



**Request for Proposals  
Community Needs Assessment  
Project # 2018-56  
December 12, 2018**

The Everett Housing Authority is seeking a consultant to assist with the development, implementation and analysis of a community needs assessment. The community assessment will be used by EHA to better understand the needs and interests of our residents for specific types of assistance residents would like from the EHA Resident Services Coordinators and from our partners. EHA also wants to use the assessment as a measure of the overall health and well-being of residents living in EHA properties.

**SCHEDULE**

**DATE POSTED December 12, 2018**  
**QUESTIONS BY 12-21-18 at 4:30 PM PST**  
**ANSWERED BY 12-28-18 by 4:30 PM PST**  
**PROPOSALS DUE BY January 8, 2019 by 5:00 PM PST**

<b>Section</b>	<b>Title</b>
1	Background Information
2	Questions Regarding this Project
3	HA's Reservation of Rights
4	Services to be Provided
5	Deliverables
6	RFP Objectives
7	Evaluation Criteria/Submittal Requirements
	<b>Fillable Forms:</b> Can be found on our website at <a href="http://www.evha.org/universal-bid-documents">http://www.evha.org/universal-bid-documents</a>

**1. BACKGROUND INFORMATION**

The Everett Housing Authority is a municipal corporation, created in 1942 by Washington State Law (RCW35.82) and City of Everett Council resolution, to provide rental housing and related services to lower income and disabled persons. EHA is governed by a six-member Board of Commissioners, appointed by the Mayor of the City of Everett and confirmed by City Council. The Executive Director is appointed by and reports to the Board and provides direction to staff and management. EHA owns and manages approximately 1,700 units that are dedicated for housing low income tenants and administers approximately 3,000 Housing Choice (i.e. Section 8) vouchers.

**2. QUESTIONS REGARDING THIS REQUEST**

Questions regarding this RFP should be addressed in writing, to [submittals@evha.org](mailto:submittals@evha.org). Questions will be accepted until 4:30 PM on **December 21, 2018**. Questions will be answered by December 28, 2018 by 4:30 PM by posting to the housing authority website.

### **3. HA'S RESERVATION OF RIGHTS**

The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.

- a. The HA reserves the right not to award a contract pursuant to this RFP.
- b. The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).
- c. The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- d. The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
- e. The HA reserves the right to negotiate the fees proposed by the proposer entity.
- f. The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- g. The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- h. The HA shall reserve the right at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the HA's website and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.
- i. The HA will reject the proposal of any Offeror who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing agencies and reserves the right to reject the proposal of any Offeror who has previously failed to perform any contract properly for the HA.
- j. The HA will select the firm with the highest amount of total points.
- k. The HA and the selected firm will negotiate the terms and conditions of the professional services contract. The HA reserves the right to modify the scope of work and expand or modify the terms and conditions specifically set forth in this RFP. In the event the HA and the selected firm are not able to reach agreement on contract terms and conditions acceptable to both parties, the HA reserves the right, at its sole discretion, to enter into negotiations with the next highest -rated firm(s) and will be relieved of any obligation to negotiate with or contract for services from the selected firm(s).

### **4. SERVICES TO BE PROVIDED**

EHA intends to conduct a community assessment of low income residents living in approximately 25 EHA properties (1,500 units) that are served by EHA Resident Services Coordinators. The Coordinators assist low income residents to access social services and public benefits, such as social security benefits, and benefits from the Washington State Department of Health such as food stamps. The Coordinators also support residents in accessing local resource assistance related to basic needs, such as food, employment, education, child care, clothing, and other resources. The Coordinators also help create opportunities for residents to interact with one another through community events/activities and affinity groups.

The community assessment will be used by EHA to better understand the needs and interests of EHA residents for specific types of assistance residents would like from the Resident Services Coordinators and from our partners. EHA also wants to use the assessment as a measure of the overall health and well-being of residents living in the

properties. EHA staff will be responsible for administering the assessment, unless we identify a partner agency that would like to assist with administering the assessment. We plan to conduct the community assessment annually, as funding allows, to see if progress is being made in improving the overall health and well-being of residents. We will also use the assessment results to direct, guide and inform the work of our Resident Services Coordinators and to guide and inform our working relationships with existing and new external partners which provide social services or other related benefits to low income people.

## **5. DELIVERABLES**

EHA is seeking the services of a consultant to provide the following deliverables within 90 days from contract award.

