



City of Tacoma

Questions and Answers

General Fund Notice of Funding Availability RFP Specification No. NC22-0333F

All interested parties had the opportunity to submit questions in writing by email to Erica Pierce, Senior Buyer by October 20, 2022. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities](#) / *Services Solicitations*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Will this recording be posted to City of Tacoma's solicitation page?

Answer 1: Yes the recording will be posted on the City of Tacoma's solicitation page.

Question 2: Is funding divided into buckets based on the Priorities - Council or Development?

Answer 2: Funding is divided into buckets that align with department goals, which align with Council priorities.

Question 3: Just to clarify - the contract period is Jan 2023-December 2025?

Answer 3: Contract period would be March 1, 2023 - December 31, 2024.

Question 4: In the scoring criteria, how do you handle non-profits who cannot be OMWBE certified? Is the possible max score only 95?

Answer 4: Agencies that do not qualify for OMWBE certification would not be eligible for the 5 points allowed in the scoring criteria.

Question 5: Is the \$2.2mil for both years or per year?

Answer 5: The \$2.2m funding is for both years.

Question 6: Where do I find this information - this link doesn't [show] City's Council Priorities

Answer 6: Council priorities in the RFP.

Question 7: Can you [make] public the amounts per department goal?

Answer 7: The amounts per bucket is determined by the baseline budget provided. We can provide that at a later time on the solicitation page.



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Question 8: Can an organization submit multiple applications for different programs?

Answer 8: Yes, an organization can submit multiple applications for different programs.

Question 9: For questions #1 and #2, are you looking for narrative about how the project aligns, or a simple choice of priority and goal?

Answer 9: It is your decision how you want to answer questions 1 and 2, but it is your opportunity to explain the critical nature of the program and why it is needed.

Question 10: Is there a minimum annual award?

Answer 10: Yes, the minimum for each year is \$15,000 so \$30,000 for the biennium. This information is included in Appendix B of the RFP.

Question 11: For budget, do we include admin and indirect costs within each line item or list these in total on a separate line?

Answer 11: List these separately as individual line items.

Question 12: What if you do not qualify for the MBE? Will you miss out on those points? When being scored?

Answer 12: Yes, the 5 points for that are for certified agencies with the state.

Question 13: Can you provide us a word document with the application, please?

Answer 13: Generally, we do not provide word documents but if it is requested then we can check in on it. We prefer Adobe PDF. If you need a word document, please reach out to Erica Pierce.

Question 14: Is there a maximum annual award?

Answer 14: No maximum, but we have about \$2 million and we anticipate a lot of applications that will need to be split among programs.

Question 15: Is there a maximum per program or per organization?

Answer 15: No maximum, but we have about \$2 million and we anticipate a lot of applications that will need to be split among programs.



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Question 16: Can we apply as a pass through organization that supports BIPOC, grassroots orgs that aligns with the priorities?

Answer 16: Yes, you can but we need to know a little bit more about what the BIPOC grassroots organization would be doing and how they align with our goals and priorities. I.e. What will those BIPOC grassroots organizations be doing.

If there is a fiscal agent for the agency who ends up doing the work: This can be done but it is a bit complicated on the backend to make sure everything is set up properly. In the application it needs to be very clear that one agency is a fiscal agent and another organization doing the work that is not acting as their own fiscal agent (for whatever reason).

Organization applying for capacity building for BIPOC agencies to be able to do business with the City.-What do those organizations that you are supporting do-how does their program align with our department and council priorities.

Question 17: Is there an average award amount?

Answer 17: We cannot necessarily answer that question, it depends on the applications that we receive, it changes process to process so there is not necessarily an average award amount. It depends on the scores, how many applications we receive, and the different funding priorities.

Question 18: Is manager time to manage a program part of Administration costs or are those considered program costs?

Answer 18: That would typically go in the program costs if the manager is directly managing the program and their time is charged to the program, then their time can be included in the direct program costs.

Question 19: Do letters of recommendation need to come from previously served clients?

Answer 19: Letters can come from previously served clients, partner organizations that have worked with you before, etc.- they do not just have to come from previous clients.

Question 20: So grants to Tacoma businesses are a legitimate expense? We want to implement a rental assistance program and grants directly to businesses.

Answer 20: You would need to be able to write your application in a way that shows the need of the program, the critical nature of it and be able to explain that in your application to the Human Services Commission for their review.



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Question 21: What are the specific reporting requirements?

Answer 21: Reporting requirement once contracted with the program. Require each program to submit monthly invoices, demographics information of clients served and specific service-related outputs for your program. I.e. a shelter may report bed nights, case management hours, etc.

Reporting Requirements:

- Service-related outputs (specific to your program) reported monthly
- Client demographic information reported quarterly (or monthly if you prefer)
- Performance measures (specific to your program) reported quarterly

After award is processed you will get all of this information and when the contract is being negotiated you would work with staff on these details.

Smartsheets is the platform we use for reporting and we provide assistance/training/support to organizations as needed.

Question 22: Can you explain the reference in more detail? (Re: Appendix A Required Forms, right before Appendix B). What proven data should we include?

Answer 22: There are a number of different reference documents in the RFP application.

- Page 16 (appendix A) is the signature page that is required to be filled out and submitted with your application.
- Appendix B has Neighborhood and Community Services' funding guidelines
 - Which outlines all of our funding guidelines, the minimum amount awarded, requirement for having a business license, etc.
- Appendix C has references such as a sample contract, insurance requirements, and the City standard terms and conditions

Question 23: Is it appropriate to put in proven metrics and data in a condensed manner in the application to show our proven work as a new program?

Answer 23: If you are a new program and this is the first time that you have experience doing this, you are going to want to explain how you are qualified to do this work and how you are going to meet the need (i.e. what transferable skills do you have and how will they help you with your new program).

You have 5 pages to tell the application raters about your program, if you think that it is a good idea to show your proven data in the application then we encourage you to do that.

NOTE: There will be oral presentations where you can clarify information from your application, add additional information, talk about the program in general, etc. There will also be time for a Q&A with the Human Services Commission



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(who rates the applications) for them to ask you questions about your program to clarify what they are seeing/understanding from your application.

Question 24: What are the "addendum acknowledgements" on the signature page?

Answer 24: Those are areas to initial if Addendums are issued to show that you are in receipt and acknowledge those have been reviewed prior to submittal.

Question 25: Can you tell me who rates and reviews the applications? and what the process is to ensure standardized criteria for review and rating?

Answer 25: Applications are rated and reviewed by the Human Services Commission (HSC). The HSC (volunteer commission that supports Neighborhood and Community Services (NCS)) just went through a funding process with us, so they have a bit of recent experience reviewing applications and scoring. The HSC also takes a bias and equity training, NCS sets up a meeting with them to discuss consistency among scoring, etc.

Purchasing reviews the applications after the HSC to ensure scores are consistent and that awards are consistent with the scoring.

Question 26: What about programs that help students gain a college credentials and assist with career pathways? For programs like these, would they be a part of the competitive process in alignment with these priorities and goals?

Answer 26: Yes, think about which council priority your program aligns with (livable wage jobs, belief and trust, etc.). We can see a place for a program like this but it will depend on how you write the application and how it aligns to the council priorities and department goals.