

# City of Sequim Human Services Funding Request For Proposals

DEADLINE – January 16, 2019 4:00 p.m.

## **PURPOSE**

Use strategic goals and partnership opportunities to address Sequim/Eastern Clallam County issues surrounding sheltering, physical and mental health, food insecurity and substance use disorders.

The City of Sequim is requesting proposals for Human Services programs and services for the period of 2019-2021.

The City is seeking a single proposal for program services for a three-year funding cycle (2019-2021) for \$75,000 per year. The City will also consider a proposal that would fit identified goals on a more long-term basis that may include a capital project. The City will consider partnering on capital project proposals; City participation may include purchase and improvement of real estate and pursuing other funding/grant opportunities if other elements of this RFP are also met.

For example:

A 3-year proposal for program services, \$75,000 each year.

or

A 3-year phased proposal of \$75,000 per year for program services. Phased proposals should include development of a capital project proposal that will result in improved efficiency and increased service delivery to the community. Capital project proposals should also include a business plan that discusses a financing plan and ability for implementation in year three of the initial contract period.

Proposals will be judged for their potential to coordinate community assets (agency and community volunteer time, staff and other resources), implement critical strategies that achieve measurable results, and make a strong argument on how the results of their program align with the Council goals and prioritized areas of need.

## **BACKGROUND**

The City of Sequim historically budgets an annual amount for Human Services funding. The City will consider a multi-year commitment within this proposal, with a limit of three years. Council priorities identified in 2017 instructed City Staff to “Develop a plan regarding focused service areas touching on community issues surrounding mental health needs, substance use, and homelessness. Coordinate with regional partners and evaluate current Human Services priorities.”

In 2018, the Council also adopted Guiding Principles to guide the process of evaluation and assessment in fulfilling their stated goal.

## Guiding Principles for Human Services Funding

- Focus on outcomes and results rather than on the identity of the provider
- Encourage provider collaboration to achieve the best value
- Collaborate with all funding sources to maximize funding investments
- Consider prioritizing funding for areas that have been identified as the greatest need for the citizens of the City of Sequim

Identified areas of need, areas of collaboration, and community opportunities were communicated by the stakeholder and public group meetings. Overarching themes of developing resource hubs, utilizing the concepts of navigators, and prevention and/or education initiatives also were identified in both meetings.

This RFP process seeks to increase resources and impact around targeted community social and health priorities. These priorities were identified in the Clallam County Health Assessment and City of Sequim sponsored community and stakeholder conversations on the topics of physical and mental health, food insecurity, substance use and sheltering.

### **ELIGIBLE APPLICANTS**

Applicants must be 1) private non-profit 501 (c)(3) entities, 2) public non-profit entities, 3) Indian tribes, or 4) any combination thereof. Nothing in this section is intended to prevent an applicant from using volunteers, but the named applicant will be responsible for ensuring compliance with all contract terms. Applicants offering specialized services, e.g., mental health or physical health services, must be lawfully authorized to provide such services, and have and maintain all relevant licenses, training, insurance, and other requirements as specified through federal, Washington State, and local regulatory agencies.

### **SCOPE OF WORK**

Identified areas of need are best addressed in a collective and collaborative manner due to the complexity of the problems. Proposals should identify partnerships and collaborations and how those intend to address service gaps present in current service delivery models represented in the Sequim area. Proposals must address the following identified areas of need, identified needs are ordered by rank prioritization from the stakeholder and public input process.

- Sheltering
- Substance Use Disorders
- Food Insecurity
- Mental Health
- Physical Health

Applicants are expected to submit concise, but comprehensive, proposals. Proposals should outline how the proposal fits within the City Council's goal and guiding principles, while addressing the areas of need. Proposals that include a capital project component should also identify approximate total cost and any funding leverages. Proposals with a capital project component should also discuss increased efficiency in

service delivery that results from support of the capital project.

Collaborative proposals should identify one organization as the main applicant and point of contact and identify any supporting organizations necessary to achieve the proposal's goals and outcomes. Proposals should also completely describe each organization's role, service area, and success measures. This information will be compiled and submitted to the City of Sequim in a semi-annual report. Successful applicants should expect to meet with City staff to discuss the report and identify improvement opportunities.

## **REVIEW AND SELECTION PROCESS**

The review and selection process will be conducted by three Sequim City Councilors and two staff members. Proposals must be received by the City Clerk no later than 4:00 p.m. on January 16, 2019.

**Incomplete or late proposals, or proposals received at any location OTHER THAN the location specified below will be rejected and not reviewed.** *Applicants may submit proposals via email, but it is the applicant's responsibility to verify timely receipt. Electronic proposals larger than 10 MB must be mailed via U.S.P.S. or hand-delivered to the address below.*

Submit proposals to the following address:

City Clerk  
ATTN: Human Services RFP 2018  
152 W. Cedar St.  
Sequim, WA 98382  
[Kkuznek@sequimwa.gov](mailto:Kkuznek@sequimwa.gov)

Mailed or hand-delivered proposals must include 1 original and 5 copies of the complete proposal.

Applicants may submit written questions to the email address identified above. The City will not provide individual responses to any questions. All responses will be posted to the City's website at <https://www.sequimwa.gov/Bids.aspx>. The City may also post addenda to this RFP at this location. ***It is the applicant's responsibility to check for addenda or responses.***

In reviewing the proposals, the committee will base funding decisions on how well the program aligns with Council goals and desired community results. Applications will also be rated on the following questions:

- Organizational Capacity
  1. Is the organizational capacity and proposed budget sufficient to meet proposed outcomes?
  2. Does the organization have a proven track record of capacity to undertake the proposed scale and complexity as described in the application?
  3. Does the organization have appropriate financial controls and accounting procedures to assure proper disbursement and accounting of funds?

- Content Expertise
  1. How well does the application describe the compelling need, project design and objectives?
  2. Are the program's design, structure and staffing appropriate to meet proposed outcomes?
- Connectedness to the Community
  1. Does the organization demonstrate collaboration with other agencies to avoid duplication of effort and maximize service?
  2. Does the project leverage additional resources including volunteers, dollars and partnerships?

Proposals will be awarded points based upon a 100-point scale with the maximum points awarded under the following areas:

- Sheltering – 35 points
- Substance Use Disorders – 24 points
- Food Insecurity – 17 points
- Mental Health – 16 points
- Physical Health – 8 points

Applications will be awarded more points if they address multiple areas of need, acknowledge and address identified priorities, and utilize mechanisms to address identified resource gaps present in Sequim. Applications will also be rated for the quality of their metrics that will be used to demonstrate positive outcomes and measure success.

At the selection committee's discretion, it may conduct a question and answer session with all applicants at a date to be determined. Question(s) will be pre-determined by the committee, and the committee will ask all applicants the same questions.

The City reserves the right to accept or reject proposals with or without asking for re-bids, to negotiate with qualified applicants, or to cancel this Request for Proposal at the City's sole discretion. Funding is guaranteed only through the contract terms and does not guarantee future funding.