



**Request for Proposals
Grant Writing Services
Project # 2019-08
February 7, 2019**

The Everett Housing Authority is seeking the services of a grant writer to develop grant applications in the future, which most likely will have a focus on responding to funding opportunities pertaining to human services needs.

TABLE OF CONTENTS

Section	Title
1	Schedule Page 2
2	Background Information Page 2
3	Questions Regarding this Request Page 2
4	HA's Reservation of Rights Page 2
5	Services to be Provided Page 3
6	Deliverables Page 3
7	RFP Objectives Page 4
8	Submittal Requirements Page 4
9	Submittal Layout and Criteria Page 4
Universal Documents	
Fillable forms to complete Tab 6 can be found on our website at www.evha.org	
<ul style="list-style-type: none"> • Doing Business with EHA <ul style="list-style-type: none"> • Universal Bid Documents 	
Informational	Insurance Requirements for Consultants
	EHA Vendor Information Sheet
	Section 3 Business Certification form
	W-9 Form
	OMWBE Report
	Non-Collusive Affidavit
	HUD 5369 A-Representations, Certifications and other Statement of Bidders

1. SCHEDULE (subject to change)

Request for Proposal Available	02-07-19	
Questions Due	02-13-19	4:30 PM PST
Addendum(s) Issued	02-14-19	6:00 PM PST
Submittal Due	02-19-19	5:00 PM PST
Team Evaluation Period	Completed by 02-22-19	
Team Meeting	02-25-19	

2. 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.

3. QUESTIONS REGARDING THIS REQUEST

Questions regarding this RFP should be addressed in writing, to submittals@evha.org. Questions will be accepted until 4:30 PM on **February 13, 2019**. Questions will be answered by February 14, 2019 by 6:00 PM by posting to the housing authority website.

4. 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).

5. SERVICES TO BE PROVIDED

EHA is seeking the services of a grant writer to develop grant applications in the future, which most likely will have a focus on responding to funding opportunities pertaining to human service needs. The most immediate need will be for assistance to develop a funding application for the EHA Hope Options program in response to a Snohomish County RFP pertaining to homeless services. We anticipate this Snohomish County RFP will be released in mid-February and applications due in mid-March. The grant writer will work closely with the EHA Hope Options Manager for the development of the EHA application. A description of the Hope Options program can be found on the EHA website at the following link: <http://www.evha.org/hope-options>

At this time, we do not know many details about the Snohomish County RFP. We do know from an email from the County that it is referred to as "Homeless Housing & Services Funding." Snohomish County staff have also indicated there will be multiple fund sources featured in the upcoming RFP, including Consolidated Homeless Grant (CHG) dollars and Emergency Solutions Grant (ESG) pass-through dollars from the Washington State Department of Commerce, as well as local Ending Homelessness Program (EHP) funding.

Once the Snohomish County RFP is issued, the grant writer with whom EHA has a contract based on this EHA RFP process will provide to EHA an estimated number of hours it will take to complete the application. EHA will review and reach final agreement with the grant writer about the number of hours needed. EHA will then quickly provide a contract change order that will add funding to the contract that reflects the estimated number of hours EHA and the grant writer have agreed upon for the completion of the application at the pay rate cited in the original contract with the grant writer. This amount will be a "not-to-exceed amount" for the development of the application.

For future additional RFPs and NOFAs (Notice of Funding of Availability) that EHA wishes to apply for and needs the assistance of the grant writer with whom we have a contract, EHA and the grant writer will go through a similar process in terms of agreeing upon the number of hours needed to complete the EHA application, and then EHA adding funding to the contract through a change order.

6. DELIVERABLES

Once EHA and the successful grant writer with whom we have a contract agree upon the number of hours needed to complete an application in response to a specific RFP, funding will be added to the contract through a change order in order to develop the funding application for EHA. Deliverables include at a minimum:

1. Create and submit to EHA a written schedule with all RFP required items listed out (e.g. narrative sections, forms, budget, letter of reference, etc.), who is responsible for each item (e.g. grant writer or specific EHA staff), and when drafts and final drafts are due for each item.
2. Submit to the EHA Manager working on the funding application with the grant writer a draft of the application within five business days prior to the application due date.
3. Work with the EHA Manager to complete any needed final revisions to the application and submit the application to the funder at least one day in advance of the RFP application due date.

7. 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.

8. SUBMITTAL REQUIREMENTS

Only emailed submittals will be accepted, each submittal must be delivered in one (1) attachment to the listed email address, do not send individual pages or tabbed sections, do not send late section submittals or changes after initial receipt of your packet.

The subject line of the email should be titled as follows:

"Company Name--Submittal for Grant Writing Services: Project 2019-08"

The name of your attachment should be titled as follows:

"Company Name-Submittal to 2019-08"

Due Date and Place for Submission of Proposals: Electronical Submittals must be received by the Everett Housing Authority **no later than 5:00 PM PST on February 19, 2019** at the email address indicated below:

submittals@evha.org

9. SUBMITTAL LAYOUT AND CRITERIA

Proposals should be limited to a total of 8 pages (The cover letter and EHA required attachments are not included in the page limitation).

Proposers are responsible for checking EHA's website at <http://www.evha.org> prior to submission of a proposal to review and download any addenda issued.

Response / Proposal Content: To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

Include a cover letter stating why you believe your firm or your firm plus sub-consultants is uniquely qualified to perform the breadth of potential services. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter. The cover letter should address acknowledgement of any addendum issued.

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: (30 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, and Section 5 Deliverables. (Limit 4 pages)

Tab 2: (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 grant applications or other similar types of work. Please make sure to provide current contact names and email addresses. (Limit 3 pages)

Tab 3: (15 points)

Detailed Cost Proposal for the services and deliverables as listed in Sections 4. and 5. (Limit 1 page). Please be sure to list an hourly rate for grant writing services and estimated rates for any other items for which EHA will be charged (e.g. copying, binding funding applications, travel, etc.)

Tab 4: (17 points)

EHA Required Forms (2 points each for completion and return of required forms, unless otherwise specified) *5 points for following directions of Submittal Layout and Submission Requirements*

- Vendor Information Sheet
 - City of Everett Business License
- Section 3 Contracting Preference (1 point for return 2 points for usage)
- W-9 Form
- OMWBE Report (1 point for return 2 points for usage)
- Non-Collusive Affidavit
- Hud 5369 A-Representations, Certifications and Other Statement of Bidders
- *Following directions of Submittal Layout and Submission Requirements*

End of RFP Packet 2019-08 Grant Writing Services