



## Pierce County Ukrainian Conflict Arrivals Stabilization Request for Proposals (RFP)

### RFP Information

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RFP No. RFP: 2022.06.Ukraine

Pierce County Ukrainian Conflict Arrivals Stabilization Request for Proposals (RFP)

**Issue Date:** June 16, 2022

**Closing Date:** July 16, 2022

### Contact

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### Return Proposals and Required Attachments by 4 P.M, July 16, 2022, to:

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## I. PROPOSAL INFORMATION

<b>Timeline for Selection</b>	RFP Released Question and Answer Period RFP Closed Proposal Review/Evaluation Period RFP Award Notification	June 16, 2022 June 16 to June 30, 2022 July 16, 2022 July 18 to July 25, 2022 July 29, 2022
<b>Submittal Due Date</b>	To be eligible for consideration, the Bidder’s response to this Request for Proposal (hereafter called "proposal") must be submitted to <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> no later than 4:00 PM on July 16, 2022, with RFP #, Proposal Title, and the Bidder’s name in the subject line. Hard copies will not be accepted.	
<b>RFP Exhibits</b>	<b>A:</b> Sample Professional Service Agreement (Information for Bidders) <b>B:</b> Cover Letter	
<b>Proposal Materials</b>	To obtain a copy of all RFP materials, please contact Kristy Lysell at <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> or download all materials from <a href="https://www.piercecounitywa.gov/SolicitationsandCompetitiveBids">Solicitations and Competitive Bids   Pierce County, WA - Official Website (piercecounitywa.gov)</a>	
<b>RFP Amendments</b>	The County may, at any time before execution of a contract, add or delete all or any portion of this RFP. The County will send any RFP addenda to each Bidder. If there is any conflict between addenda or between an addendum and the RFP, whichever document was issued last in time shall be controlling.	
<b>Retraction to RFP</b>	Pierce County is not obligated to contract for the services specified in this RFP. The County reserves the right to retract this RFP in whole, or in part, and at any time without penalty.	
<b>Ineligible Proposals</b>	Proposals submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable proposals are those which are subject to at least one (1) of the following shortcomings: <ol style="list-style-type: none"> <li>1. The Bidder failed to submit the response by the required deadline.</li> <li>2. The proposal does not clearly demonstrate it meets all eligibility requirements.</li> <li>3. The proposal is not submitted according to the instructions contained within this RFP.</li> <li>4. The proposal does not include the required attachments and/or signatures.</li> <li>5. The Bidder’s prior contracting history with Pierce County, other government agencies, or another entity demonstrates that the Bidder and/or his or her organization failed to meet the obligations of the prior contract. This would also include terminations for cause.</li> </ol>	
<b>Proposal Clarification</b>	Please send questions and any requests for clarification regarding this RFP in writing, via email, to <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> . <b>No calls please.</b> The subject line needs to read – <b>RFP: 2022.06.Ukraine Question.</b> <ul style="list-style-type: none"> <li>• Include in the email with your question – your name, phone number, and email address to ensure we have the right contact information.</li> </ul>	

- The deadline for submitting such questions/clarifications is **June 30, 2022**.

Questions will be answered within 24 hours during normal business hours. The Question and Answer page, located at [Solicitations and Competitive Bids | Pierce County, WA - Official Website](#) will be updated each time a new question and answer are recorded so all Bidders will have access to view all questions and answers. An addendum will be issued no later than **July 5, 2022**, to all recorded holders of the RFP if a substantive clarification is in order. The addendum will be available on the RFP web page.

## II. GENERAL INFORMATION

### **BACKGROUND AND PURPOSE**

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Pierce County Human Services (hereafter known as “the County”) is seeking proposals for services to stabilize new arrivals displaced from Ukraine by the 2022 Ukraine-Russia conflict.

Pierce County’s goal is to provide support and assistance necessary to meet at least one of the listed categories of basic needs of eligible Ukrainian arrivals including:

- Rent and housing needs
- Healthcare
- Transportation services
- Employment services
- Food assistance
- Childcare
- Other essential items or services

As recognized by the Pierce County Council in [Resolution 2022-38](#), on February 24<sup>th</sup>, 2022, Russia launched an invasion of its neighboring country Ukraine. The United Nations reports that more than half a million people have fled Ukraine. Pierce County has a large immigrant community from Eastern Europe and the County supports resettlement of refugees from this injustice.

