2025-2026 NCS REQUEST FOR PROPOSALS
(NC24-0136F)

Pre-Proposal Meeting

City of Tacoma | Neighborhood Community Services
Agenda

• Important Dates
• Guidelines
• Council Priorities
• Department Funding Priorities
• Department Goals
• Rating Criteria
• Common Pitfalls
• Application Tips
• Accessing Application & Application Overview
• What to Expect if Awarded Funding
• Questions & Answers
Important Dates

• Application Published – June 4
• Pre-Proposal Meetings – June 5 & 20
• Pre-Submittal Questions Due – June 18 (3:00 pm)
• Response to Questions – June 24
• Submittal Due Date – July 2 (11:00 am)
• Interviews/Presentations – July 2024
• Award Recommendation – August 2024
• City Council Approval – November 2024
Guidelines

• There is no guarantee of continued City funding for programs that have received awards in the past.
• Minimum contract amount is generally $30,000 for 2 years ($15,000 per year)
• Solicitations will be coordinated by the Purchasing Division staff and posted on the Purchasing website.
• Applications will either be submitted using Smartsheet or the fillable Word document (Appendix B).
• Appeals to a Request for Proposal (RFP) are limited to consideration of alleged defects relating to solicitation and/or evaluation processes.
City Council Strategic Direction - City of Tacoma

- Community Safety
- Housing and Homelessness
- Livable Wage Jobs
- Access to Facilities and Services
- Human and Environmental Health
- Belief and Trust
• Aging & Disability (*not competing for funding*)
• Equitable Food Access
• Health and Health Care
• Homelessness
  • Complementary Services
  • Encampment Response
  • Housing Services & Interventions
  • Sheltering (*not competing for funding*)
• Violence Reduction & Prevention
  • Community Violence Reduction (*not competing for funds*)
  • Domestic Violence Reduction & Prevention
  • Building Resilience Against Violence & Exploitation (BRAVE) (Formerly, Youth & Young Adult Violence Reduction & Youth Development)
## Department Goals

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Goals</th>
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<tbody>
<tr>
<td>Equitable Food Access</td>
<td>Increase access to nutritious meals and food options to all Tacoma residents.</td>
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<tr>
<td>Health &amp; Health Care</td>
<td>Improve health outcomes and equitable access to healthcare for all Tacoma residents.</td>
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<tr>
<td><strong>Homelessness</strong></td>
<td></td>
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<tr>
<td>Complementary Services</td>
<td>Provide households access to a continuum of tailored supports to prevent and end homelessness.</td>
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<tr>
<td>Encampment Response</td>
<td>Increase access to resources through outreach and address public health and safety concerns.</td>
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<tr>
<td>Housing Services &amp; Interventions</td>
<td>Increase access to permanent, stable housing in order to end the cycle of homelessness.</td>
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<tr>
<td><strong>Violence Reduction &amp; Prevention</strong></td>
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<tr>
<td>BRAVE (Building Resilience Against</td>
<td>Reduce the likelihood at-risk youth will become involved in criminal activity and violent crime. Utilize prevention, intervention, suppression, and collaboration efforts to foster safe neighborhoods and encourage community leadership.</td>
</tr>
<tr>
<td>Violence &amp; Exploitation)</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Increase best practices and data-informed strategies, that are culturally relevant, to reduce and prevent family and intimate personal violence.</td>
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# Rating Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>Methodology and Approach</td>
<td>30</td>
</tr>
<tr>
<td>Cultural Competency/DEI</td>
<td>20</td>
</tr>
<tr>
<td>Reporting/Data Collecting Capabilities</td>
<td>10</td>
</tr>
<tr>
<td>Qualifications/Experience of Key Personnel (Capacity)</td>
<td>10</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td>10</td>
</tr>
<tr>
<td>Past Program Performance/Letters of Recommendation</td>
<td>10</td>
</tr>
<tr>
<td>Equity in Contracting</td>
<td>5</td>
</tr>
<tr>
<td>Sustainability</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Common Pitfalls

- Not submitting the application by the deadline
- Not answering (or fully addressing) the application questions
- Not submitting all required attachments
- Not addressing how your program is culturally competent or addressing equitable business practices
- Not aligning to Council priorities or department goals
Application Tips

• Ask questions early.
• Allow plenty of time before the deadline to submit the application.
• If using Smartsheet (preferred method), consider drafting your responses in a Word document to catch any spelling or grammar errors.
• Proofread your answers (2nd set of eyes).
## Access & Overview

http://www.tacomapurchasing.org/

- Services Solicitations
- Specification Number: NC24-0136F

<table>
<thead>
<tr>
<th>Specification Number</th>
<th>Type</th>
<th>Due Date</th>
<th>Time Due - Pacific</th>
<th>Title and Solicitation Documents</th>
<th>Date Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC24-0136F</td>
<td>RFP</td>
<td>07/02/2024</td>
<td>11 AM</td>
<td>2025-2026 NCS Notice of Funding Availability</td>
<td>06/04/2024</td>
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What to Expect if Awarded Funding

• Contracts are paid as cost reimbursement.
  • Finances must be tracked, and receipts of expenses submitted monthly.
• In order to have invoices paid, reporting must be complete. Reporting consists of the following:
  • Program outputs (*monthly*)
  • Performance Measurements (*quarterly*)
  • Demographics (*quarterly*)
• Programs will be required to complete Intermediate and Full Monitoring's.
  These Monitoring's consist of the following:
  • Virtual and On-site visit from NCS staff
  • Review of data and data collection methods
  • Audit of finances
CPIN (www.thecpin.com) is a resource for applicants if need it, though availability is limited.

Responses to questions asked about the RFP will be posted on the Purchasing site by June 24, 2024.

NCS staff is not able to directly answer any questions during the process.