

23-C2971 Human Services Needs Assessment

Questions and Answers

Last Updated: 08/16/2023

Q 1: Please provide your estimated budget limit or budget range for this project.

A 1: Budget information can be found in “Background Information and Budget” on pages 2 & 3 of the RFP document.

Q 2: There is consistent reference to an agency, organization, group or non-profit organization conducting this assessment. Are consulting firms eligible to apply for this RFP?

A 2: Yes, any entity that is licensed to do business in the State of Washington is eligible to apply for this RFP.

Q 3: The contract term is for September 2023 to February 2024. Given selection on September 11th and contract approval post September 22nd, should the term be from October 2023 to February 2024?

A 3: The intention is to execute this contract as quickly as possible, so the earliest possible start was included in the timeframe. Depending on the complexity of contract scope development, it is possible that the contract term will not begin until October 2023. The critical date is to complete the work by the end of February 2024; applications for the next round of human services contracts will be open March-April 2024, and it is important this body of work is complete prior to the release of those applications.

Q 4: The ‘Guiding Principles and Funding Priorities’ is not beyond the scope of the current budget, but [agency] would need to know the budget cycle of the City of Kenmore to ensure timeframe ability to respond to this deliverable.

A 4: The City operates on a calendar year budget cycle (January 1 – December 31), and additionally on a biennial budget schedule. 2023 is the first year of the biennium, so carrying project costs across the timeframe of this contract will not present any

issues. The completion of the contract by the end of February 2024 is so that this body of work is available for funding decisions for the next round of human services funding applications, which will be open March – April 2024. Staff recognize that this is a tight timeframe and are prepared to leverage all internal resources to ensure we are prepared for the next funding cycle.

Q 5: On page 4 of the RFP, you refer to regular engagement with the Housing and Human Services Manager and key City staff. Do you intend to compose a Steering Committee?

A 5: The creation of a task force or steering committee is highly desired, but not required.

Q 6: Per the two presentations to City Council, do you have a timeline for those presentations?

A 6: The City Council meets the 2nd, 3rd, and 4th Monday of each month, and will likely be in recess for the month of December. The timeline for those presentations will be determined by the completion of the preliminary report and draft report; both should take place prior to the end of February 2024. It is highly desired that the preliminary report (consisting of draft community profile and guiding principles only) take place at the November 28, 2023 meeting, if possible.

Q 7: On page 5, in addition to outreach for quantitative data collection, assumed to be a resident survey, with reference to qualitative focus groups, would you wish for key informant interviews? If so, how many individuals do you think would be included (City Council members, providers of housing and human services)?

A 7: We do not intend to do a human services-specific statistically valid resident survey, but the City will be conducting a statistically valid survey this fall, and there is the possibility to include a few human services-related questions. We welcome guidance from the contracted entity for creative data collection ideas. For quantitative data, the expectation is that existing data sources like the most recent U.S. Census American Community Survey and the Healthy Youth Survey are leveraged, and we can also conduct online, non-statistically valid surveys. For qualitative data, we are looking to work collaboratively with chosen consultant to create a data collection plan that is practical and comprehensive. There likely will be a few key informant interviews, but it may also be possible to attain this information through other means (such as an online engagement tool).

Q 8: Do you also wish to have an online provider survey to augment resident quantitative data?

A 8: Maybe. In the creation of the outreach plan, it will be important to be intentional with the use of time and other resources. There are very few Kenmore-specific human services providers – most of the providers of human services to our residents are regional providers. That will be important to keep in mind as the outreach plan is created. Our communications team at the City is able to easily run surveys through our website, and also has experience with community engagement tools like Bang the Table and Balancing Act that can be leveraged for this project.