

REQUEST FOR PROPOSALS

#5272

Digital Literacy Training and Management of Computer Labs

The Seattle Housing Authority (SHA) is seeking proposals from qualified individuals, organizations, consultants, and businesses (hereinafter "Service Provider" and/or "Consultant") to assist SHA to manage and operate SHA's computer labs and to provide Digital Literacy training for SHA residents, examples include how to use the internet, e-mail and social media; Small group technology classes and workshops; including computer basics, trouble-shooting equipment, web-based concepts, and software-specific classes; introduction and navigation on SHA website and digital resources; Device Training; where residents can bring their own devices such as cell phones, tablets, laptops and learn how to better utilize those devices; One-on-one technical assistance to SHA resident; work directly with residents on troubleshooting tech problems, either with equipment or various technology programs; and Leadership development through peer-to-peer training and support to be able to assist with Digital Literacy efforts.

Pre-Submission Conference: Those interested in responding to the Request for Proposals (RFP) are strongly encouraged to attend a Pre-Submission Conference at 1:00 p.m. on Tuesday, January 7, 2020. The Conference will be held at Seattle Housing Authority's Central Office at 190 Queen Anne Avenue North, Seattle, WA 98109 in the 5th Floor Magnolia Conference Room.

Obtaining the RFP: Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Louise Lauff, Senior Contract Administrator at (206) 615-3376.

Questions: Any questions or requests for further information must be submitted in writing no later than 2:00 p.m. on Monday, January 13, 2020, to the Senior Contract Administrator noted above by fax at (206) 615-3410, by e-mail at louise.lauff@seattlehousing.org, or by mail at the address below.

Submission Deadline: Proposals (one original and four copies), must be received not later than 12:00 noon, on Tuesday, January 21, 2020, at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Louise Lauff
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

Jena Richmond
Contracts and Procurement Manager