

REQUEST FOR PROPOSALS

CASE MANAGEMENT FOR GARDEN COMMUNITIES 2022

Solicitation No. 5570

ADDENDUM NO.1
Issue Date 02/22/2022

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

This Addendum extends the due date for this solicitation (see Item 1 below), changes the proposal documents (see Item 2 below), lists questions received and SHA's responses (see Item 3 below), and provides additional information for this proposal (see Item 4).

Item 1. The Due Date for this solicitation is extended to
Thursday, March 3, 2022, at 2:00 PM.

Item 2. The following changes to the proposal shall be incorporated:

Replacement of "Seattle Housing Authority Section 3 Business Certification" form with updated form attached to this Addendum #1 as Attachment A.

Deletion of the following sections in "Relating to Criterion 5: Budget and Match":

- as well as the total additional funding available or anticipated for this project.
- Please include a list of anticipated and secured funding sources for this project. We anticipate that organizations will need to secure a match of at least fifty percent to conduct this work.

Item 3. The following is a list of questions received and SHA's responses to those questions:

Question 1.: When is a case no longer considered an active case?

Response 1.: There are many circumstances that would end an active case. The best scenario is that the contractor completes the requested activities and mutually agrees that further follow up is no longer needed. The contractor will work closely with SHA staff and residents to formulate a mutual understanding of when to "close" a case.

Question 2.: Are there specifications on how the outreach and intake can occur or will that be up to the selected service provider?

Response 2.: The contractor will be offered near or on-site space to conduct work with the community. We have found that virtual communications are great for those who have access to the technology, but in-person

outreach is most effective. Please describe proposed methods and strategies of outreach and intake per Criterion 2 and 3 considering items described in item 5 of the Scope of Work.

Question 3.: Is there a system of record or tracking software that is currently being provided by the Housing Authority?

Response 3.: SHA uses the Unite Us platform. However, it is not capable of housing all of the work. We are interested in hearing from contractors what are your best practices for record keeping.

Question 4.: If there is an opportunity to serve more than the stated 400 residents in a year, does the contract allow for more than 4.75 case managers?

Response 4.: SHA would like to serve as many participants and residents as possible. 400 residents per year is a goal, and exceeding the goal is commendable. 4.75 Case Managers is a minimum desired staffing model, and exceeding that is commendable. However, SHA is evaluating the proposals based on the Scope of Work and criteria outlined in this RFP.

Question 5.: Basic Eligibility: Would an out-of-state agency need to obtain a UBI number and license to do business within the state prior to award or can that be obtained after the awarded contract?

Response 5.: UBI number and license to do business is not required prior to award. Selected vendor will have to obtain UBI number and license to do business once awarded and before contract signature.

Question 6.: Is this a mandatory or voluntary program for the residents?

Response 6.: Case Management is voluntary. SHA staff and typically make referrals on behalf of residents when it has been requested directly or they observe a need.

Question 7.: Budget and Match: Does the service provider need to secure and match at least 50% of funding to provide the work?

Response 7.: SHA would like to correct mention of Matching funding for this program as described in relation to Criterion 5. Budget and Match (pages 11 and 12). The proposed budget does not require funding match. This was unintentionally entered in the RFP. See Item 2.

Question 8.: Will the service provider need to cover both interpreter and translation services for each language, Program documents, Marketing, and Outreach materials?

Response 8.: If these services are needed by a 3rd party, please include costs in the Budget.

Question 9.: Is there a current translation and interpreter service being offered? If so, who is the agency?

Response 9.: SHA leverages multi-lingual staff, and organizations that are listed on Master Contracts for spoken language interpreter services with the Washington State Department of Enterprise Services.

Question 10.: If additional communities are added to the scope of work will there be a revision to the initial contract amount?

Response 10.: Yes.

Question 11.: Can you confirm that someone from SHA's purchasing division will be available on-site to receive our proposal, date-stamp our proposal, and provide a receipt?

Response 11.: Proposals when hand delivered can be dropped off at the location indicated in the solicitation. An employee with the Seattle Housing Authority will be available on-site to receive, date-stamp and provide a receipt. The SHA employee will be located in the Epstein Conference Room located to the left once entering the building through the main entrance.

Question 12.: Are there specific hours we can expect a person to be available to receive our application? If so, what are those hours?

Response 12.: Proposals can be dropped off Monday through Friday from 8 a.m. To 5 p.m.

Question 13.: Is there a phone number we should call if we arrive and no one from Purchasing is available.

Response 13.: 206.615.3300, dial 0 to reach the receptionist at the Epstein Conference Room

Item 4. The following additional information is provided regarding the target populations turn-over rate: approximately 200 households per year in the last two years have moved in/out through the communities mentioned in this RFP.

END OF ADDENDUM NO.1

SEATTLE HOUSING AUTHORITY

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 of Business Owner _____

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 income guidelines on page 3).
- 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 (Refer to definition on page 3).

(frontside)

Business Concern Affirmation

I affirm that the above statements (on the frontside 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

Information regarding 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.

(backside)



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 (household of 1) regardless of actual household size.

Individual Income Limits for City of Seattle FY 2021

Income Limits Category	FY 2021 Income Limits
Extremely Low Income Limits (30%)	\$24,300
Very Low Income Limits (50%)	\$40,500
Low Income Limits (80%)	\$63,350

See <https://www.huduser.gov/portal/datasets/il.html> 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 meets or when hired met at least one of the following categories as documented within the past five years:
 - A resident of public housing; or
 - A resident of other public housing projects or Section 8-assisted housing; or
 - A YouthBuild participant.