1. Creation of a community assessment with questions that focus on measuring the overall health and well-being of residents. This assessment may be one the Consultant creates for the contract with EHA, or it may be an existing assessment tool that the Consultant has proprietary rights over and will allow EHA to use. EHA has already developed a handful of questions about which types of assistance residents would like Resident Services Coordinators to assist them in accessing. These tailored questions will be incorporated into the assessment tool that measures the overall health and well-being of residents.
2. Technical guidance to EHA for field testing the community assessment, promoting the assessment, and having Resident Services Coordinators assist residents to complete the assessment.
3. Technical guidance for the best mechanism to enter the data from each assessment into a data repository from which the data can be easily accessed and analyzed.
4. Analysis of the assessment data to determine raw numbers of answers to the assessment questions and to determine correlations between responses and respondents' profiles (e.g. regression analysis).
5. Development of a report that provides the analysis of the data in both narrative and quantitative formats that include charts and graphs. Report should include a summary of key findings.
6. Technical guidance for how EHA might utilize the assessment data results to guide the work of our Service Coordinators and for EHA to develop and grow external working relationships with specific community partners.

## **6. RFP OBJECTIVES**

The purpose of this solicitation is to select a company that, in EHA's sole judgment, appears to be the best qualified for this project. EHA does not guarantee that any work to any company will result from this solicitation.

EHA expressly reserves the right, during the original term and all renewal terms of the contract(s) resulting from this RFP, to solicit similar or related services from other providers. EHA may award contracts to other vendors or use other contractors or consultants to perform similar or related work in this time period.

EHA reserves the right to reject any and all statements submitted, and to waive minor informalities in statements submitted.

Qualifications and performance statements will be reviewed and evaluated using the scoring as listed in this document. EHA will review all submittals, perform reference checks, interview finalists (if deemed necessary by the panel), and make recommendations to the Executive Director. The selection panel will rank companies according to EHA's determination of qualification and cost proposals.

## **7. EVALUATION CRITERIA and SUBMITTAL REQUIREMENTS**

Only emailed submittals will be accepted, they must be delivered in one (1) email, with no late section submittals or changes after initial receipt of the packet, with the subject line of the email clearly stating that this is a:

**"Company Name--Submittal for Community Needs Assessment "** to [submittals@evha.org](mailto:submittals@evha.org) .

Responses shall contain information in the following tabbed order as listed. Identify each section to facilitate quick reference. EHA reserves the right to waive any irregularities in the submission package and process. There are 70 total points possible in the evaluation process.

Companies interested in submitting a response to this RFP should develop a submittal that best illustrates their expertise in the areas identified in the selection criteria below.

Tab 1: (20 points) Contractor Qualifications and Experience:

Please describe in detail your qualifications and experience which demonstrates your firm is highly qualified to undertake the scope of services as they relate to Section 4 Services to be Provided. (Limit 2 pages)

Tab 2: (20 points) Plan to Meet Deliverables:

Please describe how your firm will meet each of the six deliverables outlined under Section 5 Services to be Provided. (Limit 2 pages)

Tab 3: (10 points) References:

Reference letters or other forms of testimonial (i.e. direct quotes) from at least three companies of previously completed projects, where your firm has completed these types of community assessments or other similar types of work. Please make sure to provide current contact names and email addresses. (Limit 3 pages)

Tab 4: (15 points)

Detailed Cost Proposal for the services as listed in Section 4. (Limit 1 page). Please be sure to list the total number of hours that your firm anticipates devoting to this project.

Tab 5: (5 points)

EHA Required Forms: (All required forms are attachments to this request)

- A) Vendor Information Form;
    - a. An Everett Business License will not be needed at the time of the submittal, but if awarded the job, firm will be expected to obtain one.
  - B) Section 3 Business Certification Form;
  - C) W-9 Form;
  - D) OMWBE Report Form;
  - E) Non-Collusive Affidavit;
  - F) Insurance Requirement: - This is for informational purposes only. This is not part of the submittal requirements. You will only need to provide this if you are awarded the project.
- 1) **Fillable Forms:** Can be found on our website at <http://www.evha.org/universal-bid-documents>
- **Doing Business with EHA**
    - **Universal Bid Documents**
    - *Vendor Information Form*
    - *Section 3 Business Certification Form*
    - *W-9 Form*
    - *OMWBE Survey Form*
    - *Non-Collusive Affidavit*

**End of RFP Packet 2018-56 Community Needs Assessment**