



**2023 Young Adult Day and Night Shelter
RFP NC23-0177F**

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 – August 14, 2023
- Facility Tours – August 16, 2023 10:30am & 1pm
- Pre-Proposal Meeting – August 21, 2023
- Pre-Submittal Questions Due – August 25, 2023 at 3pm
- Response to Questions – August 30, 2023
- Submittal Due Date – September 12, 2023 by 11am
- Submittals Evaluated– September 19, 2023
- Interviews/Presentations– September 2023
- Award Recommendation – October 2023
- City Council Approval – October 2023
- Anticipated contract term is November 2023-December 31, 2024





Guidelines



- The **estimated** maximum award amount will be \$915,544 for 14 months.
- Solicitations are coordinated by City of Tacoma Purchasing staff and posted on the Purchasing website.
- Responses to Proposal may not exceed 5 pages total (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



Since 2015 the City has invested in services to operate a day center and shelter to support services to reduce barriers for young adults who are experiencing homelessness. The Beacon Activity Center is a multi-generational center located at 415 South 13th Street, Tacoma, Washington 98402. During the day (7 am – 9 pm) the Young Adult Drop-in Center serves up to 50 individuals daily, while the Senior Center is operating. During the evening (9 pm – 7 am), the Young Adult Overnight Shelter serves up to 50 individuals, and an additional 20 individuals during inclement weather. The target population is City of Tacoma residents only with this funding between the ages of 18-24 for both the day and evening services.

Services should include (but are not limited to):

- The implementation of a Community Advisory Committee to contribute community voice to engage individuals in issues important to them, and gain insights of the concerns of the participants of the center.
- Assist young adults experiencing homelessness obtain and maintain permanent housing by addressing barriers to housing.
- Provide meals, and life skills training to young adults' experiencing homelessness participating in the program.
- Maintain a safe environment thriving environment.



Rating Criteria



Criteria	Max Points
Qualifications/Experience of Firm and Key Personnel	30
Project Approach or Methodology and Approach	30
Cultural Competency/DEI	20
Equity in Contracting	5
Client References	5
Submittal Quality, Organization, Completeness	5
Cross-agency or collaborative approach	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 (five) one-sided pages.



Application Tips



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



Access & Overview



www.tacomapurchasing.com

- Services Solicitations
- Specification Number: NC23-0177F

Specification Number	Type	Due Date	Time Due - Pacific	Title and Solicitation Documents	Date Issued
NC23-0177F	RFP	09/12/2023	11 AM	Young Adult Day and Night Shelter Specification Register for the Bid Holders List	08/14/2023

Q & A



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

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

Subject line: **NC23-0177F Young Adult Day and Night Shelter – VENDOR NAME**

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

