

Addendum # AD001

Request for Proposals

On-Call Summer Youth Programming at SHA Communities

(RFP#5937)

Date of Addendum: May 01, 2024

The Request for Proposals for the above-named project is amended as noted in this Addendum. This Addendum consists of 4 page and lists questions received and SHA's responses.

1. Can you share how the \$350,000 per year might be divided? Is half available in each category? Do you anticipate awarding all funds to one organization per category?
Response: Funding will be awarded based on the proposals submitted and reviewed. There is no specific amount that will be divided by each community.
2. Can you also share a rough timeline as to when and how the funds will be disbursed?
Response: The goal is to have contracts in place by July 1, 2024.
3. Is there a minimum number of communities of the four that need to be served/ contract? Please provide a list of communities.
Response: There is no minimum. Applicants should apply to provide services in one or more of the following communities: Rainier Vista, New Holly, High Point, and North Communities (Jackson Park, Cedarvale Village, Lake City Court. In the past, services were provided for Rainier Vista, NewHolly, and High Point communities.
4. Is the program specifically during the summer? If so, what is the timeline from start to finish?
Response: This investment seeks to have summer programs in communities for a minimum of 6 weeks during the summer. The window for summer programming can begin as early as the week following the last day of school for Seattle Public Schools. In 2024, the programming window occurs between June 24th and August 30th.
5. Number of Youth to be Served?
Response: There is no minimum.
6. Are the Facilitators required to recruit youth? How will youth be selected/recruited to participate?
Response: There is no requirement. Applicants should consider how they will work in partnership with the Seattle Housing Authority to recruit youth for summer programs. At minimum, applicants should provide recruitment materials (flyers), consent forms, and participate in outreach and recruitment events in communities.
7. Is there a minimum number of days per week interacting with each community?
Response: There is no minimum.
8. What type of data is required for reporting at the program's close? Survey? Other?
Response: Number of youth served and a narrative providing detailed information as to the program. Applicants should also gather and submit satisfaction data through surveys, focus groups, or other methods. Additionally, there will be a demographic requirement for the youth

served. Agencies will be required to submit a one to two-page project report and final invoice 30 days after completion of the project. The report shall include the extent to which the initial project description, staffing plan, and youth programming activities were followed and were successful. The report should also cover lessons learned, suggestions for future programming, and results of an evaluation (including staff and youth feedback)

9. Min and Max award \$ per program?

Response: There is no minimum. Maximum \$350,000.

10. Are the allocated funds for hiring staff or is it also for paying for the programs that will be brought to SHA?

Response: Funding can be used to hire staff to coordinate the program; the funds also will need to pay for programming costs.

11. Is this a reimbursement grant or are partial funds given upfront?

Response: We are not able to pay for upfront costs. Costs are on a reimbursement basis. However, you can include startup costs as part of your proposal, up to \$25,000.

12. Follow up question about the identified service sites within the application. I was under the impression that we submitted different applications for different sites, but your response to a question in pre-submittal meeting suggested that there should only be one application for all of the sites and that we should specify within the one application where we are NOT providing services. Otherwise, it will be assumed that we are providing services to every location. You also mentioned a Jackson location? In the past, DNDA has provided services only at High Point, NewHolly, and Rainier Vista, which I can make clear in the narrative.

Response: Please include a separate application for each category. A separate application per site is not required.

13. On the call, there was some conversation about reimbursement. How will the contract money be disbursed? Timing? Can facilitators invoice in advance for partial payment of programming? Partial Pre-Payment? what is the timeline for the funding distribution, what is the start date and end date for summer programming? We are looking to see the capacity in which we can provide programming for youth sports & recreation for the communities you stated today.

Response: Costs are on a reimbursement basis. We are not able to issue payments in advance. Our standard is 30-days net from the date of receiving of invoice for delivered services. Invoices can be submitted monthly.

14. Our organization would like to submit a proposal in order to support NewHolly youth to continue making their artistic mark on our NewHolly-Othello public spaces by restoring art created by 12 of them last summer that was damaged in a fire in January. We want to again for the 4th year, partner with SHA for the support of up to 12 youth interns (preference for those who worked with us on last 3 summer projects) to work with our contracted artist leaders to restore Othello Park's mural and possibly address the graffiti issue happening at Thumb Park on the mural created by another group about 5 years ago.

