



City of Tacoma

Questions and Answers

NCS Notice of Funding Availability RFP Specification No. NC24-0136F Pre-Proposal Meeting June 20, 2024

All interested parties had the opportunity to submit questions during the Pre-Proposal meeting on June 20, 2024. 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.

1. Question: Can an organization apply/submit more than one application?

Answer: Organizations may submit more than one application, but they are only allowed to submit one application per program.

2. Question: Is there a number of projects that y'all are anticipating or hoping to fund?

Answer: There is not a specific number of programs or projects that Neighborhood & Community Services (NCS) is looking to fund. Final funding recommendations will be determined based on the package of applications received.

3. Question: Does the signature page require the Executive Director's signature or the signature of the person submitting on behalf of the agency?

Answer: The signature page requires the signature of an individual who is authorized to enter into contracts on behalf of the agency.

4. Question: For applications submitting in partnership with other agencies- should we include 2 letters for each agency applying?

Answer: Letters of recommendation are only required for programs not funded by NCS in the 2023-2024 biennium. For those programs, each application should include two letters that should specifically be in support of the program in specific, not the agencies in general.

5. Question: Will oral presentations be in person or virtual?

Answer: Oral presentations will be virtual.

6. Question: Does participating in the voluntary oral presentations increase your chances of being awarded or earning additional points?

Answer: No points are assigned for participating or not participating in oral presentations. However, the Selection Advisory Committee reserves the right to adjust scoring based on additional information and/or clarifications provided during the oral presentations.

7. Question: Will we have access to this PowerPoint via email?

Answer: Presentations are listed under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#).

8. Question: If we are currently funded to do Mental Health and/or Substance Use Disorder (MHSUD) services are we not eligible to receive these funds? Can this funding be used to extend our current programming?



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Answer: If your program was not already notified as not being required to compete, then you are eligible to apply for funds with this Request for Proposals (RFP), as it includes both MHSUD and General Funds.

9. Question: Will there be a chance to ask about details of allowable costs in our proposal? Would something like rental assistance for eviction notices be an allowable cost?

Answer: The official Question & Answer (Q&A) period has expired. If awarded funding, details about budget line items will be worked out during the contract negotiation process. If the program aligns with the department priorities and goals, rental assistance may be an allowable cost.

10. Question: For the priorities that you indicated are not competing for funds- are they listed in the dropdown boxes, or have they been deleted?

Answer: They have been deleted and will not be shown as options in the Word document (Appendix B) or Smartsheet.

11. Question: Is there a recommended number, or limit, for letters of recommendation?

Answer: The City is asking for two letters of recommendation for applications for programs that were not funded by NCS in the 23-24 biennium.

12. Question: So, the Signature Page will not be sent until we submit?

Answer: Correct. If you are utilizing Smartsheet, you will receive an email from DocuSign with the Signature Page once your Smartsheet responses have been submitted. If you are using the Word version (Appendix B) to submit your responses, you will need to include the Signature Page as part of your complete application package.

13. Question: Will these questions be answered in a location that we will be able to access after the meeting?

Answer: Questions and answers are listed under the *Title and Solicitation Documents* for Specification Number NC24-0136F on the [Services Solicitations webpage](#).

14. Question: Can we use visuals for our oral presentation?

Answer: We will send out instructions and guidelines for oral presentations when we send the invitations to all eligible applicants.

15. Question: I read that just 10% could be used for administrative expenses other than 10% administrative costs. Is that 10% for salary/wages and fringe benefits?

Answer: It is recommended that administrative costs not exceed 10% of the total budget and that indirect costs not exceed 10% of the total budget. Administrative expenses may include salaries/wages and fringe benefits. Salaries/wages and fringe benefits of staff providing direct services to clients are not considered administrative expenses.

16. Question: Does the DocuSign Signature Page expire?

Answer: DocuSign links generally expire after 24 hours. However, a new link will be sent out if you click on an expired link. Please make sure to sign the Signature Page in a timely manner so that you don't run the risk of missing the deadline.