



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

DATE: August 11, 2025

TO: RFP # 2535-875 Bidders

FROM: Caleb Clark, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Bidder's Q & A

DSHS amends the RFP # 2535-875 procurement document to include:

- Bidder's Questions and Answers including:
 - Bidder conference attendees,
 - Bidder conference power point presentation.

Bidder's Questions and Answers
RFP# 2535-875

Question #1: Nonprofits are not owned businesses- they are not owned by a woman or man- perhaps led by one of the genders, and varied ethnicities and races- but not owned. Are Questions 3 and 4 weighed?

A: The points available under Questions 3 and 4 in Attachment D are added to the total score of a small or veteran owned businesses written response if that business is selected for evaluation by DSHS. To determine whether your firm qualifies to receive the additional points, the requirements are explained under Section C(9) in the Solicitation document. Since Nonprofit are not an owned business, they do not qualify to receive the additional points.

Question #2: Should businesses applying be looking at the school districts that would work best for families with children?

A: No

Question #3: Are the preferred county locations final? Or can Benton County be included?

A: Preferred county locations are final, DSHS will not include any additional counties in this RFP.

Question #4: We work with many grandparents who are raising children. Some of them also have aid and long-term care. Have these funds supported Kinship families in the past?

A: No

Question #5: Are you looking for furnished or unfurnished housing?

A: DSHS is seeking vendors who can provide unfurnished housing.

Question #6: Are there points given to businesses that locate near healthcare (such as VA clinics) or medicare/medicaid facilities?

A: No.

Question #7: On average, how many clients would be in the system for one contract?

A. This depends on the area of service, the minimum would be five clients. Bidders are responsible for providing that information as needed in their written response based upon the Bidders own knowledge of their business capacity and resources.

Question #8: I'm wondering if you would work with us as a housing authority and also wondered if we could understand a little more about how many units are needed in each jurisdiction.

A: We would not work with you as a housing authority. Please see answer to Question 7.

Question #9: Do the clients include families with unhoused children.

A: Minor children may be a part of the household, but it is uncommon. The primary population served are individuals who are aged 18 or over and have a disability. Eligibility criteria does not include having children.

Those in attendance during the August 4, 2025 Pre-Bid Conference included:

Caleb Clark (DSHS/FFAA/CCLS)
Sandra Guerra de Pellegrini (DSHS/HCLA/HCS)
Whitney Howard (DSHS/HCLA/HCS)
Stephen Miller (DSHS/HCLA/HCS)
Jonathan Carrollo (DSHS/HCLA/HCS)
Jonnie Matson (DSHS/HCLA/HCS)
Randal Jones (Ryan Maintenance Services LLC)
Laura Pifer (Paragon Corporate Housing)
Shelly Willis (Family Education and Support Services)
Marjorie Chretien (Bin Confirmed LLC)
Vivian Bendewald (Morning Rains LLC)

The presentation slides used during the Bidder conference are attached below:

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

***Welcome to the Bidder
Conference***
**DSHS Request for Proposals
#2535-875**

HCS Global Leasing

August 4, 2025

2:00-3:00 p.m. Pacific Time

via Microsoft Teams

Agenda

- Introductions and Admin
- Proposal Requirements
- Important Reminders & Key Dates
- Background & Project Scope
- Q&A

Introductions and Admin

- DSHS Introductions
- Presentation, followed by Q&A
 - Please hold questions until end
 - Questions must be sent to the RFP Coordinator via Chat
- List of attendees may become a public record
- Focus on general issues related to RFP instructions, requirements, etc.
- Verbal responses to questions are unofficial
- Official responses to be posted as an RFP amendment

Minimum Qualifications

- Bidder is licensed to do business in the State of Washington or submits a statement of commitment that states the Bidder will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- Bidder must be able to make leasing decisions for owned or leased properties that comply with Washington State Landlord tenant laws.
- Bidder must be eligible for the Landlord Mitigation Fund or able to support private landlords in applying
- Bidder must be able to institute and provide a low barrier or no barrier housing application process for individuals and households referred by HCS.
- Bidders who are also property owners must be willing to accept rental subsidies from HCS via the Spokane Housing Authority, in accordance with applicable housing program regulations and requirements.