Response: We encourage applications from all organizations, please submit an application for the portion of the proposal that you can reasonably accomplish.

15. Can you apply with other coordinators/partners?

Response: Yes, we encourage organizations to collaborate with others.

16.What are your areas of focus for each community? Where do you see they need the most support?

Response: Summer Programming is the key focus for youth elementary through high school.

17.How many contracts per category are there? Should we provide services for all SHA properties?

Response: There is no minimum set. More than one agency may be selected per category, depending on the review of the proposals. Applicants should apply to provide services in one or more of the communities listed above.

18.From what I understand, the contract per category is \$350K, is that correct?

Response: Maximum funds available at this time are \$350K total for both categories. However, depending on the review of the applications additional funding may be added if necessary and as funding is available. Final funding determination will be made once all the proposals are reviewed.

19.Proposals should be limited to a maximum of 10 pages single sided, or 5 pages double-sided in no smaller than 12-point font on 8½” by 11” sheets. Is there an attachment with specific narrative questions? Would this be Section D?

Response: No, there is no specific narrative questions. Proposals will be evaluated based on the evaluation criteria mentioned in RFP.

20.What is the duration of the contract from start to finish?

Response: The contracts are on-call and negotiated for 5-years. Please refer to RFP Page number 14, Section G “Contract Negotiations” for more details.

21.Hire and/or identify a coordinator to lead the project. Coordinator should lead and monitor all aspects of the project, including offering training, coaching and ongoing guidance to community providers. We anticipate the need for 350 to 500hours of coordination for each community. Based on the timing of this solicitation, it may be necessary to have more than one coordinator for programming in 2024.Can you please explain the above requirement? For example, if my firm was selected, is this simply saying that we are responsible for training, coaching, and ongoing guidance for all staff at each SHA site. Would staff already be in place, or would our firm hire these community providers?

Response: We expect the funded agencies to implement and monitor the program. The agencies will manage the program independently from SHA. However, SHA staff will be available for consultation.

22.Work with SHA Education team & Community Builders to identify key service providers and community members to work with. Provide stipends and funding to these partners for services. Funding to these partners must be available upfront; SHA will reimburse the contracted service provider. The Stipend shall be up to \$1,400 per youth and provider can use \$200 dollars for admin fee. What is your definition of a community builder?

Response: The stipend amount is correct.

Community Builder is an SHA staff located at each of the sites. The Community Builder works with residents in the neighborhood on various leadership capacities. In addition, there are

Education staff in communities that will work in partnership with contracted partners and community builders to support these efforts.

23. Is there a budget template?

Response: We don't have a specific budget requirement. However, at a minimum include personnel & staffing costs, program costs, etc.

24. Do you provide technical assistance?

Response: We are not able to provide technical assistance during the RFP Process. SHA staff will be available for consultation once the contract is negotiated.

25. Does Section D need to be all in one PDF?

Response: Yes please.

26. What the frequency of classes to be provided in each category ?

Response: There is no specific requirement; please provide that as part of your program model.

27. Are there different learning instructions for age groups. For example, the lessons taught to 9 years will significantly differ than those taught to 18 and 19 year olds. Should we break out our proposed lesson plans based on appropriate age categories.

Response: Applicants are encouraged to tailor their programs to the age groups that are most appropriate for the activities provided. Applicants are not required to serve a wide spectrum of ages and should specify in their application who their target audience is for their particular program. We are not providing learning instructions. Please include those in your program model.

28. How many students will attend each class and who is responsible for marketing this opportunity across the different communities (NewHolly, Rainier Vista, and HighPoint)? In the past, we did programs such as this we had to do a bit of recruiting.

Response: Applicants are responsible for marketing, outreach, and implementation of the program. We expect the funded agencies to implement and monitor the program. The agencies will manage the program independently from SHA. However, SHA staff will be available for consultation after the contract is signed and can provide support in marketing opportunities to SHA communities.

END OF RFP ADDENDUM