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
• 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
• 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.
Council Priorities

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
Department Funding Priorities

- 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>
</tr>
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<tbody>
<tr>
<td><strong>Equitable Food Access</strong></td>
<td>Increase access to nutritious meals and food options to all Tacoma residents.</td>
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<tr>
<td><strong>Health &amp; Health Care</strong></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><strong>Complementary Services</strong></td>
<td>Provide households access to a continuum of tailored supports to prevent and end homelessness.</td>
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<tr>
<td><strong>Encampment Response</strong></td>
<td>Increase access to resources through outreach and address public health and safety concerns.</td>
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<tr>
<td><strong>Housing Services &amp; Interventions</strong></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><strong>BRAVE</strong> (Building Resilience Against Violence &amp; Exploitation)</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>
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<tr>
<td><strong>Domestic Violence</strong></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>
</tr>
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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>
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<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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Register for the Bid Holders List
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 monitorings.
  These monitorings consist of the following:
  • On site visit from NCS staff
  • Review of data and data collection methods
  • Audit of finances
All questions related to this RFP must go to Sara Bird via email (SBird@cityoftacoma.org).

Include in the subject line the RFP number, RFP Name, and your agency name.

(NC24-0136F – 2025-2026 NCS Notice of Funding Availability– VENDOR NAME)

CPIN (www.thecpin.com) is a resource for applicants if need it, though availability is limited.

Questions about the RFP must be submitted to Sara no later than June 18th, 2024, by 3:00pm, and all responses will be posted on the Purchasing site by June 24, 2024.

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