



## **2023 Capacity Building RFP NC23-0115F**

### **Pre-Proposal Meeting**

City of Tacoma | Neighborhood & Community Services (NCS)



# Agenda



- Important Dates
- Guidelines
- Project Overview
- Rating Criteria
- Common Pitfalls
- Application Tips
- Access & Overview
- Questions & Answers

# Important Dates



- Application Published – July 10, 2023
- Pre-Proposal Meeting – July 17, 2023
- Pre-Submittal Questions Due – July 25, 2023 at 3pm
- Response to Questions – August 1, 2023
- Submittal Due Date – August 8, 2023 by 11am
- Submittals Evaluated– August 11, 2023
- Interviews/Presentations– Around August 18, 2023
- Award Recommendation – September 2023
- Anticipated contract term is October 2023-December 31, 2024





# Guidelines



- Maximum award amount will be \$50,000.
- Solicitations are coordinated by City of Tacoma Purchasing staff and posted on the Purchasing website.
- Responses to Proposal may not exceed 5 pages (one-sided).
- Appeals to a Request for Proposal (RFP) are limited to consideration of alleged defects relating to solicitation and/or evaluation processes. Appeals to the actual award recommendation are not allowed.



# Project Overview



Provide training to organizations (priority focus: black, indigenous, and people of color (BIPOC), and newly funded organizations), to strengthen small, culturally-specific, community-based organizations that historically have not had access to the public and/or private funds. Training areas should include, but are not limited to:

- Budget Development
- Scope of Work (SOW) Development
- Applying for Funding Applications
- Invoicing
- Grant Management
- Grant Compliance
- Board Development
- Developing Agency Policies and Procedures Manual
- Accounting and Bookkeeping
- Insurance

# Rating Criteria



Criteria	Max Points
Methodology/Approach	35
Cultural Competency/Diversity, Equity, & Inclusion (DEI)	25
Qualifications/Experience	15
Training Program Outline	15
Equity in Contracting (State of Washington OMWBE certified firms)	5
Client References	5
Contract Exceptions	0
Total	100



# 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
- Exceeding the maximum page limit of 5, one-sided pages.



# Application Tips



- Ask questions early
- Allow plenty of time before the deadline to submit the application
- Proofread your answers (2<sup>nd</sup> set of eyes)





# Access & Overview



[www.tacomapurchasing.com](http://www.tacomapurchasing.com)

- Services Solicitations
- Specification Number: NC23-0115F

Specification Number	Type	Due Date	Time Due - Pacific	Title and Solicitation Documents	Date Issued
NC23-0115F	RFP	08/08/2023	11 AM	Capacity Building Specification Register for the Bid Holders List	07/10/2023

# Q & A



All questions related to this RFP must go to Sara Bird ([SBird@cityoftacoma.org](mailto:SBird@cityoftacoma.org)), Senior Buyer

Questions must be submitted **no later than July 25, 2023, by 3:00pm**

Subject line: **NC23-0115F – NCS Capacity Building – VENDOR NAME**

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

