

**Neighborhood & Community Services
Capacity Building RFP - Provider Pre-Proposal Meeting
July 17, 2023**

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



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The intent of this RFP is to provide training and strengthen capacity building to local, community based, BIPOC organizations that have historically not had access to funding. The areas of training should include, but not be limited to:

- Budget Development
- Scope of Work Development
- Applying for Funding Applications
- Invoicing
- Grant Management & Compliance
- Board Development
- Developing Agency Policies & Procedures
- Accounting & Bookkeeping
- Insurance

Q & A:

- Looking at the qualifications, it mentions 5 years of experience – if your agency hasn't been in business 5 years, are you disqualified? Or is it 5 years of experience for staff?
 - 5 years of experience for key staff/personnel, and 5 years for the agency/firm, but you can explain that the agency has not been in business for that length of time, but the staff have the years of experience needed.
- For applying agencies that have partners, do the partners need to have a City of Tacoma license as well?
 - Typically, just the main agency, since that is the agency contracting with the city and the partner would do a subcontract.
- Is the intent to be a "1 and done" program or is there capacity to fund for a longer period of time?
 - This is a pilot program, and we're looking to contract with more BIPOC agencies, so the success of the program could allow for additional funding, but the City cannot guarantee funding past 2024.