***Failure to meet one or more Minimum Qualifications
will result in disqualification.***



Submission Requirements

Attachment B: Sample Submission Letter

Attachment C: Certifications & Assurances

Attachment D: Bidder Response Form

- Bidders Identifying Code
- Section 1: Administrative Response
- Section 2: EO 18-03 Response
- Section 3: Washington Small Business
- Section 4: Washington Veteran Owned Business
- Section 5: Management Response
- Section 6: Technical Response
- Section 7: Cost Response

Attachment E: Contractor Inclusion Plan

Important Reminders

- As Amendments are posted to WEBS, these should be carefully reviewed and downloaded by the Bidders
- DSHS is committed to ensuring a fair and open competitive process
- To ensure that all Bidders receive a fair and open opportunity, it is vital that all interested parties abide by the requirements
- **All questions and information regarding this RFP should be directed to the RFP Coordinator and to no one else, unless otherwise directed in writing by the RFP Coordinator**



Bidders may submit written questions or requests for change in Contract Requirements until 5:00 p.m. Pacific Time	August 6, 2025
DSHS intends to post responses to written questions	August 8, 2025
Bidders must submit Proposals by 8:00 p.m. Pacific Standard Time	August 22, 2025
Written Evaluations	August 25-29, 2025
Oral presentations, if requested by DSHS	September 2-3, 2025
Announcement of Apparent Successful Bidder on WEBS	September 8, 2025
Contract Execution/Start Date	October 1, 2025

