

Questions and Answers

Request for Proposal (RFP)

Community Engagement, Facilitation, Financial Analysis, and Plan Development of the Five-Year Homeless Housing Plan

Issued by the Okanogan County Housing Coalition on 8/4/23

Q/A Updated: September 25, 2023 by Rena Shawver, renas@occac.com

1. Do I need to send a cover letter with the proposal?

Yes. Please address your cover letter to the Okanogan County Housing Coalition, c/o Rena Shawver, Okanogan County Community Action Council.

2. Should I list the staff that would be working on the project and their experience?

Yes. Any information that would help the review group determine the experience related to this request would be advisable including a list of similar projects and examples of work like that in the RFP.

3. Do we need to submit a written plan for how our firm plans to carry out the work?

Again, any documentation that will demonstrate experience, knowledge and approach to the work is recommended, including a timeline with milestones for performing the work.

4. Is there a budget for the project?

This project is being funded through public county funds. Responses to this RFP should include a specific program budget. The amount of funds available will depend on the proposal and approval by the Okanogan County Commissioners.

5. Can this work be done remotely?

Some of the work can be done remotely, like research, meetings with the planning team, and writing. However, we are looking for a consultant who can involve our community in the planning process. Community engagement work cannot be done successfully in our community remotely. People require face-to-face opportunities to connect. Plus,

we're in an isolated rural area of Washington State and internet connectivity is not great here.

6. What criteria will the reviewers use to score the proposals?

Section IV. Consultant Scope of Work outlines what the reviewers will be looking for in the proposals under Task 1-10. The Okanogan County Housing Coalition is currently working on the values and final weighted score for each section.

7. The Housing Coalition met recently to discuss the values they are looking for in a consultant to do the five-year plan. They chose five values that felt central to our work with a consultant for the RFP:

- **Collaboration:** A mutual and engaged process amongst groups in the community that involves consensus and education building on housing and homelessness.
- **Community:** Shared ownership between all groups who are impacted by homelessness for our collective wellbeing.
- **Resourcefulness:** Utilizing and naming our unique strengths, limited resources, and the rural characteristics of our community.
- **Inclusion:** Ensuring those with lived experiences are at the table. Ensuring everyone's voice is heard.
- **Accountability:** The Housing Coalition is accountable to each other and to our communities. We aim for this project to be a tool by which the community can hold us accountable for our work.

8. Do you prefer the proposal to be submitted by email or US mail?

Emailing your submission works best but we'll work with either.

9. When do you anticipate the work to start and end?

We hope to start work in January 2023 and the plan must be done in time for review and approval prior to turning it in to the State of Washington by December 2024.