



Public Health & Human Services

2023 Request for Qualifications & Information (RFQ-I)

Pacific County Permanent Supported Housing Program

APPLICATIONS DUE

December 14, 2022

1. What is a Request for Qualifications and Information (RFQ-I) and what is the purpose of this RFQ-I?

RFQ-Is are an opportunity to submit qualifications and information for entities interested in providing services or programs. For this RFQ-I, Pacific County is seeking qualified public, non-profit, for-profit, and private contractors to submit proposals to provide the Permanent Supported Housing (PSH) program funded through the Department of Housing & Urban Development (HUD) and Washington State Department of Commerce Consolidated Homeless Grant (CHG). The Permanent Supported Housing Program will be provided in compliance with:

- Attachment A- Continuum of Care (COC) Program Grant Agreement
- Catalog of Federal Award (CDFA) #14.267
- Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq.
- COC Program Rule at 24 CFR part 578
- Applicable PSH guidelines in Attachment B- Washington State Consolidated Homeless Grant

2. Who is eligible to apply?

Any entity eligible to do business in Washington State that can meet Pacific County liability insurance requirements and comply with federal and state non-discrimination laws is eligible to apply. Examples of such entities include, but are not limited to:

- Public agencies
- Non-profit organizations
- For-profit businesses

3. What are the insurance requirements?

A certificate of insurance is required that shows coverage for the proposed services. The certificate shall name Pacific County as an additional insured for activities and include a cancellation notice that provides a thirty (30) day notice to the County if the policy is canceled or altered.

Comprehensive general liability insurance coverage with a minimum combined single limit per occurrence of \$1,000,000 and a minimum of \$2,000,000 per aggregate is required. Depending on the proposed project, the County may require additional insurance coverage beyond the minimum. If the contractor is unable to meet the insurance minimums set forth, the contractor shall contact the County Risk Manager to discuss insurance options.

4. When will funding decisions be announced?

All applicants should expect to hear on or before December 27, 2022

5. How much funding is available?

The Permanent Supported Housing Program budget is (based on a full 12-month period):

Source	Description	Amount
HUD	Administration	14,889
HUD	Rental Assistance	180,360
HUD	Supportive Services	63,018
CHG PSH CHF (match)	Administration	1,935
CHG PSH CHF (match)	Operations	17,416
CHG PSH CHF (match)	Rental Assistance	14,827

The BOCC may select one or more contractors to provide any or all services. Applicants are strongly encouraged to outline how they will leverage other funding sources and/or partner with other agencies to achieve the stated goals.

6. How and when do I submit the RFQ-I?

All RFQ-Is must be COMPLETE. The original RFQ-I including all supporting materials **must be RECEIVED by 11:59 p.m. on December 14, 2022,** via email to:

Darian Johnson
Housing Program Manager
djohnson@co.pacific.wa.us

7. What if I have a question about the RFQ-I process or document?

Written inquiries regarding RFQ-I content and process should be sent via email to:

Darian Johnson
Housing Program Manager
djohnson@co.pacific.wa.us
360-642-9349

8. What is the decision-making process and RFQ-I timeline?

RFQ-Is will be reviewed by the Pacific County Health & Human Services Advisory Board Housing Subcommittee which will make recommendations for awards to the BOCC. Applicants may be called for an interview by recommending group. The BOCC will make the final funding determinations. Pacific County, in its sole judgment, reserves the right to determine which applicants best meet the County’s needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

RFQ-I Released	November 22, 2022
RFQ-I due (via email)	December 14, 2022
Applicants Notified	December 27, 2022
Contract start date	January 1, 2023

9. What is this service performance period?

Contracts are expected to begin on or about January 1, 2023, and will renew annually based on performance on a federal fiscal year (Oct 1- Sept 30) and shall be paid on a cost-reimbursement basis. On-going funding is contingent upon adequate progress toward project goals that will be assessed regularly during the project performance period.

RFQ-I Cover Page

Your RFQ-I must include the following to be considered:

- RFQ-I Cover Page (this page)
- Attachment A – Applicant Information Form
- Attachment B – Applicant Questions
- Attachment C- Debarment Certification
- Copy of your agency's most recent audit

Attachment A – Applicant Information Form

Applicant/Entity Name	
Mailing address	
City, State Zip	
Website	

Primary Contact Name & Title	
Phone number	
Email	

Fiscal Contact Name & Title	
Phone number	
Email	

Unique Entity Identifier	
Tax Id #	
UBI #	

Attachment B – Applicant Questions

Please provide simple, concise answers to the following:

1. Please provide a brief outline of your agency's plan to implement the PSH program in Pacific County. Make sure to include staffing plan, office location(s), and program implementation timeline.
2. Please list previous or current experience administering state and federal housing programs.
3. Who will be primarily responsible for the administration of the PSH program? Please include direct program staff, management, and fiscal staff and provide a brief description of their qualifications (or job description if not yet hired).
4. The HUD PSH program requires a 25% cash or in-kind match contribution. The state CHG PSH-CHF funds can be used to meet a portion of this requirement. Please provide your plan to ensure the remainder of the match requirement is met.
5. Please attach a copy of the agency's most recently completed financial audit.

Attachment C – Debarment Certification

STATE OF CALIFORNIA

FEDERAL DEBARMENT CERTIFICATION FORM

DGS PD 2 (Rev. 12/19)

DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective recipient of Federal assistance funds certifies, by submission of this IFB/RFP Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this IFB/RFP Response.

Name and Title of Authorized Representative	
Signature	Date

FEDERAL DEBARMENT CERTIFICATION FORM (CONTINUED)

Instructions for Certification

1. By signing and submitting this IFB Response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this RFP Response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "RFP Response," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this RFP Response is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this RFP Response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this RFP Response that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.