WRITTEN RESPONSE SCORING
August 26, 2025 – September 3, 2025
RFP #2535-875
HCS Global Leasing

Vendor Name: ODAT Services LLC

Evaluator Number: WE1

General Guidelines:

- Please score each vendor's response without reference to the scores for other vendors. Each score should reflect your score based on the criteria only.
- Please note all scores and comments in the allotted sections. If you change a score, initial the change.
- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
- We would prefer that you leave a comment for each question scored, briefly explaining why you assigned that particular score.
- You may discuss the proposals among the evaluation team, but each evaluator should score independently. **We do not use consensus scoring.**
- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5., 6. & 7.: Management, Technical and Cost Submittal 225 points

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFP #2535-875					
You will be evaluating Section 5., 6. and 7. of the bidder's submission. If a question requires Bidders to submit additional documents, they will be included in an attached document.					
5., 6. & 7.	**BIDDER Submittal (225 Points)**			**__ MAX POINTS**	**SCORE**
	I	**(Management Response)** Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation, specifically leasing or subleasing housing using market rates. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.		30	28
		COMMENT:	Already Contracted for GL and GOSH		
	J	**(Management Response)** Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should include staff who are National Standards for the Physical Inspection of Real Estate (NSPIRE) certified, if Bidder does not have NSPIRE certified staff, then bidder should name the staff members that can be NSPIRE certified. NOTE: if awarded a contract, Bidder may not reassign the key personnel identified here from the Project without prior approval of DSHS.		20	20
		COMMENT:	Established team and NSPIRE certified		
	K	**(Management Response)** Please describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies. What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions? How does your firm utilize Landlord Mitigation Funds to reimburse clients or your program for damages?		30	28

		COMMENT:	Click here to enter text.		
	L	**(Management Response)** Please describe the measures you employ to assure that your services and deliverables are provided in a cost effective manner that is consistent with quality outcomes and fair employment practices. In this response, include what measures your firm will use to ensure housing options are individual scattered site units, and not group homes or any type of shared living arrangement.		20	18
		COMMENT:	Click here to enter text.		
	A	**(Technical Response)** Please identify where contracted units will be located in Washington, specifically the city, county and area/neighborhood you intend to provide housing. In addition, please provide a timeline when units will be in service and ready for HCS Global Leasing Referrals, how you will include client choice in your selection of units, and the total number of units you are able to lease within your budget (Section 7 below).		25	23
		COMMENT:	Great locations, great amount of units,		
	B	**(Technical Response)** Please describe your tenant selection plan for an HCS Global Leasing Client Referral, including any reasons you would deny tenancy to an HCS referred client, and any internal policies or protocols designed to help individuals with disabilities integrate into the community via housing access.		50	45
		COMMENT:	Click here to enter text.		
	C	**(Technical Response)** Please describe how you will support landlords in leveraging the Department of Commerce's Landlord Mitigation Fund, and the communication plan your firm uses to maintain business relationships with community landlords.		25	23

		COMMENT:	Click here to enter text.		
	A	**(Cost Response)** Using the budget template below, please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract		25	23
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

WRITTEN RESPONSE SCORING
August 26, 2025 – September 3, 2025
RFP #2535-875
HCS Global Leasing

Vendor Name: ODAT Services

Evaluator Number: WE2

General Guidelines:

- Please score each vendor's response without reference to the scores for other vendors. Each score should reflect your score based on the criteria only.
- Please note all scores and comments in the allotted sections. If you change a score, initial the change.
- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
- We would prefer that you leave a comment for each question scored, briefly explaining why you assigned that particular score.
- You may discuss the proposals among the evaluation team, but each evaluator should score independently. **We do not use consensus scoring.**
- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5., 6. & 7.: Management, Technical and Cost Submittal 225 points

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFP #2535-875				
You will be evaluating Section 5., 6. and 7. of the bidder's submission. If a question requires Bidders to submit additional documents, they will be included in an attached document.				
5., 6. & 7.	**BIDDER Submittal (225 Points)**		**__ MAX POINTS**	**SCORE**
	I	**(Management Response)** Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation, specifically leasing or subleasing housing using market rates. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	30	
		COMMENT: Click here to enter text.		
	J	**(Management Response)** Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should include staff who are National Standards for the Physical Inspection of Real Estate (NSPIRE) certified, if Bidder does not have NSPIRE certified staff, then bidder should name the staff members that can be NSPIRE certified. NOTE: if awarded a contract, Bidder may not reassign the key personnel identified here from the Project without prior approval of DSHS.	20	
		COMMENT: Click here to enter text.		
	K	**(Management Response)** Please describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies. What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions? How does your firm utilize Landlord Mitigation Funds to reimburse clients or your program for damages?	30	