### **FUNDING AVAILABLE AND ELIGIBLE COSTS**

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The County has made up to \$285,000 available for this project. A Bidder’s ability to demonstrate cost effectiveness while providing comprehensive and effective outcomes will be part of the selection process. The Apparently Successful Bidder must be able to demonstrate that any funds awarded under this RFP were spent solely on this project.

### **ELIGIBLE APPLICANTS**

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This solicitation is open to Tribes, non-profits, or other organizations that satisfy the requirements stated in this RFP. At minimum, eligible applicants must meet the following requirements:

1. Prior to the effective date of the resulting contract, the selected vendor must be eligible to conduct business in Washington State; such eligibility must remain in effect for the duration of the contract.
2. Have five (5) or more years of experience related to the activities and deliverables described in the Project Scope.
3. The ability to engage in virtual collaborations on platforms like Zoom or Microsoft Teams.
4. The Bidder and/or a subcontractor providing services under this contract must have capacity and experience related to the proposed project.
5. The Bidder's prior contracting history with Pierce County, other government agencies, or another entity must demonstrate that the Bidder and/or his or her organization met the obligations of the prior contract and/or current contract(s) must be in good standing and not under any performance improvement or corrective action plan in order to submit a proposal.

## **PROJECT SCOPE**

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Pierce County is seeking up to three contractors to provide assistance to help stabilize residents from Ukraine who are newly arrived from or who cannot return to Ukraine because of the 2022 Ukraine-Russia conflict. Selected organizations can utilize funding to provide support and assistance necessary to stabilize participants in the Pierce County community. These may include support or assistance such as: rent and housing, healthcare, transportation, employment services, food, childcare, and other essential items or services. The organization may choose one or more of these types of assistance.

At a minimum, the Apparently Successful Bidder must:

1. Develop an implementation plan that includes:
  - a. An outline of projected start date and project timeline.
  - b. A system for monitoring, tracking, and reporting to Pierce County the required information from individuals served by the project which shall include, at a minimum, completing the County-supplied intake form detailing:
    - i. The type of assistance provided
    - ii. The number of individuals and households served
    - iii. Age, gender, and household size information
    - iv. Household monthly income
    - v. Evidence of eligibility status, which must include organizational records confirming that at least one of the following has been verified by the organization:
      1. Documentation of participation in the [Uniting for Ukraine program](#)
      2. Nonimmigrant Visa
      3. Immigrant Visa
      4. Humanitarian Parole
      5. Refugee Status
      6. [Family Reunification/Affidavit of Relationship](#)
      7. Self-attestation certifying status as an arrival fleeing the 2022

- Ukraine-Russia conflict (County will provide self-attestation form)
- vi. Evidence that individuals and households served are living in Pierce County, which may include:
    1. A mailing address in Pierce County
    2. Other forms of address confirmation.
  - c. A communications plan that details how the project will engage Ukrainian arrivals.
  2. Develop, coordinate, and implement provision of services for Ukrainian arrivals that address rent or housing, healthcare, transportation, employment, or food needs, or other essential items or services.
  3. Provide information as requested by the County for all contract monitoring purposes and submit per the awarded agreement, which may include:
    - a. Information from completed intake forms (listed above)
    - b. Expenditure documentation
    - c. Other documentation requested by the County

### **III. GENERAL REQUIREMENTS**

Bidders must comply with the County's general terms and conditions described in Exhibit A: Sample Professional Service Agreement.

### **IV. REVIEW AND SELECTION CRITERIA**

#### **SCORING**

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All proposals will be reviewed by County staff for completeness and compliance with the Exhibits, questions specified in this RFP, and technical requirements. Responses that pass the initial eligibility requirements will be evaluated and scored based upon Bidder's answers to the specific questions in the RFP and, where applicable, interviews.

Independent evaluators will review and score each proposal. After scoring, the evaluators will convene as a group and prioritize eligible proposals and make recommendations. Evaluators will not have a conflict of interest with any proposal they score.

The County instructs all evaluators to review and score proposals based only upon the response and not upon the evaluator's external experience with, or perception of, the Bidder. All proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any amendments thereto. For privacy purposes, evaluators' names are not subject to public disclosure by the County.

The scoring method for this RFP will be weighted scoring where each category is assigned a point value. Each proposal will be scored based on the responses to questions found in the Proposal and Technical Requirements section of this document and rated from highest to lowest score.

The Director of Human Services will review the final recommendations. Only the director has the authority to determine the final successful Bidder and recommend contract awards to the Pierce County Council.

