



Request for Proposals (RFP) 12238P Community Partnership Development Services

Submit Proposals To:
Yakima City Hall
City Clerk's Office
129 N 2nd Street
Yakima, WA 98901

Issue Date: July 13, 2022
Proposals Due: August 5, 2022
11:00 a.m. PST

City of Yakima
NOTICE TO PROPOSERS
RFP NO. 12238P

Notice is hereby given by the undersigned that sealed Requests for Proposals will be accepted by the Clerks' Office located at City Hall, 129 N. 2nd Street, Yakima, Washington 98901, until the hour of 11:00:00 AM PST on August 5, 2022. At such time, RFPs will be publicly opened in Council Chambers and Proposer's names will be read for: **Community Partnership Development Services**

The City of Yakima reserves the right to reject any & all RFPs. The City hereby notifies all Proposers that it will affirmatively ensure compliance with WA State Law Against Discrimination (RCW chapter 49.60) & the Americans with Disabilities Act (42 USC 12101 et set.). The awarded firm will be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and will be an equal opportunity employer as defined in Title VII of the Civil Rights Act of 1964, and applicable Washington State law.

Dated July 13, 2022. Publish on July 13th & 15th, 2022
Maria Mayhue, Purchasing Manager

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City of Yakima
Request for Proposals (RFP) 12238P
Community Partnership Development Services

Section 1 Project Summary

The City of Yakima (“City”) is seeking proposals (“Proposals”) from qualified firms, developers or individuals (individually and collectively referred to as “Proposer”) for the opportunity to enter into an American Rescue Plan Act (ARPA) funded partnership with City of Yakima for Community Partnership Development Services per this RFP.

The selected **non-profit** partner will put forth grant proposals that meet varying community needs and that are consistent with the ARPA requirements. The parties will enter into a mutually agreeable contract which satisfies all federal, state and local requirements for the project and use of the ARPA funds.

Project Considerations

Because this project will be funded with ARPA funds, it is preferred that qualified firms have experience successfully completing projects which incorporate federal requirements. Federal clauses will also be attached to any contract resulting from this RFP (ATTACHMENT A – EXHIBIT C). ARPA grant includes \$500,000 in funding for this project. The City intends to make multiple awards in the amount of \$100,000 each. The period of performance will be approximately three (3) years.

Section 2 Community Overview

The City of Yakima, county seat of Yakima County, was incorporated in 1886 and is located in central Washington State. It encompasses 28.7 square miles in an area of rich volcanic soil. The City is 145 miles southeast of Seattle, and 200 miles southwest of Spokane, Washington. The region is served by rail, highway and air transportation facilities, which have helped develop the City as the commercial and business center of Central Washington. With a 2020 population of 96,968, Yakima is the eleventh largest city in the State of Washington.

Section 3 Project Timeline

Project Milestone	Anticipated Date
RFP Issued	July 13, 2022
Deadline for Submittal of Proposals	11:00 a.m. PST on August 5, 2022
Evaluation of Submittals by City	August 8-19, 2022
Interviews Begin (if requested)	August 22, 2022
Recommendation to City Council and authorization to enter into agreement	August-September, 2022
Project Awarded	September 20, 2022
Agreement approved by City Council.	September 20, 2022

Section 4 Inquiries

All inquiries regarding this RFP may be directed to the RFP Coordinator, Maria Mayhue, Purchasing Manager at: Maria.Mayhue@yakimawa.gov .

Section 5 Addenda

The City may determine it is necessary to revise any part of this solicitation. Revisions will be made by written addenda and it is the Proposer's responsibility to understand and comply with any addenda to this solicitation.

If a Proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proposer has an affirmative duty to immediately notify the City of such concern and request consideration of modification or clarification of the RFP document. Any questions should be submitted via email to the contact person listed in Section 4.

All material questions will be answered in the form of an addendum and emailed to all firms on the City's Distribution List for this RFP.

Section 6 Proposal Submittal Documents

At minimum, the following information should be provided in each Proposal and will be utilized in evaluating each Proposal submitted. To expedite the evaluation of Proposals, submittals should be no more than thirty (30) pages and include the following items:

1. Letter of Introduction:

Provide a cover letter, written on business letterhead and signed by an official authorized to legally bind the Proposer. Include the following:

- A. Name and title of Proposer representative
- B. Name, physical and mailing address of non-profit organization
- C. Telephone number and email address
- D. A statement that the Proposer believes its Proposal meets all the requirements set forth in this RFP
- E. Any additional information that Proposer would like the City of Yakima to consider

2. Financial Capability

Include either a current Financial Review or Compilation Report by a CPA firm, which is not to be older than one (1) year, or a Financial Statement from their bank asserting that Proposer has the Financial Capability to perform. The City reserves the right to use other means to substantiate Financial Capability, e.g. D&B reports, BBB, or other means.