		COMMENT:	Click here to enter text.		
	L	**(Management Response)** Please describe the measures you employ to assure that your services and deliverables are provided in a cost effective manner that is consistent with quality outcomes and fair employment practices. In this response, include what measures your firm will use to ensure housing options are individual scattered site units, and not group homes or any type of shared living arrangement.		20	
		COMMENT:	Click here to enter text.		
	A	**(Technical Response)** Please identify where contracted units will be located in Washington, specifically the city, county and area/neighborhood you intend to provide housing. In addition, please provide a timeline when units will be in service and ready for HCS Global Leasing Referrals, how you will include client choice in your selection of units, and the total number of units you are able to lease within your budget (Section 7 below).		25	
		COMMENT:	Click here to enter text.		
	B	**(Technical Response)** Please describe your tenant selection plan for an HCS Global Leasing Client Referral, including any reasons you would deny tenancy to an HCS referred client, and any internal policies or protocols designed to help individuals with disabilities integrate into the community via housing access.		50	
		COMMENT:	Click here to enter text.		
	C	**(Technical Response)** Please describe how you will support landlords in leveraging the Department of Commerce's Landlord Mitigation Fund, and the communication plan your firm uses to maintain business relationships with community landlords.		25	

		COMMENT:	Click here to enter text.		
	A	**(Cost Response)** Using the budget template below, please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract		25	
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

WRITTEN RESPONSE SCORING
August 26, 2025 – September 3, 2025
RFP #2535-875
HCS Global Leasing

Vendor Name: ODAT Services

Evaluator Number: WE3

General Guidelines:

- Please score each vendor's response without reference to the scores for other vendors. Each score should reflect your score based on the criteria only.
- Please note all scores and comments in the allotted sections. If you change a score, initial the change.
- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
- We would prefer that you leave a comment for each question scored, briefly explaining why you assigned that particular score.
- You may discuss the proposals among the evaluation team, but each evaluator should score independently. **We do not use consensus scoring.**
- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5., 6. & 7.: Management, Technical and Cost Submittal 225 points

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFP #2535-875				
You will be evaluating Section 5., 6. and 7. of the bidder's submission. If a question requires Bidders to submit additional documents, they will be included in an attached document.				
5., 6. & 7.	**BIDDER Submittal (225 Points)**		**__ MAX POINTS**	**SCORE**
	I	**(Management Response)** Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation, specifically leasing or subleasing housing using market rates. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	30	30
		COMMENT: Click here to enter text.		
	J	**(Management Response)** Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should include staff who are National Standards for the Physical Inspection of Real Estate (NSPIRE) certified, if Bidder does not have NSPIRE certified staff, then bidder should name the staff members that can be NSPIRE certified. NOTE: if awarded a contract, Bidder may not reassign the key personnel identified here from the Project without prior approval of DSHS.	20	20
		COMMENT: Click here to enter text.		
	K	**(Management Response)** Please describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies. What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions? How does your firm utilize Landlord Mitigation Funds to reimburse clients or your program for damages?	30	25

		COMMENT:	**Did not clearly explain how they address immediately deficiencies and correct them**		
	L	**(Management Response)** Please describe the measures you employ to assure that your services and deliverables are provided in a cost effective manner that is consistent with quality outcomes and fair employment practices. In this response, include what measures your firm will use to ensure housing options are individual scattered site units, and not group homes or any type of shared living arrangement.		20	15
		COMMENT:	Lacked answering the cost effective portion of the question.		
	A	**(Technical Response)** Please identify where contracted units will be located in Washington, specifically the city, county and area/neighborhood you intend to provide housing. In addition, please provide a timeline when units will be in service and ready for HCS Global Leasing Referrals, how you will include client choice in your selection of units, and the total number of units you are able to lease within your budget (Section 7 below).		25	25
		COMMENT:	Click here to enter text.		
	B	**(Technical Response)** Please describe your tenant selection plan for an HCS Global Leasing Client Referral, including any reasons you would deny tenancy to an HCS referred client, and any internal policies or protocols designed to help individuals with disabilities integrate into the community via housing access.		50	50
		COMMENT:	**They will work with all clients referred – use housing first model – low barrier -denial of service only come if safety risk from documented history of violent behavior**		
	C	**(Technical Response)** Please describe how you will support landlords in leveraging the Department of Commerce's Landlord Mitigation Fund, and the communication plan your firm uses to maintain business relationships with community landlords.		25	25

