



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**PO Box 45811, Olympia WA 98504-5811**

DATE: August 20, 2020

TO: RFP # 2034-763 Bidders

FROM: William Taplin, Solicitation Coordinator  
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Request for Voluntary Letter of Intent to Bid  
and Bidder's Q & A

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DSHS amends the RFP # 2034-763 procurement document to include:

- Request for Voluntary Letter of Intent to Bid; and
- Bidder's Questions and Answers

**Request for Voluntary Letter of Intent to Bid  
RFP 2034-763**

**Voluntary Letter of Intent to Bid**

To assist with internal project planning, DSHS is requesting Voluntary Letters of Intent to Bid for this RFP. If you intend to submit a proposal to this RFP, please e-mail a Letter of Intent to the RFP Coordinator by August 26, 2020, expressing your interest and intention to bid on this RFP.

This letter is entirely voluntary and will not be a prerequisite to later submitting a bid.

## **Bidder's Questions and Answers**

### **RFP#2034-763**

**Question #1:** In regards to the portion of funding that may be used to establish and administer the Fund, are there limits or directives, or limitations regarding the Indirect Cost and the amount of Indirect Cost?

**A:** DSHS is looking for competitive bids that will ensure that the maximum amount of funding is distributed to grants for eligible individuals and households (approximately 95%). Bidders will be evaluated on their responses provided in Attachment D: Bidder Response Form, and Attachment E: Budget Response Template spreadsheet, which contain questions related to budgeting and funding allocation, including indirect costs.

For the purposes of this contract, DSHS expects that any indirect costs would be included in the portion of the contract used to administer the program (approximately 5% or \$2,000,000).

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**Question #2:** Are bidders allowed to apply to administer a portion of this fund with a regional focus? For example only supporting the fund for Central Washington and not the rest of the state.

**A:** DSHS is looking to select a single bidder that can administer the fund at a state-wide level. The successful bidder will partner with community-based organizations at a regional level to ensure access to the WA COVID-19 Immigrant Relief Fund to immigrant communities across the state.

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**Question #3:** The Scope of Work for this RFP requires the Project Administrator to set up a Steering Committee involving citizens from the community. Can DSHS provide more information on the process of selection to that committee? Who should parties interested in serving on this Committee contact?

**A:** DSHS anticipates collaborating closely with the successful bidder to establish the community-driven steering committee. This collaboration will include assisting in identifying a diverse group of interested parties, establishing a nominating and selection process, and providing technical assistance in coordinating the committee. Steering committee members will represent diverse immigrant communities and geographic regions of Washington.

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**Question #4:** How will DSHS ensure that the funding distribution is equitable? Is it possible to create a community Steering Committee that is not selected by the awarded agency, to ensure equity and social justice?

**A:** DSHS will work closely with the successful bidder to ensure that the central application is accessible to diverse immigrant communities. In addition, the successful bidder will establish an implementation plan that establishes a standardized eligibility determination process that is based on a first come, first served basis. DSHS will be monitoring the distribution of grant funding on a weekly basis to ensure equity across the grant award processes.

DSHS anticipates collaborating closely with the successful bidder to establish the community-driven steering committee. This collaboration will include assisting in identifying a diverse group of interested parties, establishing a nominating and selection process, and providing technical assistance in coordinating the committee. Steering committee members will represent diverse immigrant communities and geographic regions of Washington.

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**Question #5:** How much of the funding for this project will be allocated to outreach? How will this outreach overcome the existing dis-proportionality?

**A:** DSHS is looking for a bidder that will invest the majority of the available funding (approximately 95%) to grants for eligible recipients. The remaining funding will be allocated to program administration, including outreach. The successful bidder will be partnering with a minimum of five local community – based organizations across the state to ensure outreach to eligible immigrant community members. There must be at least one CBO that has its primary location or service delivery area in central Washington and one in eastern Washington to ensure geographic inclusion. In addition, the successful bidder will be required to select organizations with a minimum of two years of experience providing culturally relevant and linguistically appropriate services to ethnically diverse immigrant communities, including those communities that originate from Asia and Pacific Islands, Mexico and Central America, Africa and other geographic regions.

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**All other terms and conditions in this Solicitation remain the same.**