3. Community Partnership Plan

Provide a detailed description of the proposed partnership program plan including the following:

- A. Overview of program
- B. Service capacity (number of individuals to be served)
- C. Proposer staffing overview and qualifications
- D. Intended outcomes
- E. Project timeline
- F. Literature Citation(s) providing evidence of benefits to be realized by the community from the proposed program
- G. Financial plan with breakdown of anticipated costs and payment/funding schedule

4. Qualifications

Proposers should address the following areas in their RFP Submittal:

A. Experience:

- 1) Explain the qualifications your organization has to provide the proposed services
- 2) Describe your experience in providing similar services
- 3) Describe existing partnerships that may contribute to your success
- 4) Provide a copy of your current 501 (C) (3) non-profit tax status
- 5) Describe your experience working with federal funding

B. Cultural Competency:

Describe your plan for ensuring partnership activities will serve the cultural, economic, language, and other unique characteristics of the community.

5. References:

Provide names and contact information (name, phone, email) for two references who have direct firsthand knowledge of Proposer's relevant experience. These references will be contacted by the City as part of the evaluation of this proposal.

Proposers responding to this RFP must comply with the requirements herein. The City reserves the right to exclude any responses from consideration that do not follow the required format or include all required documents.

Section 7 Submittal

Submit one signed, original hardcopy of your Proposal and one digital copy on flash drive to City of Yakima Clerk's Office: 129 N 2nd Street, Yakima, WA 98901, no later than **11:00 a.m. PST on August 5, 2022**. All submittals shall be sealed in an envelope and clearly titled: "RFP 12238P Community Partnership Development Services".

Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions.

LATE RFP SUBMITTALS WILL NOT BE CONSIDERED. E-MAILED SUBMITTALS WILL NOT BE ACCEPTED. RFP submittals, which do not include all requested information and required documentation, may be considered non-responsive.

Section 8 Evaluation Criteria

The following are the criteria, which will be used in the selection of a Proposer. A maximum score of 100 points will be used by each evaluator to score Proposals. Each of the following elements shall have the stated maximum point value:

	<i>Criteria</i>	<i>Points</i>
1)	Community Partnership Plan/Benefit to Community	45
2)	Qualifications and Experience/References	30
3)	Responsiveness to RFP/ARPA Guidelines	25
	TOTAL	100

The Evaluation Committee may request interviews of the top scoring Proposer(s) prior to a final scoring process.

Section 9 Post Evaluation and Award

The RFP Coordinator listed in Section 4 will e-mail written notices to all Proposers who submitted proposals informing them of their status.

The successful Proposer(s) will be offered the opportunity to enter into an agreement with the City of Yakima to provide Community Partnership Development Services. The City reserves the right to negotiate any element of this RFP, if it is determined to be in the best interest of the City. If an agreement cannot be reached, the City reserves the right to enter into an agreement with the next highest ranked Proposer(s).

City Council will approve or deny the Recommendation of Award and Agreement(s) during a public City Council meeting.

Section 10 RFP General Terms and Conditions

Public Disclosure

Per Washington State Public Disclosure Act (RCW 42.56 et seq.), documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Proposers should be aware that any records they submit to the City or that are used by the City, even if the Proposers possess the records, may be public records under the Washington Public Records Act (RCW 42.56). The City must promptly disclose public records upon request unless a statute exempts them from disclosure. Proposers should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific.

Appropriately identified trade secrets will be kept confidential to the extent permitted by law. Any proposal section alleged to contain proprietary information will be identified by the proposer in boldface text at the top and bottom as "PROPRIETARY." Designating the entire proposal as proprietary is not acceptable and will not be honored. Submission

of a proposal will constitute an agreement to this provision for public records. Pricing information is not considered proprietary information.

It is the intention of the City to maintain an open and public process in the solicitation, submission, review and approval of this RFP. RFP proposal openings and review will be public.

Retention of Rights

The City reserves the right to cancel this RFP or accept or reject any or all proposals submitted or to waive any minor formalities of this call if the best interest of the City would be served.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing Developer of the conditions contained in this RFP, unless clearly and specifically noted.

Costs for developing responses

The City will not reimburse Proposers for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to request any Proposer to clarify their Proposal or to supply any additional material deemed necessary to assist in the evaluation of the Proposer. All responses and accompanying material will become the property of the City and will not be returned.

Cooperative Purchasing

The Washington State Interlocal Cooperative Act (RCW 39.34) provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City of Yakima does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

Non-Discrimination

The City hereby notifies all Proposers that it will affirmatively ensure compliance with WA State Law Against Discrimination (RCW chapter 49.60) & the Americans with Disabilities Act (42 USC 12101 et set.)

Developer will be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and will be an equal opportunity employer as defined in Title VII of the Civil Rights Act of 1964, and applicable Washington State law. As such, Developer will not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, gender identity, or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Developer agrees to abide by all federal, state and local laws, regulations, ordinances and resolutions.