



City of Tacoma, WA

**Neighborhood and Community Services**

**Request for Information**

**Youth/Young Adult Services**

**Specification No. NC18-0112F**



REQUEST FOR INFORMATION NC18-0112F  
Youth/Young Adult Services



**Submittal Deadline:** 11:00 a.m., Pacific Time, Tuesday, April 10, 2018

**Submittal Delivery:** Sealed submittals will be received as follows:

<p><b>By Carrier:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities 3628 S 35<sup>th</sup> Street Tacoma, WA 98409</p>	<p><b>In Person:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities Lobby Security Desk Administration Building North – Main Floor 3628 S 35<sup>th</sup> Street Tacoma, WA 98409</p>
<p><b>By Mail:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities PO Box 11007 Tacoma, WA 98411-0007</p>	<p><b>Note: This is a change in location for in-person deliveries.</b></p>

**Submittal Opening:** Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** The City of Tacoma’s Neighborhood and Community Services Department (City) and Pierce County Human Services Department (County) are requesting information from service providers interested in providing essential emergency services for youth and young adults.

**Estimate:** N/A

**Paid Leave and Minimum Wage:** Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards).

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Joe Parris, Senior Buyer by email to [jparris@cityoftacoma.org](mailto:jparris@cityoftacoma.org).

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

# **YOUTH/YOUNG ADULT SERVICES**

## **SECTION 1 – INTRODUCTION / GENERAL INFORMATION**

### **1.01 INTRODUCTION**

The City of Tacoma's Neighborhood and Community Services Department (City) and Pierce County Human Services Department (County) are requesting information from service providers interested in providing essential emergency services for youth and young adults.

#### **Need for Emergency Services for Youth and Young Adults Experiencing Homelessness**

[The Pierce County Plan to End Youth and Young Adult Homelessness](#) (the Plan) is the result of a 2012 planning process that included young people with experiences of homelessness, funders, housing and service agencies, elected officials and other interested stakeholders. The Plan assessed the need for housing and supportive services for youth and young adults experiencing or at high risk for homelessness in Pierce County. It also described the goals and objectives for addressing the need. The three goals are:

1. A highly coordinated system preventing and ending youth and young adult homelessness in Pierce County
2. A housing crisis system that is timely in responding to the needs of Pierce County's most vulnerable youth and young adults
3. Education and employment initiatives that remove barriers to living wage careers for youth and young adults experiencing or at risk for homelessness in Pierce County.

To address goals 1 and 2 of the Plan, the services that the City and County are requesting information are for:

1. Operating a youth/young adult drop-in center for homeless, displaced and street involved youth in Tacoma. The drop-in center connects youth to basic services and builds trusting relationships with adults. Using a collaborative model, the drop-in center consolidates the specialized expertise of the different youth service providers in this arena and serves as an entry point to the continuum of care. In addition to providing vital services to youth in crisis, the drop-in center helps the City and County more accurately document the need for emergency shelter and housing for this vulnerable and regularly under-counted population.
2. Establishing a Pierce County network of satellite drop-in centers. Along with the Tacoma drop-in center, a coordinated network of satellite outreach and drop-in centers should be established throughout Pierce County to assist homeless and displaced youth who live outside of Tacoma's urban core. Over time, this network will not only enhance outreach and referral services, but will also allow help the City and County more accurately document the need for emergency shelter and housing.
3. Providing young adult overnight emergency sheltering services. Creating emergency youth shelter in Pierce County is an important component of the continuum for youth and young adults, especially with respect to offering pathways toward family reconciliation, long-term placement, or independent living and self-sufficiency. In December 2015, the

City of Tacoma made the Beacon Center, located at 415 S 13<sup>th</sup> Street in Tacoma, available for use as a temporary location for the overnight shelter, with the capacity to accommodate as many as 50 young adults every night. In addition to providing a safe place to sleep, the shelter serves as a “front door” to the Coordinated Entry System that assesses all persons experiencing homelessness in Pierce County for referral to a housing solution.

4. Engaging youth and young adults through street outreach across Pierce County. Street outreach is critical for engaging youth and young adults where they are, literally and emotionally, and to help connect them to shelter and support services they need to survive and move forward. It is a critical tool in helping youth make connections to services designed to help them find a safe place to sleep, and a safe place to live.

Gathering precise data on youth and young adults experiencing homelessness is difficult. Young people in crisis often remain hidden, distrusting government-sponsored programs and avoiding organized counts. Thus, the following data is most assuredly an undercount. Nevertheless, based on Homeless Management Information System (HMIS) data, in 2017 there were 190 unduplicated unaccompanied youth (under age 18) and 670 young adults (18-24). In that same year, 32 youth and 461 young adults slept outside at some point during the year.

## **1.02 PURPOSE OF THIS REQUEST FOR INFORMATION**

The City and County are issuing this Request for Information (RFI) to obtain letters of interest in operating an emergency overnight shelter for young adults (ages 18-24) and a drop-in center for youth (under the age of 25). The services will be provided at the temporary site located at 415 South 13<sup>th</sup> Street (Beacon Activity Center), as well as the permanent location, once identified. The expressions of interest must be accompanied by a general description of proposed services and information about prior experience providing these or similar services to youth and young adults. The City and County will use responses to this RFI to assess the capabilities and proposed approaches as they relate to drop in center and overnight sheltering services for youth and young adults.

## **1.03 ELIGIBLE POPULATIONS**

HUD defines “youth” as persons under 25 years of age. For the purposes of this project, youth are defined as individuals 13-17 years of age, and young adults are 18-24 years of age.

The US Department of Housing and Urban Development (HUD) defines homelessness as anyone who lacks a fixed, regular, and adequate nighttime residence and who a) sleeps in a supervised shelter designed to provide temporary living accommodation, including emergency shelters, transitional housing, b) has a primary residence that is a place not designed for regular nighttime human habitation; or c) is exiting an institution after residing there for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

## **1.04 INQUIRIES**

Any questions regarding this RFI should be in writing and directed to Joe Parris, Purchasing Division, via email to [jparris@cityoftacoma.org](mailto:jparris@cityoftacoma.org).

## **SECTION 2 – SUBMITTAL INFORMATION**

### **2.01 FORMAT AND PRESENTATION**

Organization of your submittal should follow the sequence of contents below so that essential information can be located easily during review.

### **2.02 CONTENT TO BE SUBMITTED**

#### A. Company Information

1. Company name
2. Main office address
3. Primary contact name / telephone number / e-mail address
4. Additional contacts for further technical inquires (name / telephone number / e-mail address), if different
5. Internet address

#### B. Products and Services Provided (5 page limit)

1. Describe your agency's experience providing the array of services described in Section 1.02 (above). Please reference the corresponding section number, as appropriate.
2. If reference is made to supporting literature or documentation included with your submittal, direct the reader using specific reference to the document that addresses the topic, including document name, section and page number.

#### C. Pricing Information (2 page limit)

1. Please describe how your agency will budget for provision of the services, and what the estimated cost would be.

Note: Information provided in response to this RFI will be considered "General Industry Estimates" and **WILL NOT** be used for the selection of vendors or to limit participation in any potential future Request for Bids or Request for Proposals. Pricing information is requested only to assist in the evaluation process and to develop general budgetary guidelines.

## **SECTION 3 – PROPRIETARY OR CONFIDENTIAL DESIGN INFORMATION**

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material.

Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

## **SECTION 4 – DISCLAIMER**

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued.

A Respondent's decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.