can be negotiated in your contract. Depending on the cost of your services, it is possible for SHA to provide easel paper, pens and photocopying of course packets.*

Question 23. Can you share your Workforce Development plan with the solicitors for this RFP?

Response. *We do not have a formal Workforce Development plan at this time.*

Question 24. Has a budget been established for each of the 5 sections / per year?

Response. *No - This will be on-call work based on our need at the time and SHA's budget for that year.*

Question 25. How has Seattle Housing Authority been able to identify the staff/supervisors/teams who will be interested in this training and developing themselves?

Response. *Most courses in our SHA-U system are open to any interested staff. Occasionally, we restrict registration for a specific course to supervisors only. We advertise our courses through email and flyers. We also ask managers to encourage employees to participate in courses that would be relevant to the employee's professional development.*

Question 26. In the past, whenever you have made the investment to grow your teams/staff and leaders, what worked and what didn't and how did the staff respond to these trainings?

Response. *We have found that, no matter what the topic, it is important to have a through line between the big picture concepts and day to day application.*

Question 27. What does a successful outcome look like to SHA in terms of leadership and career development?

Response. *As a result of training/coaching, our employees gained: knowledge; self-awareness; set concrete goals relevant to this training topic; made progress on those goals.*

Question 28. My company is in business for 10 months but as the owner I have over 10 years coaching, training and leadership experience in government, nonprofits and private organizations. Will my experiences be taken into consideration in selection, determination?

Response. *Yes – Please note this relevant experience in your proposal.*

Question 29. What is the best format SHA would prefer in addressing the criteria's? For example, do we address each criteria in the cover letter?

Response. *Please address each criteria in your proposal, not in your cover letter.*

Question 30. How many staff in total do you estimate will be attending the trainings and how many locations?

Response. *Typically, we hold half of our trainings at our Central Office in lower Queen Anne. Our largest training rooms in that building can hold 20 to 30 people. We also hold trainings in several of our field locations, such as our MLK Facility in the Central Area,*

(which can hold 20 to 35 people) or at New Holly Gathering Hall (which can hold 50 to 100 people).

Question 31. Are you requiring all Proposals to be hard copies, or would you consider electronic copies?

Response. *Electronic copies are preferred, but hard copies will be accepted.*

Question 32. We prefer to include a Table of Contents to help organize the document. Will the Table of Contents count towards the 10 page minimum?

Response. *No, the Table of Contents won't count towards the maximum 10 pages.*

Question 33. Do you have a price rate range to share for coaching and training that would help us in know what you'd consider a reasonable rate is?

Response. *SHA is asking bidders to let us know what they feel would be a reasonable rate for the services requested.*

Question 34. I am confirming that you want the SHA Inclusion Plan form in all of the copies. If I read it correctly, statements made in Section B1 shows this as the only form that should be included in all copies.

Response. *If you plan on submitting hard copies, yes, please include it in all copies. Please see SHA's response to question 31 above, which allows you to submit electronically.*

Question 35. What would you like the cover page of the proposal response to be? Should we use our standard cover page or is the Consultant Registration Form the cover page for the original and copy?

Response. *There is no set cover page. You may use whatever you want to use.*

END OF QUESTIONS AND SHA'S RESPONSES

Attachment:

- Pre-submittal sign-in sheets

As a reminder, the revised Due Date for submitting your Proposals is 2:00 p.m. on Monday, September 30, 2019..

Pre-Submittal Meeting Sign-In Sheet

On-Call Leadership and Career Development Training and Coaching Services (# 5213)
Monday, June 3, 2019 at 1:00 p.m.

| Name of Firm/Agency | Name of Representative | Address, City, State, Zip | Telephone Number | E-mail Address |
|--|------------------------|--|------------------|--|
| BDS Planning & Urban Design | Noel Frame | 1932 1 st Avenue, Suite 500 Seattle, WA 98117 | 206-971-6030 | noel@bdsplanning.com |
| Ziksana Consulting | Chris Pizarro | 3692 5 th Avenue San Diego, CA 92103 | 619-354-8326 | chris@ziksanaconsulting.com |

Pre-Submittal Meeting Sign-In Sheet

Re-Solicitation for On-Call Leadership and Career Development Training and Coaching Services (# 5213)
Tuesday, September 3, 2019 at 2:00 p.m.

| Name of Firm/Agency | Name of Representative | Address, City, State, Zip | Telephone Number | E-mail Address |
|--|------------------------|---------------------------|------------------|--|
| MacDonald Boyd & Associates | Julie Stoltman | Seattle, WA | 203-274-0051 | julie@macboyd.com |
| Demarche Consulting | Patricia Davis | Edmonds, WA | 206-235-1108 | davis@demarcheconsulting.com |
| Baker Consulting | Kevin Baker | Federal Way, WA | 804-651-9317 | kevin@Thebakerconsulting.com |

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|-----------------------------------|---------------------|----------------|--------------|--|
| Crux Consulting Consortium | Kathy Reitinger | Seattle, WA | 206-713-8733 | info@cruxnw.com |
| Performance Dimension | Lynda Silsbee | Kirkland, WA | 425-889-5942 | Lynda@PDGroup.net |
| Communication Resources NW | Noah Pylvainen | Mill Creek, WA | 425-516-8300 | noah@communication-resources.com |
| Scontrino-Powell | Jevon Powell | Seattle, WA | 206-841-5132 | jevon@scontrino-powell.com |
| Brigitte O'Michaels | Brigitte O'Michaels | Puyallup, WA | 253-571-9939 | Thebrigittemichaels@gmail.com |
| D. William Finch | Rise LWP | Tacoma, WA | 708-269-9412 | Riselwp@gmail.com |
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