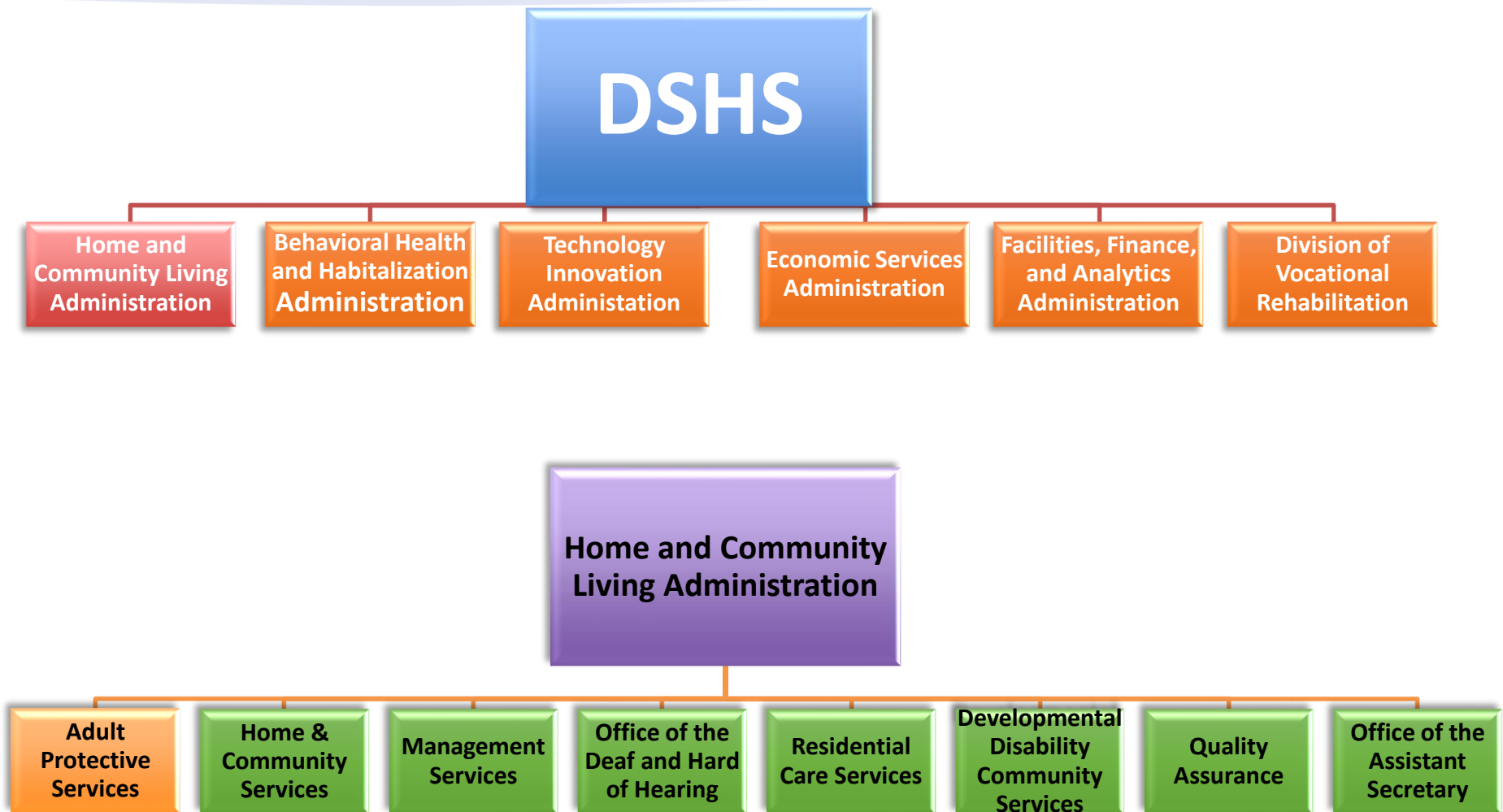
Background





Goal of Global Leasing

The goal of Home and Community Services (HCS) Global Leasing is to **quickly** lease up HCS referred clients with high housing barriers while providing risk mitigation for providers.



Global Leasing: What is it?

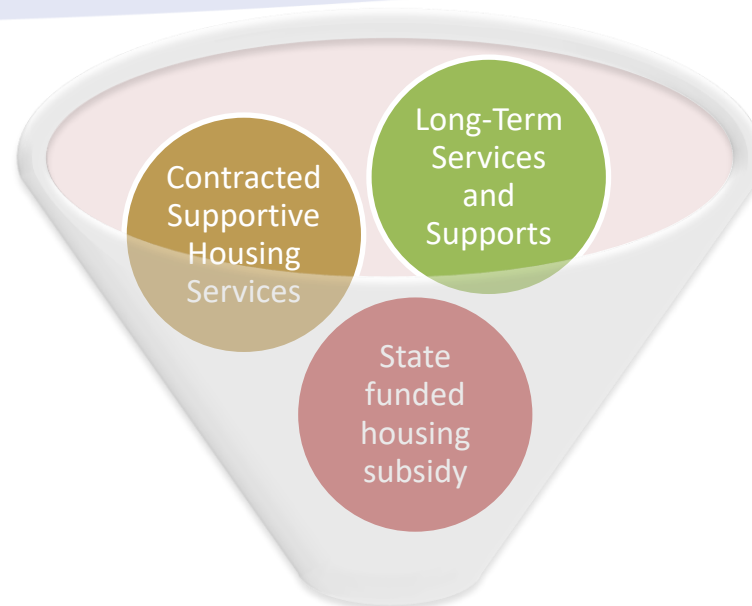
Global Leasing takes the three components of the

HCS Housing work:

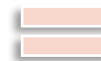
- State funded housing subsidy
- Long-Term Services and Supports
- Contracted Supportive Housing Services

And pairs with:

- Risk Mitigation Funds



Risk Mitigation Funds



Global Leasing



Global Leasing: What is it?

***What's NEW*: Risk Mitigation Funds**

- ☐ Risk Mitigation Funds are designed to assist housing providers in covering the excess costs not traditionally allowable in housing subsidies.
- ☐ Examples of uncovered costs: vacancy payments, unit turnover, general liability insurance, additional staff time.
- ☐ Risk Mitigation Funds are contracted per unit per year, above and beyond the Tenant Based Rental Subsidy.
- ☐ The amount of Risk Mitigation Funds are determined during the RPF application/contracting process.

Global Leasing Units: Two Types

Unit Owned by Contractor

- Units are set aside
- Units are leased to HCS referred clients
 - HCS Housing Team sends all referrals to Global Leaser
 - Spokane Housing Authority pays rental subsidy to property

Unit Not Owned by Contractor

- Units are leased by Contractor
- Units are subleased to HCS referred clients
 - HCS Housing Team sends all referrals to Global Leaser
 - Spokane Housing Authority pays rental subsidy to property

RFP 2.0: 2025

- HCS piloted Global Leasing in 2024 with an intentionally small roll out to review the process and adjust process.
- Now looking to expand statewide. Current RFP is for \$1,200,000 with estimated \$200,000 - \$350,000 awards.
- Preferred counties include Spokane, Pierce, King, Thurston, Yakima, Grays Harbor, and Snohomish





- Questions must be sent to the RFP Coordinator directly via Teams Chat
- **Verbal responses to questions are unofficial**
- Official responses shall be posted on WEBS as an RFP Amendment
- For questions that we do not get to today, please submit these via email to the RFP Coordinator at: **caleb.clark2@dshs.wa.gov**

Final Questions are due via email no later than 5:00PM PT August 6, 2025

DSHS appreciates your time and interest in this solicitation!



Washington State
Department of Social
& Health Services

Transforming lives