		COMMENT:	Educate landlords on process, qualifications and recoverable costs – will file documents on landlords behalf if needed. They a housing partnership manager to actively engage with landlords and expand their housing provider network		
	A	**(Cost Response)** Using the budget template below, please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract		25	25
		COMMENT:	Through budget		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

WRITTEN RESPONSE SCORING
August 26, 2025 – September 3, 2025
RFP #2535-875
HCS Global Leasing

Vendor Name: ODAT

Evaluator Number: WE4

General Guidelines:

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- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
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- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5., 6. & 7.: Management, Technical and Cost Submittal 225 points

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
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10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFP #2535-875					
You will be evaluating Section 5., 6. and 7. of the bidder's submission. If a question requires Bidders to submit additional documents, they will be included in an attached document.					
5., 6. & 7.	**BIDDER Submittal (225 Points)**			**__ MAX POINTS**	**SCORE**
	I	**(Management Response)** Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation, specifically leasing or subleasing housing using market rates. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.		30	30
		COMMENT:	DOAT has extensive experience in the work of the solicitation and is familiar with the Global Leasing program having worked with it before. They meet and exceed minimum qualifications.		
	J	**(Management Response)** Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should include staff who are National Standards for the Physical Inspection of Real Estate (NSPIRE) certified, if Bidder does not have NSPIRE certified staff, then bidder should name the staff members that can be NSPIRE certified. NOTE: if awarded a contract, Bidder may not reassign the key personnel identified here from the Project without prior approval of DSHS.		20	20
		COMMENT:	Bidder demonstrated having staff who are NSPIRE certified and also demonstrated that they intend to have additional staff work toward this certification.		
	K	**(Management Response)** Please describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies. What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions? How does your firm utilize Landlord Mitigation Funds to reimburse clients or your program for damages?		30	30

		COMMENT:	Bidder showed knowledge of specific DHS training requirements for staff and demonstrated a high level of expertise in ensuring quality was assured.		
	L	**(Management Response)** Please describe the measures you employ to assure that your services and deliverables are provided in a cost effective manner that is consistent with quality outcomes and fair employment practices. In this response, include what measures your firm will use to ensure housing options are individual scattered site units, and not group homes or any type of shared living arrangement.		20	20
		COMMENT:	Bidder demonstrates a clear and concise understanding of the scattered site approach. They also detailed agency policies around cost-effectiveness that does not negatively impact quality outcomes or fair employment practices.		
	A	**(Technical Response)** Please identify where contracted units will be located in Washington, specifically the city, county and area/neighborhood you intend to provide housing. In addition, please provide a timeline when units will be in service and ready for HCS Global Leasing Referrals, how you will include client choice in your selection of units, and the total number of units you are able to lease within your budget (Section 7 below).		25	15
		COMMENT:	The "how" is not outlined in this response to utilizing client choice. I would have liked for them to talk about how they have done this in the past, not just that they have. The agency also does not provide a timeline. They do, however, indicate where units will be located and the amount of units they foresee leasing up with their budget.		
	B	**(Technical Response)** Please describe your tenant selection plan for an HCS Global Leasing Client Referral, including any reasons you would deny tenancy to an HCS referred client, and any internal policies or protocols designed to help individuals with disabilities integrate into the community via housing access.		50	45
		COMMENT:	There was a strong understanding of philosophical approaches outlined in this response. I would have like to see more protocols outlined, however.		
	C	**(Technical Response)** Please describe how you will support landlords in leveraging the Department of Commerce's Landlord Mitigation Fund, and the communication plan your firm uses to maintain business relationships with community landlords.		25	25

		COMMENT:	Bidder has a clear understanding of the Landlord Mitigation Fund and how to partner with landlords to make best use of it.		
	A	**(Cost Response)** Using the budget template below, please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract		25	25
		COMMENT:	Budget is clearly outlined and aligns with the ask.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		

		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		
		COMMENT:	Click here to enter text.		