## **INTERVIEWS**

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The County reserves the right to conduct interviews with the top qualified Bidders and make a final selection when a determination for award must be made beyond proposal score such as in the event of a tie.

## **SELECTION AND CONTRACT EXECUTION**

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Should the County not reach a favorable contract agreement with the Apparently Successful Bidder, the County shall terminate negotiations and commence negotiations with the next qualified Bidder and so on until a favorable contract agreement is reached. The County will not award a contract if no proposals are considered sufficiently responsive.

All Bidders will be notified by email as to the decision regarding their proposal. Apparently Successful Bidders will work with Pierce County Human Services staff to negotiate and execute a contract.

The public may view proposal documents after contract execution. At this time, Bidders not awarded a contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized.

For a complete list of dates and deadlines please see the timeline in Section I of this document.

## **V. PROPOSAL AND TECHNICAL REQUIREMENTS**

Proposals must be submitted to [Kristy.lysell@piercecountywa.gov](mailto:Kristy.lysell@piercecountywa.gov) no later than 4:00 PM on July 16, 2022, with RFP #, Proposal Title, and the Bidder's name in the subject line. See the Proposal Information section for specific dates and deadlines.

Proposals must be clear and concise, and the proposal format/content should adhere to the following guidelines:

- **Proposals must be 15 pages or less, not including attachments.**
- Word or PDF file types
- Minimum of 12 pt. font
- Single spaced, with a minimum of .75-inch margins
- Number each page and document footers must contain agency name and project name
- Include a cover page listing Agency Name, Proposal Title, Priority Area(s) of Service, RFP #, Date and Contact Name and Information.

Proposals must not exceed the response limitations listed in this RFP. Proposals exceeding the limitation shall be found non-responsive and shall not move to the scoring process.

All proposals are evaluated on the completeness and quality of the content. Only those Bidders providing complete information as required will be considered for evaluation. The County will not contact the agency for correction to proposals and Bidders are strongly encouraged to carefully review their proposals for completeness and accuracy before sending. The ability to follow these instructions demonstrates attention to detail.

### **QUALIFICATIONS (30 POINTS)**

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Briefly describe your organization and the characteristics that make it unique among your service network. Be sure to include:

- How many years of experience does your organization have in completing projects like the one described in this RFP?
- A description of your organization's experience with and capacity for: rapidly engaging and supporting refugees and asylum-seekers; utilizing technical or cultural expertise to support refugees or asylum-seekers; and providing support to arrivals fleeing the Ukraine-Russia conflict or other conflict zones.

Provide a minimum of one (1) and a maximum of three (3) examples of prior work that is comparable in nature to the project described in this RFP. Submit the following information for each example:

- a. Project summary
- b. Project duration
- c. Description of services provided
- d. Include outcome of project
- e. Contact information for reference

### **PROPOSAL REQUIREMENTS AND WORKPLAN (55 POINTS)**

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Explain how your organization proposes to meet the requirements of this RFP. Include your organization's approach to supporting refugees, asylees, and asylum-seekers and/or arrivals from Ukraine. Explain why this approach is best suited to accomplish the proposed work.

Provide a summary of the major components, phases, deliverables, and services your organization is proposing to provide. Please be sure to clearly identify which of the services listed in this RFP the organization is proposing to deliver/provide as part of this proposal. Define the proposed timeline, the number of eligible individuals and households you will serve, and how you will make the target population aware of services, including whether you require County Communications assistance with outreach. Describe how the target population will access services.

Identify all positions anticipated to be assigned to this project. Describe each member's general roles and responsibilities to achieve the scope of work in this RFP and each member's time on the project.

Describe any potential barriers that could be considered significant to the success of the project. Include how you propose to effectively monitor and manage these barriers to project success. Describe how your organization will ensure that the services provided will reflect a commitment to diversity, equity, and inclusion. Include the geographic reach of your organization within Pierce County in your description and which organizations within the County you currently partner with on the services you're proposing to deliver.

### **BUDGET (15 POINTS)**

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Provide a detailed budget and narrative that explains and justifies each cost and clearly explains how the amount for each line item was determined. The administrative rate is capped at 10%.

### **REQUIRED AND OPTIONAL ATTACHMENTS**

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Required Attachments:

- Exhibit A: Sample Professional Service Agreement (Information for Bidders)
- Exhibit B: Cover Letter Attachment